

## IQAC 2019-21

### Meeting #6

Start time: 7:30pm

Date: 19.07.2020

End time: 9:20pm

#### :Agenda:

1. Confirmation of minutes of the previous meeting
2. Review of IQAC actions for 2019-20 academic session
3. AQAR 2019-20 preparation
4. Action plan for IQAC academic session 2020-21
1. Miscellaneous

#### : Members Present:

1. Surhita Basu
2. Indrani Sen
3. Susmita Mitra
4. Subhra Bandopadhyay
5. Chandana Aditya
6. Sudipta Gupta
7. Ujjal Kumar Das
8. Lopamudra Dey Dutta
9. Sneha Singh
10. Madhuchhanda Manna
11. Sohini Roy
12. Debanjana Sadhukhan (in absentia)
13. Niha De (in absentia)
14. Atri Chattaraj (in absentia)

#### :Minutes:

1. Minutes of the previous meeting is confirmed.
2. Coordinator, IQAC presented achievements and challenges of the last session and requirements for the next session.
3. Librarian, Lopamudra Dey Dutta, recommended urgent activation of OPAC system for providing better facility during pandemic situation and beyond. IQAC suggested providing written proposal to college through official mail.

4. CAS committee to guide on requirements and necessities of upcoming CAS applicants.
5. Incubation cell to be formed with Sanghita Bhattacharjee who will incorporate other interested faculty members to develop the cell and its functions.
6. Students' mentoring recommended to be shifted to online mode, as feasible, for regularity and documentation ease.
7. Online classes for upcoming semester to be discussed with routine committee.
8. Students' feed-forward to be explored for establishing institutional students' opinions platform mechanism, as stated in Government of West Bengal letter reference no 11-Pr.Secy-HED/2020 .
9. IQAC to provide full support in conducting proposed international webinar in collaboration with RUSA.
10. For continuing departmental activities, suggestion for series of webinars through-out the session once by every department is provided which is to be discussed with seminar committee.
11. Faculty development trainings on online teaching methods are of urgent necessity. Seminar committee to be consulted to arrange.
12. Academic calendar for 2020-21 will be on hold till further instructions.
13. Suggestion was raised for continuing online classes partially and as feasible after pandemic, to manage the issue of room availability and to meet the class hours required for CAS.
14. Research cell as of now to encourage faculty to attend courses, to participate in seminars and conferences and to apply for research funding by maintaining calendar of events and deadlines and assisting in processing fund proposals.
15. Dr. Manasi Sen Gupta expressed possibility of establishing research centre later in the name of Sister Nivedita, as suggested by the chairperson.
16. Mechanism to collect feedbacks from teachers, employers, alumni and parents to be explored and established.
17. Suggestions for routine classes and possibility to start sharing learning materials to engage students as soon as possible in online mode were raised.
18. Students' representatives sent messages as below –

- a. Live video classes, mainly used for PG classes, are at times disrupting due to connectivity issues.
  - b. Sharing reading materials and other learning resources with audio notes from faculty explaining the topic is most preferred method for online learning.
  - c. Video lectures, shared as stored files, are more useful than live video interaction sessions
  - d. Regular classes and routine-wise cover of syllabus topics will be helpful.
19. Alumni association meeting of 18<sup>th</sup> March was cancelled due to lock-down. Next alumni association meeting to be held in August though online video conferencing.
20. Placement cell has been informed for updating documentation by maintain a file at office and arranging for home-based internships during the pandemic situation.
21. Collection of data and preparing AWAR 2019-20 to be finished by September.
22. Necessary purchases based on requisitions submitted by departments and library to be submitted to authority.
23. Recommendation for establishing RTI cell.
24. Workforce for website committee to be increased.

## **IQAC 2019-21**

### **Meeting #7**

Start time: 5:45pm

Date: 7.09.2020

End time: 8:00pm

:Agenda:

1. Review of minutes of the previous meeting
2. Library OPAC proposal
3. Alumni Association first meeting minute
4. Upcoming CAS proposal processing
5. Ensuing examinations
6. Upcoming international webinars
7. Miscellaneous

: Members Present:

1. Surhita Basu
2. Indrani Sen
3. Susmita Mitra
4. Subhra Bandopadhyay
5. Sanghita Bhattacharjee
6. Chandana Aditya
7. Sudipta Gupta
8. Ujjal Kumar Das
9. Lopamudra Dey Dutta
10. Sneha Singh
11. Madhuchhanda Manna
12. Sohini Roy
13. Moumita Das Basak (alumni representative)

