

IQAC meeting and minutes

2023-24	
14.07.2023	11
17.10.2023	12
01.12.2023	20



Putapa Ray
Principal
VIDYASAGAR COLLEGE FOR WOMEN
Kolkata-700 006

94

Notice



VIDYASAGAR COLLEGE FOR WOMEN

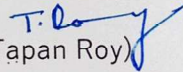
NOTICE

A meeting of the IQAC will be held on 14.07.2023 at 9.30 a.m. in the IQAC Room, New Building to consider the following agenda.
Members are requested to attend the meeting.

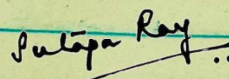
Agenda:

- 1) Matter related to Future plan
- 2) Solar panel
- 3) Matter related to MoU with different College
- 4.) Matter related to seminar on IKS
- 5) Smart class & ICT enable Class room
- 6) Discussion about Entry in Service
- 7) Extension of New Building
- 8) CAS of 10 incumbent
- 9) Formation of Research development Cell
- 10) Miscellaneous

Date : 08.07.23


(Dr. Tapan Roy)
Co-ordinator, IQAC




Principal
VIDYASAGAR COLLEGE FOR WOMEN
Kolkata-700-006

2023-24

14.07.2023.

Members present:

1. Pulpa Roy - 14/7/23.
2. Tapan Roy 14.07.23
3. Swarnali Mishra 14.07.23
4. P. Das 14/7/23.
5. Patrali Ghosh 14.7.23
6. Molly Ghosh.
7. Prothama Raymandal - 14.07.23
8. Tripti Das 14.07.23
9. Shyamal Bhowmik 14.07.23.
10. Nitish Dam 14.07.23, -
11. Moumita Das 14.7.2023

Proceedings of the meeting held on 14.07.2023

- Proceedings of the last meeting were read and confirmed.
- In the first place we discussed the future plan and the plan of action for the year 2023-24 and these are as follows:

i) Installation of Solar panel with immediate effect

ii) MoU to be signed with different colleges, institutions and industries specially with neighboring colleges to enhance innovations in teaching learning and experiential learning. Proposed the names of the following colleges, namely, Vidyasagar Metropolitan College, Rammohan College, Maharani Kashiswari College, Sammilani College, etc. Dr Tapan Roy, Convener of IQAC will take the charge to proceed in this regard.

iii) Organizing seminars and workshops on Indian Knowledge System, Intellectual Property Rights and Research Methodology in collaboration with other institutions. In this regard Department of Philosophy reports that they are going to organize a panel discussion with sponsorship of ICPR.

iv) To procure smart classrooms and ICT enabled classrooms more in number.

v) to start a new session of training course relating to entry-in- service.

vi) To start PG Course in Mathematics.

vii) Construction of New rooms at the backside of the New Building to increase the number of classrooms



Pulpa Roy
Principal
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Cont..

CONV. 14.7.23.

Discussed the matter of student progression track record. Dr Patrali Ghosh discussed about some mechanisms to do the same. Resolved that through maintaining whatsapp group the track will be maintained on departmental basis.

- CAS of 10 new incumbents will be forwarded to the Governing Body for further action.
- Discussed the matter of benchmarks of NAAC accreditation and resolved that each and every cell and committee will work hard to organize events and to furnish documents to ensure the benchmarks.
- To strengthen innovative ecosystem in the college the college the research and Development Cell has been reformed as follows :

Principal (Chairman)

Dr Anasuya Majumder (Convener) Sub Committees : **Finance and Infrastructure** : Dr Shyamal Bhar, Dr Tapan Roy, Dr U B Pramanick and Dr Swarup Saha

Research Program and Policy Development : Dr Anasuya Majumder, Dr Chaitali Bannerjee, Dr Shamreen Naaz

Collaboration and Community: Kaushik Ghosh (GB) Dr Sanjib Saha and Dr Joydip Ghosh

Product Development and Marketing Commercialization: Dr Atri Saha, Dr Meenakshi Ghosh and Dr Somshankar Ray

IPR, Legal and Ethical: Kaushik Ghosh, Dr Sukanta Patra and Biswajit Saha

- We discussed about the NAAC Visit in the coming year in elaboration and decided that IIQA will be sent by the month of December 2023.
- Value added Courses/ Add on Courses will be conducted for the year 2023-24. The policy has been reformed and it has been decided that students of any department may join the course, it will not be specific discipline bound. The seat of each course will be 150 in number and host departments/ Committees will frame the curriculum viewing overall development and employability.

Miscellaneous:

- Discussed the matters related to Grievance Redressal and the convener of the said committee will be requested to prepare year-wise report.
- Discussed the matter of Continuous Class assessment of various Departments and resolved that HoD of each Department will prepare a report on identifying advanced and slow learners.
- Discussed about the KIC activities and decided that the upcoming activities must focus on market of the product and entrepreneurship.
- The meeting ends with vote of thanks to the chair.

T. Roy



Patapa Ray
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NOTICE

A meeting of the IQAC will be held on 17.10.2023 at 9.30 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 inclusion of an educationist as IQAC member.
- 2) Submission of AQAR - 2022-23
- 3) Academic and Administrative audits - 2022-23
- 4) Matter related to pending News Letter Publication.
- 5) Matter related to NAAC SSR preparation and submission of IIQA
- 6) Report of events for website upload
- 7) Matter related to Departmental Profiles for SSR
- 8) Collaborative Quality Initiatives of IQAC and MOUs.
- 9) Strengthening of ICT infrastructure.
- 10) Matter related to Add on Courses and Soft Skills
- 11) Solar panel and Energy Conservation.
- 12) Discussion about the recommendations of Academic and Administrative audits -2021-22 and action taken.
- 13) Matter related to feedback analysis report and action taken.
- 14) Miscellaneous

Date : 12.10.23

T. Roy
(Dr. Tapan Roy)

Co-ordinator, IQAC



Putapa Roy

Principal
VIDYASAGAR COLLEGE FOR WOMEN
Kolkata-700 006

Member present in The IOAC meeting held on 17.10.23

1. Sulaj Ray 17/10/2023
2. Tapas Roy 17/10/23
- 3.
4. Prothoma Raymondal - 17.10.2023
5. Molly Ghosh.
6. Mannik Ash 17.10.2023
7. Pradipta Kuevji 17.10.2023.
8. N. K. Das 17/10/23.
9. Shyamal Bharg 17.10.23
10. Anit Mahata 17.10.23.
11. Shamru Naz.
12. Mihir Dam 17.10.23

Proceedings of the meeting held on 17.10.2023

Proceedings of the last meeting were read and confirmed.

- Following the guidelines lay down by UGC two eminent educationalists have been included and they are Dr Basab Chowdhury, Principal, Heritage Engineering College and Dr Asutosh Ghosh, VC, Sister Nivedita University as we have already received consents from them.
- Discussed the matter of data collection to complete AQAR as well as for the SSR and Dr Tapan roy asked the Convener of Data Committee to ensure the collection and uploading of data by 30th November 2023 without any further delay.
- Academic and administrative audit for the year 2022-23 will be done shortly and financial audit has to be done before IIQA.
- Newsletter for 2022-23 is to be prepared by Moumita Ash and the same will be published by November 2023 and the report made by the students must be included in the same. Also discussed the matter of report making of all events and decided that the report will be made by the concerned Committee conveners or by the concerned HoDs.
- Date of submission of IIQA will be declared by Principal madam and IQAC Coordinator very soon as the SSR preparation is almost completed,. But there are scopes to improve the SSR and that needs to be furnished by the Criterion heads.
- All the reports of the seminars and webinars must be collected by Seminar committee and relevant criterion mentors are requested to look into the matter so that reports be uploaded on the college website.
- Departmental Profiles must contain all the important data, so data collection must be done by the Departmental Heads with maximum effort and all the reports must maintain a similar approach towards their regular practices.
- The members discussed the matter of MoU activity throughout the year with special attention to Student Exchange Program. It is also discussed that the supporting documents of the activity must contain a notice, a brief description, some photographs, attendance and certificate of completion. The program done in collaboration must be highlighted in the SSR.



Tapan Roy
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- Two classrooms in the third floor will be endowed with ICT facilities immediately and those will be shared by all departments as and when necessary. Members suggested to convert more classrooms with ICT facilities.
- Discussed the matter of Add On Courses and resolved that coordinator of each course must chalk out some mechanism to enroll more students in their respective courses.
- We discussed the proposals received for installation of Solar panel and the challenges towards its implementation. Keeping the problems discussed regarding the installation the agenda has been adjourned for this day.
- All the recommendations found in last NAAC report were read again to identify the percentage of implementation of those and it is found that we have successfully implemented some of the recommendations and others will be communicated to the concerned departments and cells.
- The action taken report on the basis of feedback received relating to 2022-23 as it has been prepared by the Convener, is discussed and sent for uploading.
- ✓ Miscellaneous:
 - Our esteemed Alumni Association member and Ex Teacher of the Department of Bengali and also a member of IQAC Dr Prathama Roy Mandal proposes an Award for the best student of either the Dptt of Bengali or of Philosophy and she proposes an one tome donation of Rupees twenty five thousand in the college fund. All the members present appreciated her proposal and the same will be discussed in upcoming GB meeting for the approval.
 - The meeting ends with vote of thanks to the chair.

T. Roy



Putapa Ray
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NOTICE

A meeting of the IQAC will be held on 01.12.2023 at 9.30 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 disable friendly toilet
- 2) Green Audit, Energy Audit, Environmental Audit
- 3) Matter related to NAAC preparation
- 4.) Updating College Website
- 5) Miscellaneous

Date : 25.11.23

T. Roy
(Dr. Tapan Roy)

Co-ordinator, IQAC



P. Roy

Principal
VIDYASAGAR COLLEGE FOR WOMEN
Kolkata-700 006

1.12.2023.

Members present:-

- 1.
2. T. D. Ray
3. Swarnali Mishra 1.12.23.
4. Pradipta Mukherjee 1.12.23.
5. ~~Pradipta~~ 1/12/23.
6. Molly Ghosh.
7. Patraji Ghosh 1.12.23
8. Moumita Ash 01.12.2023
9. Sukata Kumar Adre 01.12.2023
10. Mahapay Basu Roy 01/12/23
11. Soumbarhan Ray 01/12/23.
12. Meenakshi Ghosh 01/12/23
13. Amit Mahata. 01/12/23
14. Soukar Baschi 01.12.2023.
15. Sanjib Datta. 01.12.2023
16. ~~april~~ 01.12.2023
17. Anushree Chakraborty 01.12.2023
18. Arnab Kayal 01.12.2023
19. ~~Moumita Ash~~ 01.12.2023
20. Sujan Sinha 1/12/23

Proceedings of the meeting dated 1.12.23

- Proceedings of the last meeting were read and confirmed.
- IQAC convener Dr Tapan Roy raised the issue of construction of disabled-friendly toilet in first floor and resolved that one of the present toilet will be converted to disabled friendly one.
- As NAAC preparation is being supervised by IQAC members, an extended discussion is done towards enhancement of marks in different criteria. In this connection T Roy said that report of cr 2 should be done very meticulously and for that we have to cater to students diversity. He also suggests that remedial classes and mentorship should be strengthened and also evaluation process to mark weak students should be reformed. Dr M Ghosh points out the matter of student performance and learning outcomes. Smt M Ash suggests that students may attend some language classes at K Mission Inst. Dr S Patra will look into the matter. Dr Roy opined that the process should begin for the benefit of NAAC. Without introducing full course we can organize seminars on Life Skill for all students twice a month, suggested by the chairperson.
- Discussed the matter of activities of Yoga Committee and resolved that Yoga Committee should be strengthened and they may contact World Yoga Society to collaborate. M Ash said that documentation of each activity is highly important.
- External member Swarnali Mishra suggests academic collaboration with Surendranath College. Exchange program with different MOU colleges should be initiated.
- Discussed that green audit, energy audit, and environment audit for this year should be done by an affiliated agency immediately. Green Club members said that they are in touch with some agency to take forward the audit. The house had mulled over the feasibilities of creating and caring for a small garden at the college premises. Decided that the gardener who worked at VSM will be contacted for this.
- T Roy emphasized the need for updating of college website and Principal Madam suggested a meeting of website committee and Dr Patra is to be co-opted into the committee as an invitee member.
- Discussed the matter related to resource mobilization for research. Dr Roy asked research committee to prepare a report for this. Principal Dr Sutapa Ray also suggests a meeting with all committee conveners to discuss the following agenda.
 - i) Feedback from committee conveners
 - ii) Required data, if any for NAAC report
 - iii) The approved matters which are yet to be implemented.

Bursar Dr Shyamal Bhar opined to appoint an assistant accounted will be employed to make account section activities faster and this is decided keeping in mind the pending works in accounting.

The meeting ends with vote of thanks to the chair.

T. Ray



Putapa Ray

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