



VIDYASAGAR COLLEGE FOR WOMEN

(NAAC ACCREDITED)

39, SANKAR GHOSH LANE

KOLKATA - 700 006

Phone : 2241 8889


No.

NOTICE

Date

The newly constructed Internal Quality Assurance Cell (IQAC) by the Governing Body, meeting dt. 23.12.2017, is as follows :

1. Dr. Tapan Roy (Coordinator)
2. Dr. Molly Ghosh
3. Dr. Pradipta Mukherjee
4. Dr. Shyamal Bhar
5. Smt. Moumita Ash
6. Sri Amit Mahato
7. Smt. Keka Das
8. Dr. Patrali Ghosh
9. Sri Aniruddha Ghosh, Administrative Officer
10. Dr. Pranati Sinha (Mallik), Member from Management
11. Dr. Prathama Roy Mondal, Member from Alumni
12. Smt. Smita Bakshi, Member from Local Society
13. General Secretary, Students' Union

 , 03.01.18
(DR. RUPALI CHAUDHURI)
Principal



VIDYASAGAR COLLEGE FOR WOMEN

NOTICE

A meeting of the IQAC will be held on 17.01.2018 at 11.00 a.m. in the IQAC Room, New Building to consider the following agenda.

Members are requested to attend the meeting.

Agenda :

1. Considering Recommendation of NAAC Peer Team Report 2017
2. Five-year work plan for implementation of NAAC Peer Team Recommendation
3. Distribution of Work Load as per AQAR criterion
4. Matter related to Academic and Administrative Audit (AAA) & Financial Audit
5. Matter related to CAS
6. Seminar on 'Swamiji & Netaji: their Ideas & Innovations' on 19/1/18
6. Miscellaneous

Date : 13.01.18

T. Roy
(Dr. Tapan Roy)

Co-ordinator, IQAC

Members :

1. Dr. Rupali Chaudhuri, Principal
2. Dr. Tapan Roy (Co-ordinator)
3. Dr. Molly Ghosh
4. Prof. Aniruddha Ghosh (Administrative Officer)
5. Dr. Patrali Ghosh
6. Dr. Pradipta Mukherjee
7. Dr. Shyamal Bhar
8. Smt. Moumita Ash
9. Smt. Keka Das
10. Sri Amit Mahata
- ✓ 11. Dr. Pranati Sinha (Mallik), Member from Management
12. Dr. Prathama Roy Mondal, Member from Alumni
- ✓ 13. Smt. Smita Bakshi, Member from Local Society
14. Smt. Shukla Patra, G.S., Students' Union

SB. 15/1/18

Members present in The IQAC meeting held on 17.01.2018

1. R Chandhuri
2. Tapan Roy
3. ~~Dr. K. Das~~
4. ~~Dr. K. Das~~ (29.02.2026)
5. Amit Mahata
6. ~~Dr. K. Das~~ 17/1/18
7. Patrali Ghosh 17/1/18
7. Moumita Ash 17.1.2018
8. Shyamal Bhar 17.1.18
9. Pradipta Mukherjee 17.1.18.
10. Molly Ghosh 17-1-18.
11. Sant Babu 17/1/18
- 12.

Proceedings of the IQAC meeting held on 17 .01.2018

1. To consider the recommendations of NAAC peer team report, Dr Tapan Roys asks Dr Pradipta Mukherjee to read out major recommendations. Discussing some important points it is decided that a short term course for Entry-in –Service for all (not only for SC/ST students) will be started. It is also decided that Language lab will be set-up for enhancing language skill of the students. First year non-english medium students are to enroll for Communicative English classes in which attendance is compulsory. Coaching classes by RICE and DISHA will be finalized for guiding students for competitive examination. The Institution like DISHA and RICE can arrange a seminar for orientation.
2. PG programmes to be started in the departments of Physics and Mathematics and Bengali. But survey should be conducted for assuming the success of such self-financing courses.
3. PG course in English will be included in five year plan.
4. Computer Science is to be introduced as a General subject in B.Sc.
5. According to the recommendation of NAAC collaboration and tie-up with industries is desirable. Regarding this it is decided that departmental online feedback will be taken.
6. New posts will be created in different departments and proposals to be sent by concerned Departments immediately.
7. New proposed class Rooms at the third floor of the new building to be fully ICT enabled.
8. Complete automation of Office and Library to be expedited and an ERP needs to be implemented immediately.
9. Students' canteen should be Hygienic. There should be Rate chart in the canteen. Need to hold a meeting with Canteen Sub-Committee.
10. A sick room is to be constructed. Toilets are to be more hygienic, more facilities are to be provided for Girls' Common Room.
11. A language lab is to be made.
12. Work Load (Criteria-wise) for preparing AQAR for this current session is distributed among the different IQAC committee members as follows