:Seminar sub-committee members:

1. Dr. Madhumita Das (Jt. Convener, Seminar Committee)
2. Dr. Manasi Sen Gupta (Jt. Convener, Seminar Committee)

: Invited faculty from seminar organizing department:

3. Dr. Debamitra Kar (Asst. Professor, Dept. of English)

:Minutes:

1. Minutes of the previous meeting is confirmed.
2. Written proposal of Library OPAC system accepted by all committee members and recommended for further actions.
3. First meeting minutes of alumni association presented by alumni representative Moumita Das Basak.
4. Suggestion given for arranging alumni meet by publishing advertisement on paper.
5. Avenues for developing alumni fund to be explored in consultation with concerned office.
6. Associating retired faculty members is suggested in developing alumni program plans.
7. Resolution taken to mobilize CAS proposal processing during the pandemic condition.
8. Proposal for conducting mock test before the ensuing online examination to be conducted by the college for first time is granted in consultation with examination committee convenor and member.
9. Ujjwal Kumar Das is given the responsibility to develop the top sheet of the answer sheets for the mock test.
10. Dr Debamitra Kar, Department of English presented the program plan for conducting the two-day international webinar in collaboration with IQAC.
11. Seminar organizing committee structure proposed.
12. IQAC action plan drafted in consultation with organizing department.

**Women's College, Calcutta**  
**IQAC 2019-21**  
**Meeting #8**

Start time: 8:00pm

Date: 08.12.2020

End time: 9:50pm

**:Agenda:**

1. Review of minutes of the previous meeting
2. AQAR 2020 data collection format
3. AQAR 2020 submission work distribution
4. IQAC's response for AQAR
5. Alumni Association second meeting minutes
6. Seminar review and feedback
7. Miscellaneous

**: Members Present:**

1. Surhita Basu
2. Indrani Sen
3. Susmita Mitra
4. Sanghita Bhattacharjee
5. Chandana Aditya
6. Sudipta Gupta
7. Sneha Singh
8. Madhuchhanda Manna
9. Sohini Roy
10. Lopamudra Dey Dutta
11. Moumita Das Basak (alumni representative)

**:Minutes:**

1. Minutes of the previous meeting is confirmed.
2. Moumita Das Basak, alumni representative, presented the minutes of the second alumni meeting with structure and formation of alumni executive committee.
3. Due to pandemic situation the members of alumni association executive committee could not meet face to face ever to discuss and plan ahead. Thus, all representatives of alumni requested to keep the committee structure as proposed and to confirm all roles and responsibilities after initial six months of functioning as acting committee. IQAC members agreed to the decision taken by the pro tem executive committee of alumni association.
4. Suggestion has been given by alumni representative, Moumita Das Basak, to involve other interested alumni of each department. Suggestion has been provided by IQAC to publish a

notice on college website inviting alumni to contact respective departmental alumni representative.

5. Review of two international webinars presented by IQAC coordinator along with suggestions provided by joint conveners of IQAC seminar committee to increase the number of IQAC seminar committee members including more faculty who are well-equipped in technical aspects and handling computers and webinar platforms.
6. It is decided to increase the number of committee members to 8 or 9 as per the suggestions provided by the joint conveners of IQAC seminar committee.
7. Feedback on webinars provided by organizing secretary of seminars, Dr Sneha Singh, who suggested organizing more webinars as sole IQAC initiative on faculty development and training, particularly on CAS, NAAC, NIRF, IPR and academic audit.
8. Dr Sneha Singh has been given the responsibility to take actions in organizing any of the above-mentioned seminars in coming three months.
9. A new online proforma for collecting information from faculty, departments and committees prepared for IQAC AQAR by Madhuchhanda Manna, Dr Sneha Singh and Dr Sohini Roy has been accepted by all committee members.
10. Two online forms for collecting faculty and department information for AQAR are to be sent via mail to individual faculty and departments by 15<sup>th</sup> of December with request to submit by 20<sup>th</sup> December. All other information is to be collected via mail from respective offices and committees within same time period.
11. Lopamudra Dey Dutta, Sohini Roy, Chandana Aditya and Surhita Basu are given the responsibility to develop the online form based on the approved information collection proforma.
12. IQAC responses to all other queries in AQAR for the year 2019-2020 have been discussed.
13. Work responsibilities to furnish all information have been distributed. Sudipta Gupta has been given the responsibility to prepare necessary textual responses for AQAR submission.
14. All stakeholders' feedback mechanism as per UGC requirement is to be introduced from academic year 2020-2021 in supervision of Sanghita Bhattacharjee and Susmita Mitra.
15. It is suggested to introduce orientation and bridge courses for the new batch of students from the academic year 2020-2021. The courses to be organized by individual departments publishing a notification on college website.
16. Suggestions have been provided to start quarterly a year to monthly seminar as Researchers' Meet by Research Cell, IQAC where research works will be presented and discussed from various streams by various internal and external researchers and faculty.

**Women's College, Calcutta**  
**IQAC 2019-21**  
**Meeting #9**

Start time: 4:30pm

Date: 13.05.2021

End time: 6:30pm

**:Agenda:**

1. Review of minutes of the previous meeting
2. Placement Cell, Website committee, Seminar committee, Alumni association, Students representatives' report
3. Review of other sub-committees' activities
4. Action plan in reference to UGC DO No. F.14-1/2021 (CPP-II) [COVID-19 measures]
5. Review of college safety measures
6. Feedback mechanism from all stakeholders
7. Academic calendar
8. Online transition of academic activities and documentation
9. Miscellaneous

**: Members Present:**

1. Surhita Basu
2. Subhra Bhattacharya
3. Susmita Mitra
4. Sanghita Bhattacharjee
5. Sudipta Gupta
6. Sneha Singh
7. Madhuchhanda Manna
8. Sohini Roy
9. Ujjal Kumar Das
10. Moumita Das Basak (alumni representative)
11. Niha De (student representative - PG)
12. Atri Chatterjee (student representative – UG)

**: Sub-committee :**

1. Rakhi Banik (Placement Cell)

**:Minutes:**

1. Minutes of the previous meeting is confirmed.
2. Request to increase the strength of Placement Cell by including junior office staff, IQAC students' representatives and more faculty members has been approved.

3. Rakhi Banik from placement cell presented the plan for enhanced documentation, arranging regular career counselling sessions and institutional collaborations for regular placement and students' internship. Placement Cell will arrange an online career counselling session for the final year students of the college by June 2021.
4. Moumita Das Basak, alumni representative, presented the revised structure and formation of alumni executive committee, now ready to be uploaded at website. She also suggested developing an online form for students' enrollment to alumni association for various activities. A closed Facebook group which can be used to develop college alumni network has also been proposed.
5. Alumni Association presented relief plan for students during pandemic by offering necessary dietary recommendations by alumni of Food and Nutrition department, mental health support by alumni of Psychology department, relevant information pool by alumni of Journalism & Mass Communication department and developing experience sharing pool by Secretary of Events, alumni of Philosophy and Music departments.
6. Seminar committee representative, Sneha Singh, presented the new committee structure with representatives from every department. She also extended her joint request with Seminar committee co-convenor Dr Madhumita Das to continue the committee structure under joint convenorship of Dr Manasi Sengupta and Dr Madhumita Das. Seminar committee presented its plan to conduct internal faculty workshop by June 2021.
7. Website committee requested to extend the number of committee members by engaging more actively contributing members who will be able to develop relevant content. The committee convenor, Dr Surhita Basu, presented its plan to update the website by August as the website remains engaged otherwise during admission process.
8. Students' representatives requested to arrange remedial classes and develop departmental support mechanism for students who or whose close family members are suffering from COVID-19.
9. A Research Cell meeting is to be organized to develop various plans and policy to support and encourage faculty members for conducting more research works. The cell is to be convened by a senior faculty who is already a member of the cell.
10. Incubation Cell to finalize its committee structure with various faculty members and its upcoming plan of actions.

11. Parents-Teachers Association presented its plan to conduct its first online meeting by June 2021 for feedback collection and to extend support during COVID-19 pandemic.
12. Following the recommendation of UGC, an IQAC COVID-19 Task Force has been proposed with following members to be functioning under IQAC with chairmanship of the head of the institution –
  - (i) Smt. Subhra Bhattacharya & Smt. Sudipta Gupta (Students Aid Support)
  - (ii) Dr Sohini Roy (Diet & Nutrition)
  - (iii) Dr Chandana Aditya (Psychological well-being)
  - (iv) Smt Rituparna Gangopadhyay & Dr Debamitra Kar (Physical Fitness)
  - (v) Dr Surhita Basu (Information Resources)
  - (vi) Smt. Sanghita Bhattacharya & Sri Ujjal Kumar Das (Parents-Teachers' Network)
  - (vii) Smt. Madhuchhanda Manna & Dr Sneha Singh (Self-help Network)
  - (viii) Smt. Susmita Mitra & NSS (Volunteers Network)
13. Suggestions have been raised to revive the college sick room and procure oxygen cans, pulse oximeter, digital blood pressure measurement instrument. Possibility to extend support to needy students along with faculty and staff with emergency oxygen cylinder during pandemic has been discussed.
14. Based on the recommendations from Faculty & Staff training workshop on Safety and Health at Work, IQAC recommends developing a committee for Occupational Safety and Health (OSH Committee) with members responsible for –
  - (i) Water Safety
  - (ii) Electrical Safety
  - (iii) Fire Safety
  - (iv) Lab Safety
  - (v) Natural Disaster Safety
  - (vi) Quick Response Team
15. Feedback mechanism from all stakeholders to be developed by Smt. Sanghita Bhattacharya to start collection by June, 2021.
16. Smt. Madhuchhanda Manna to develop academic calendar for 2021-22 session in consultation with Teacher-in-Charge and Academic Committee convenor, Dr. Indrani Sen.
17. Online faculty register to be launched by IQAC at the earliest for documentation of all classes and other daily activities.
18. Necessity to develop online documentation of college and university examination duties has been raised.

**Women's College, Calcutta**  
**IQAC 2019-21**  
**Meeting #10**

Start time: 10:30am  
End time: 1:20pm

Date: 30.06.2021

**:Agenda:**

1. Review of the minutes of the previous meeting
2. Review of Alumni Association, Placement Cell, Gender Sensitization Cell, Research Cell, CAS committee, Students' representatives, Parents-Teachers' Association, Incubation Cell, Website Committee, Seminar committee activities and their recommendations
3. Review of IQAC 2019-21 activities
4. Feedback from IQAC members
5. Recommendation for future plans and actions
6. Miscellaneous

**: Members Present:**

1. Indrani Sen
2. Surhita Basu
3. Subhra Bhattacharya
4. Susmita Mitra
5. Sanghita Bhattacharjee
6. Sudipta Gupta
7. Sneha Singh
8. Madhuchhanda Manna
9. Sohini Roy
10. Ujjal Kumar Das
11. Moumita Das Basak (alumni representative)
12. Niha De (student representative - PG)
13. Atri Chattoraj (student representative – UG)

**: Sub-committee :**

1. Rakhi Banik (Placement Cell & Gender Sensitization Cell)
2. Sukla Ghosh (Research Cell)

## **:Minutes:**

1. Minutes of the previous meeting has been confirmed.
2. Convenor of the Research Cell, Dr Sukla Ghosh, presented the Research Cell's report and presented her future recommendation for smooth and fast sanctioning of research project proposals, organizing faculty training session for sensitizing faculty for research benefits and works, enhancing various collaborations for research, ensuring infrastructural support by arranging researcher's corner with computers and sitting arrangements and fast processing faculty's PhD supervision applications. Suggestions have also been given to organize Weekly students' seminar and publishing the papers in eJournal as part of college website.
3. Alumni association representative Moumita Das Basak presented the Association's future plan and recommendation for developing alumni network through a Facebook Page in the name of Chirantani, regularizing alumni association membership, developing alumni fund account, registering the association as per requirement of UGC, launching an alumni magazine. The association also presented its plan for helping the students and former students in various ways during the COVID-19 pandemic. Suggestions have been provided for enhancing regular activities, launching Alumni scholarship fund for needy students and helping students in placements and internships.
4. Students' representatives Atri Chattaraj and Niha De requested for regular routine-wise classes following the scheduled time as per the routine, to avoid scheduling multiple video classes a day to help students in coping up with data cost, to help students with enough study materials due to limited access to library and to enhance the institutional support for online transactions.
5. Placement Cell convenor, Rakhi Banik presented her future plan for extending the cell with one representative from each department for easy tracing and documentation of placement and internship details, for organizing a training program on soft skill development, for enhancing online webinar facility extending the limitation of participation in online platforms, for involving parents-teachers association in placement, internship and training programs, for regularizing and documenting the departmental guidance for competitive exams.
6. Gender Sensitization Cell convenor Rakhi Banik presented her future plan to reshuffle the cell adding more active members, to organize a seminar as well as regular internal students'

workshops for gender sensitization purpose. The cell also recommended launching students' help committee for addressing various issues faced by the students.

7. