



VIDYASAGAR COLLEGE FOR WOMEN

NOTICE

A meeting of the IQAC will be held on 27.08.2019 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 23.07.2019.
2. Report on submission of AQAR.
3. Matters related to 360 degree feedback.
4. ERP training to non-teaching staff
5. Creating a social media account for the college.
6. CAS papers of
  - i) Maitrayee Basu Roy
  - ii) Srobonti Chattopadhyay
  - iii) Mihir Dam
  - iv) Anasuya Majumdar
  - v) Anushree Chakrabarty
7. Miscellaneous

Date : 21.08.19

*T. Roy*  
(Dr. Tapan Roy)

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

27.08.2019

Members present: -

1. R Chaudhuri, 27.08.19
2. T. Roy 27.8.19
3. Amit Mahata, 27.8.19
4. Molly Ghosh.
5. Moumita Ash
6. Bhow. 27.8.19.
7. Pradipta Mukherjee 27.8.19.
8. K. Das. 27/8/19.

Proceedings of the meeting held on 27.08.2019

1. Dr Tapan Roy states that AQAR for the session 2018-19 has to be submitted and uploaded within September 2019. Though he has served notices to all members to submit required data, he has not received full data. In this regard he clarifies all the doubts asked by different members.
  2. He also points out the matter of 360 degree feedback and after discussion it has been resolved that Dr Sugato Gupta Asst. Prof. in Mathematics will complete the task and upload the report on our website.
  3. Dr Roy clarifies further that three support staff trainings are done during this session and these are ERP training, Training for Online admission process by software Company, Workshop for conducting Kanyashree portal by WB Govt.
  4. Discussed the matter of ISO Certification and NIRF ranking and it has been found that no step has been taken in this regard. Principal Dr Chaudhuri proposes the name of Moumita Ash as Nodal officer to **Social Media Champ** for uploading various activities of the college. She asked her to frame the dos and don'ts of the activity.
  5. Dr Roy states that four files of **CAS** have been submitted by four teachers as follows:
    - i) Maitrayee Basu Roy
    - ii) Srobonty Chattopadhyay
    - iii) Mihir Dam
    - iv) Anusuya Majumder
    - v) Anushree Chakraborty.
  6. It has been resolved that Display board has to be started immediately in every floor of the new building.
- The meeting ends with vote of thanks to the chair.

T. Roy  
DR. TAPAN ROY  
Co-Ordinator, I.Q.A.C.  
SAGAR COLLEGE FOR WOMEN



VIDYASAGAR COLLEGE FOR WOMEN

NOTICE

A meeting of the IQAC will be held on 17.09.2019 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 27.08.2019
2. Discussion about AQAR related matter and next year plan.
3. Approval of Administrative Audit 2017-18 and discussion about the recommendations.
4. Approval of Academic Audit 2017-18 and discussion about the recommendations.
5. Matter related to CAS.
6. Miscellaneous

Date : 11.09.19

*T. Roy*  
(Dr. Tapan Roy)  
Co-ordinator, IQAC



Members present in the IQAC meeting held on 17.09.19

1. Kelenhine

2. T. Roy

17.9.19

3. ~~Dr. Roy~~

4. Pradipta Mukherjee 17.9.2019.

5. Monmika/Chh 17.9.19

6. ~~Dr. Roy~~ 29.07.2019

7. Moly Ghosh 17-9-19.

8. Shyamal Bhargya 17.9.19

9. Sanku Ball 17/9/19.

10. Patoli Ghosh 17.9.19

Proceedings of the last meeting were read and confirmed.

Discussed the matter related to preparation of AQAR and discussion is done regarding the collection of data and formatting of the data.

Convener Dr Tapan Roy placed the administrative audit report which has been made by Debasish Mullick on 18<sup>th</sup> august 2019. A long discussion is done focusing on the points of recommendations in the said report. Important recommendations on formation of health club installation of Solar panel, and inception of Language digital Lab are discussed thoroughly so that these long awaited issues can be solved and could be turned into reality.