Criterion – I: ~~All Members~~ ^{Moumita Ash &} Shyamal Bhar & Amit Mahata . Roy

Criterion-II: Keka Das & Amit Mahato

Criterion – III: Molly Ghosh & Shyamal Bhar

Criterion – IV: Moumita Ash and Shyamal Bhar

Criterion – V: Pradipta Mukherjee & Patrali Ghosh

Criterion – VI: Keka Das and Patrali Ghosh

Criterion – VII: Pradipta Mukherjee & Amit Mahato

13. Matter related to CAS (Career Advancement Scheme)
Dr. Madhumita Dutta and Dr. Pradipta Mukherjee asked to Submit the relevant documents for CAS to IQAC.
14. Eight Teachers whose promotion was due need to submit their papers to IQAC.
15. A committee for CAS was formed from the IQAC members and to be endorsed by GB.
The committee members are Dr. Tapan Roy, Smt. Molly Ghosh, Dr. Patrali Ghosh and Dr. Pradipta Mukherjee and Dr. Shyamal Bhar.
16. Discussion related to the formation of Parent-Teacher Association is deferred to the next IQAC meeting.

T. Roy / 23.02.18



VIDYASAGAR COLLEGE FOR WOMEN

NOTICE


A meeting of the IQAC will be held on 23.02.2018 at 10.30 a.m. in the IQAC Room, New Building to consider the following agenda.

Members are requested to attend the meeting.

Agenda :

1. Confirmation of the proceedings of the last meeting dated 17.01.2018
2. Matter related to Promotion under CAS of different teachers who submitted their relevant papers.
3. Matter related to AQAR.
4. Matter related to Academic and Administrative (AAA) audit.
5. Matter related to Financial Audit.
6. Formation of Parent Teacher Association
7. Matter related to canteen and Beautification of the campus.
8. Miscellaneous

Date : 16.02.18


(Dr. Tapan Roy)
Co-ordinator, IQAC

Members :

1. Dr. Rupali Chaudhuri, Principal
2. Dr. Tapan Roy (Co-ordinator)
3. Dr. Molly Ghosh
4. Prof. Aniruddha Ghosh (Administrative Officer)
5. Dr. Patrali Ghosh
6. Dr. Pradipta Mukherjee
7. Dr. Shyamal Bhar
8. Smt. Moumita Ash
9. Smt. Keka Das
10. Sri Amit Mahata
11. Dr. Pranati Sinha (Mallik), Member from Management
12. Dr. Prathama Roy Mondal, Member from Alumni
13. Smt. Smita Bakshi, Member from Local Society
14. Smt. Shukla Patra, G.S., Students' Union

Members present in the meeting held on 23.02.2018 in the IQAC room.

1. Chandrani 23.02.18
2. ~~...~~ 23/2/18
3. T. Roy 23.02.18
4. ~~...~~ 23/2/18
5. Shyamal Bhowmik 23.02.18
6. Molly Ghosh
7. ~~...~~ 23.02.2018
8. Pradipta Mukherjee 23.2.18.
9. ~~...~~ 23/2/18
10. Allahata 23/2/18
11. Moumita Ash 23.2.2018
12. Patrali Ghosh 23.2.18
13. ~~...~~
14. ~~...~~

Resolution of the meeting dated 23.02.2018

1. Confirmed the proceedings of the Last meeting dated 17.01.18
2. It has been resolved that Post Creation committee has been formed with the following members to procure the proposals for the creation of post of the Mathematics, Hindi, Physiology and Chemistry departments. The members are Patrali Ghosh, Amit Mahata, Moumita Ash and Sayandeb Sinha.
3. The IQAC approved the CAS papers of Pradipta Mukherjee and Madhumita Dutta for their promotion. Pranati Sinha explains the procedure of submitting and processing of CAS paper as it was found that Screening committee for the above mentioned teachers' promotion was formed before submission of their papers to IQAC. It is resolved that further this will not be done and the incumbent has to follow the proper procedure.
4. Work load was distributed among IQAC members and faculties for the preparing AQAR. The criterion-I will be prepared by Amit Mahata and Sugato Gupta instead of all IQAC members as resolved earlier meeting. The report of all the criteria has to be submitted within May 15, 2018.
5. It is resolved that the Academic Audit will be done by Dr. Shib Ranjan Chatterjee and Dr. Pranati Sinha. It is also resolved that Administrative audit will be done by Sri Debasis Mallick and Sri Aniruddha Ghosh.
6. Dr. Pranati Sinha explains the formation of Parent-Teacher Association and She suggests that representatives of Parents from all departments are to be incorporated and for this HOD's are requested to collect the name of the Parents who are interested to be a member of this association. The President, Secretary and Treasurer are to be nominated from all stake holders. The validity of the configurations will be of one year.
7. It is resolved that the Financial Audit will be done after March 2018 for the financial year 2016-2017.
8. Resolved that a meeting of Canteen committee and Beautification committee need to be held jointly by the Vidyasagar Evening College regarding the Issues related to common canteen and common space beautification.
Also resolved that a meeting of Canteen committee need to be held regarding the Issues related to Internal canteen.
9. Resolved that an Innovative cell is to be formed to implement the innovative teaching learning practices.
10. Miscellaneous:
 - a) It is resolved that to submit the UC of UGC-XIth Plan Allotment, the Principal will ask the concern teacher to take necessary action.
 - b) All the teachers who are applying for RC /OP are required to submit all the relevant papers to IQAC.
 - c) A whasapp group of IQAC is to be created for easy communication and discussion among IQAC members



VIDYASAGAR COLLEGE FOR WOMEN

NOTICE

A meeting of the IQAC will be held on 25.04.2018 at 11 a.m. in the IQAC Room, New Building to consider the following agenda.

Members are requested to attend the meeting.

Agenda :

1. Confirmation of the proceedings of the last meeting dated 23.02.2018
2. Post facto approval of Promotion under CAS of Dr. Piyali Dutta Chowdhury from Stage II to III.
3. Matter related to Promotion under CAS of the following teachers :-

SI No.	NAME	Department	Date of joining	Stage	Due Date
1	Dr. Shyamal Bhar Assistant Professor	Physics	20.04.2010.	I To II	12.11.2016
2	Dr. Sampa Barman Assistant Professor	Education	26.04.2010.	I To II	19.06.2015.
3.	Smt.Keka Das Assistant Professor	English	30.04.2010	I To II	23.12.2016.
4.	Smt.Baisakhi Halder Assistant Professor	Geography	25.09.2006	I To II	25.09.2012
5.	Shri.ShouvonikBala Assistant Professor	Geography	21.07.2008.	I To II	21.07.2014.
6.	Smt.Arunima Bhattacharya Assistant Professor	Geography	05.03.2007	I To II	05.03.2013
7.	Dr. Meenakshi Ghosh Assistant Professor	Chemistry	29.04.2010.	I To II	29.04.2014.
8.	Smt.Ajanta Saha Mandal Assistant Professor	Botany	01.04.2005	I To II	01.04.2016.

4. Matter related to progress of data collection for AQAR.
5. Matter related to Financial Audit.
6. Matter related to Communicative English course.
7. Matter related to 3rd Floor room allotment.
8. Matter related to Beautification of the campus.
9. Miscellaneous

Date : 13.04.18

T. Roy
(Dr. Tapan Roy)

Co-ordinator, IQAC

Members present in the meetings held on 25.04.18 in the IAS room

1. Chandhara 25.04.18
2. T. Roy 25.4.18
3. Sanku Bahl. 25/4/18
4. S.B. 25/4/18
5. Molly Ghosh 25/4/18
6. Vatsish 25.4.18
7. Amit Mahata 25.4.18.
8. Shyamal Bhay, 25.4.18
9. Moumita Das 25.4.18
10. P. Das. 25/4/18
11. ~~Prasanna Kumar - 22-08-2018~~
12. Pradyumn Das 25.08.2018

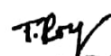
Proceedings of IQAC meeting dated 25.04.18

1. Proceedings of the last meeting dated 23.02.18 were read and confirmed.
2. Resolved that papers related to CAS of Piyali Dutta Chowdhury relating to her placement from stage II to stage III will be forwarded.
3. Resolved that papers relating to CAS submitted by the following teachers will be submitted to the Principal for arranging their screening. The papers were examined by the members thoroughly, corrected where necessary and handed over to the Principal.

Sl No.	NAME	Department	Date of joining	Stage	Due Date
1	Dr. Shyamal Bhar Assistant Professor	Physics	20.04.2010.	I To II	12.11.2016
2	Dr. Sampa Barman Assistant Professor	Education	26.04.2010.	I To II	19.06.2015.
3.	Smt.Keka Das Assistant Professor	English	30.04.2010	I To II	23.12.2016.
4.	Smt.Baisakhi Haldar Assistant Professor	Geography	25.09.2006	I To II	25.09.2012
5.	Shri.Shouvonik Bala Assistant Professor	Geography	21.07.2008.	I To II	21.07.2014.
6.	Smt.Arunima Bhattacharya Assistant Professor	Geography	05.03.2007	I To II	05.03.2013
7.	Dr. Meenakshi Ghosh Assistant Professor	Chemistry	29.04.2010.	I To II	29.04.2014.
8.	Smt.Ajanta Saha Mandal Assistant Professor	Botany	01.04.2005	I To II	01.04.2016.

4. IQAC Convener Dr Tapan Roy asks all of members the proceedings of IQAR. Each criterion head reports about their proceedings. It is found that reports are not completely prepared. So the Convener stipulates a date, i.e. 10th of August for submission of the criterion reports.
5. Matters related to financial audit were discussed and resolved that the audit will be done immediately. Also discussed about academic and administrative audit and resolved that the audits will be done shortly.
6. Resolved that communicative English course will not be pursued keeping in mind CBCS syllabus of 1st and 2nd semester.
7. Discussed about the room allotment of third floor. One big room will be provided for PG class of Physics. Other rooms will be distributed to different departments as per requirements.
8. Discussed the matters related to beautification of the campus. It is resolved that beautification of the common campus will be done in collaboration with evening college. Also resolved that college will seek for a donation to P C Chandra Group for the beautification of the campus.

The meeting ends with vote of thanks to the chair.


DR. TAPAN ROY
Co-Ordinator, I.Q.A.C.
VIDYASAGAR COLLEGE FOR WOMEN
Kolkata

NOTICE

VIDYASAGAR COLLEGE FOR WOMEN

A meeting of IQAC will be held on 22.09.2018 at 10AM in the new building IQAC room.

Agenda:

1. Confirmation of the proceedings of meeting dt. 25.04.18.
2. Formation of different Committees.
3. Progress of preparation of AQAR.
4. Miscellaneous.

Members are requested to attend the meeting

T. Roy

Dr. Tapan Roy

Co-ordinator, IQAC

20.09.2018

Members present in the IBAC meeting held on 22.09.2018

1. Rchandran , 22.09.18

2. Tapas Roy 22.09.18

3. ~~...~~

4. ~~...~~ - 22.09.2018

5. Molly Ghosh.

6. Nonmita Ghosh

7. Shukla Pattar

8. Amit Mahata .

NOTICE

This is for the information of all concerned that an IQAC Meeting inviting all Governing Body members and NAAC Committee members will be held on 05.08.2017 at 3 p.m. in the Auditorium (to accommodate all GB Members, IQAC members and NAAC Committee members. All members are requested to attend.

The Agenda:

1) **Submission of AQAR 2016-17.**

2. a) Matters related to Audit of IQAC Fund as per UGC guidelines.

b) Presentation of 6 Reports (2011-12 - 2016-17) to be submitted to UGC Eastern Regional Office along with Auditor's Certificate.

3) Matters related to Action Taken Reports (ATRs) on decisions taken at IQAC Meetings.

4) Matters related to Promotion/ Placement of teachers through CAS.

5) Matters related to SSR.

IQAC Coordinator

Principal

Minutes of IQAC Meeting held on 20.07.2016:

Members present (IQAC):

Dr Rupali Chowdhury, Principal and Chairperson, IQAC

Dr Chaitali Basu, IQAC Coordinator

Shri Debasis Mallick, Management Representative

Prof Nabanita Chatterjee, Management Representative

Dr Tapan Roy, Teacher-member

Sm Molly Ghosh, Teacher-member

Dr Shubhra Bagchi, Teacher-member

Dr Moitreyee Basuroy, Teacher-member

Dr Amit Mohan Rakshit, Teacher-member

Shri Aniruddha Ghosh, Bursar

Sm Sweta Tiwary, Student Nominee

GB members:

Dr Pranati Sinha

Sm Sadhana Bose

NAAC Committee members:

Dr Deepti Bannerjee, Coordinator

Dr Sankar Bakshi, Co-Coordinator

Dr Pradipta Mukherjee

Dr Rapti Deb

Sm Keka Das

Shri Amit Mahata

Dr Madhumita Dutta

Dr Somshankar Roy

Dr Shyamal Bhar

Sm Moumita Ash

Agenda 1: Submission of AQAR 2016-17: IQAC Coordinator Dr Chaitali Basu stated that as per IQAC rules, the IQAC had readied the AQAR for 2016-17. The hard copy of the AQAR was shown to the audience consisting of GB Members, IQAC members and NAAC Committee members by seniormost IQAC member Dr Shubhra Bagchi. Dr Bagchi also read out the future plan for the next academic session given at the end of the AQAR. It was advised that the following points be included in the future plan: Introduction of Computer Science and Statistics subjects in general stream and acquisition of separate plot of land for Academic Buildings to make up for the space shortage. GB President stated that the AQAR 2016-17 may be uploaded on the College website.

Agenda 2.a) Matters related to Audit of IQAC fund: IQAC Coordinator Dr Chaitali Basu explained the heads under which a UGC grant-in-aid of Rs 3 lakhs had been given to the College in 2014. She informed the members present that the utilisation had been done as per UGC norms. Copies of all bills and vouchers had also been submitted from time to time to Shri Aniruddha Ghosh, Bursar. But the original copies would be submitted to the Auditor and the Auditor's Certificate would have to be submitted to the UGC Office by September.

Agenda 2.b) IQAC Coordinator also informed that she had been instructed by the UGC Office to submit 6 Annual Quality Assurance Reports (2011-2016) to the UGC Office along with the Auditor's Certificate. She had been given the format by the UGC Office. The format for these Reports is different from that of the AQARs. Dr Basu stated that she had completed the Reports and presented them for the perusal and approval of the GB members present.

Agenda 3) Matters related to Action Taken Reports: IQAC Coordinator stated that during the NAAC Peer Team's interaction with the IQAC, the Register of IQAC Meetings held, along with signatures, would have to be submitted. The Notices, Agenda and Minutes of the IQAC Meetings had already been uploaded in the website in the IQAC window. Dr Basu stated that we would also have to submit the Action Taken Reports on resolutions adopted at the IQAC Meetings. The hard copy of Action Taken Reports was presented to the GB members for their approval. Since the audience was large and everyone would not be able to go through the Reports, Dr Basu gave a brief power-point presentation on the Action Taken following IQAC resolutions adopted at each IQAC Meeting from 28.07.14 to 31.07.17 for the members.

Agenda 4) Promotion/Placement of teachers through CAS: Dr Chaitali Basu stated that two teachers Dr Madhumita Dutta and Dr Maitrayee Basu Roy had completed their promotion through CAS from Stage 2 to Stage 3 and Dr Pradipta Mukherjee had completed her promotion from Stage 1 to Stage 2. They have also received their pay fixation memos. Dr Basu stated that eight more teachers are due for promotion. Their names were read out by IQAC member Dr Maitrayee Basuroy. Six teachers had already submitted their papers to the IQAC for their promotion through CAS and the IQAC was examining their papers.

Agenda 5) Matters related to SSR: Dr Chaitali Basu informed members present that subsequent to a Notice on the NAAC website stating that all Colleges which wished to remain in the old NAAC format should submit their SSRs by 31st March, the NAAC Committee had uploaded the SSR by 31st March. The print copy was sent three weeks later.