The report of Academic Audit, which has been done by Dr Shibrangan Chatterjee and Dr Pranati Sinha on 18<sup>th</sup> of August 2019 is placed. The recommendations included in this report are discussed thoroughly specially about collaborative projects with NGO and about creation of Employability Cell.

Discussion was held about the CAS papers of Mihir Dam, Anasuya Majumder, Shrobonty Chattopadhyay and Maitrayee Basu Roy.

The meeting ends with vote of thanks to the chair.

The meeting ends with the vote of thanks to the chair.

T. Roy

(Dr. Tapan Roy)

Co-ordinator

IQAC

DR. TAPAN ROY

Co-Ordinator, I.Q.A.C.

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Kolkata



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NOTICE

A meeting of the IQAC will be held on 01.11.2019 at 11.30 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 17.09.2019
2. Matter related to AQAR 2018-19 and submission of AQAR related data
3. Matter related to CAS.
4. Miscellaneous

Date : 26.10.19

*T. Roy*  
(Dr. Tapan Roy)

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



1. 11. 2019.

Members present:-

1. Chandhuri, 01. 11. '19
2. T. Roy 01. 11. 19
- 3.
4. Molly Ghosh
5. Pradipta Kumar Ghosh 1/11/19.
6. D. Das: 1/11/19.
7. Anu Mahata 1/11/19.
8. Shyamal Bhowmik 01. 11. 19-
9. Moumita Das 01. 11. 19
10. Patrali Ghosh 1. 11. 19.

Proceedings of the last meeting were read and confirmed.

Discussed the matters relating to collection of data to be provided to fill up AQAR. It is found that it is very hard to collect the required data from various departments and from office files. Hence Dr Mukherjee suggests to form a new committee for Data Collection which is supposed to be headed by an assistant Professor and the committee should be comprised with other teaching and Non-teaching staff.

Scrutiny is done over the CAS papers submitted by various candidates and discussed about the proceedings to arrange screening meetings.

Misc.

Discussed the matter relating to sign MOU with other academic institutions and NGO s, specially with IGNOU for establishment of Learner Support Centre.

Discussed the matter relating to application for ISSN no of the college Academic Journal Akshar.

Discussed the matters relating to activities to be initiated by Green Club to spread environmental awareness and beautification of the campus.

The meeting ends with the vote of thanks to the chair.

T. Roy

(Dr. Tapan Roy)

Co-ordinator

ICAR. TAPAN ROY

Co-Ordinator, I.Q.A.C.

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NOTICE

A meeting of the IQAC will be held on 28.01.20 at 11.30 a.m. in the IQAC Room, New Building to consider the following agenda.

Members are requested to attend the meeting.

**Agenda :**

- 1) Matter related to National Seminar.
- 2) Matter related to Arts and Science Exhibition.
- 3) IGNUe related matter
- 4) Matter related to pending cases of promotion of teaching Staff
- 5) Miscellaneous

Date : 21.01.20

*T. Roy*  
(Dr. Tapan Roy)

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



Members present in the Int. IQAC meeting held on 28.01.20

1. Chandhni, 28.01.20
2. T. Roy 28.01.20
3. Anjali 28.1.20
4. Pradipta Mukherji 28.1.20.
5. Shyamal Bhary, 28.01.2020
6. K. Das. 28/1/2020.
7. Molly Ghosh 28/1/2020.

#### Proceedings of the meeting of IQAC held on 28.01.2020

Discussed about the national seminar to be organized by IQAC an initiative towards the Celebration of Bi-Centenary year of Pandit Iswar Chandra Vidyasagar. It is resolved that proposal the seminar will be sent to NAAC for funding and the seminar will be at national level. Proforma and application for the same will be prepared by Bi-Centenary Committee convener. She will be assisted by Meenakshi Ghosh and Chaitali Bannerjee.

Resolved that annual Science and Arts exhibition (inter-College Level) will be held on 20<sup>th</sup> and 22<sup>nd</sup> February respectively. Date of registration for the same will be 7<sup>th</sup> to 15<sup>th</sup> of February. Each department can present one chart/model/presentation in maximum. A Budget of Rs. 25000 has been sanctioned for the same. Dr Sampa Barman and Joydip Ghosh will act as convener of Arts Exhibition and Dr Meenakshi Ghosh and Dr shyamal Bhar will act as Science Exhibition Convener. Other Colleges have to register their names by email to [iqac@vcfw.org](mailto:iqac@vcfw.org).

Discussed about the matters related to IGNOU and decided that IGNOU centre will run from this new venue. Necessary arrangements will be done for this purpose.

Discussed about the matter related to sending report of pending cases as directed by Govt of west Bengal in the format and resolved that the same will be uploaded by IQAC convener. It is found that there are 21 pending cases of teaching staff.

The meeting ends with vote of thanks to the chair.

T. Roy  
DR. TAPAN ROY  
Co-Ordinator, I.Q.A.C.  
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Kolkata





VIDYASAGAR COLLEGE FOR WOMEN

NOTICE

A meeting of the IQAC will be held on 11.03.20 at 11.30 a.m. in the IQAC Room, New Building to consider the following agenda.

Members are requested to attend the meeting.

**Agenda :**

- 1) Matter related to Future Plan for next Academic year
- 2) Opening of PG course
- 3) Strengthen of ICT-enabled teaching-learning process
- 4) Counseling and coaching classes for competitive examinations
- 5) Matter related to enhancement of communicative skill of students
- 6) Recommendation for formation of screening committee related to CAS
- 7) Collaboration and tie-up with Industry
- 8) Matter related to news letter.
- 9) Matter related to Audit and Budget ( For both College and Hostel)
- 10) Miscellaneous

Date : 04.03.20

*T. Roy*  
(Dr. Tapan Roy)

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

Meeting held on 11<sup>th</sup> March 2020.

Members present:-

1. T. Roy 11.03.20
2. Palshahi Ghosh 11.3.20
3. Holly Ghosh .
4. Nonmita Ghosh 11.3.2020
5. Amit Mahata. 11.3.2020
6. Shyamal Bhaya 11.3.2020

Proceedings of the meeting IQAC held on 11.03.2020

1. Some plans have been taken for the coming year keeping in mind the betterment of teaching learning process and administrative functions. The plans are:
  - I. Prayer to the State Government to provide another building to meet space constraint.
  - II. Online submission of all types of fees by the students through Students 'Fees collection Portal'.
  - III. Installation of Solar Panel.
  - IV. Opening of PG courses in Bengali.
  - V. Recruitment of Non-Teaching staff.
  - VI. Infrastructural development of Hostel Building to provide the lodging facilities to the students coming from remote areas.
2. Coordinator Dr. Tapan Roy had a meeting with Department of Bengali and they have consented to open PG course in Bengali on the basis of huge requirement for the present UG students.
3. Teachers have a huge demand for ICT enabled class room and it is decided to arrange for two more ICT enabled class room.
4. It is resolved that job council and coaching classes for competitive examinations will be started again. Seminars and workshops will be arranged to spread the job awareness among the students.
5. Communicative English and soft skills are taught in the classes of competitive exam and that why it is resolved to continue with French courses of 6 month.
6. Screening committee for CAS of the following teachers has been recommended to form. The teachers are Mihir Dam, Anasuya Majumdar, Srobonti Chattapadhyay, Anusree Chakraborty, Maitrayee Basu Roy, Som Shankar Ray and Pradipta Mukherjee.
7. Initiatives will be taken to Tie up with industries so that we can have a member from respective industry. Initial talks have been done with Senco Gold and PC Chandra Industries.
8. Principal Dr. Rupali Chaudhuri reported that Modhumita Dutta has declined to continue with her work relating to news letter. Henceforth the name of Maumita Ash has been proposed and confirmed totake care of News letter.
9. The budget and audit of previous and present year is to be done immediately. Finance committee will arrange same immediately.

Misc: A seminar will be held to discuss about novel CORONA virus and its impact.

The meeting ends with vote of thanks to the chair person.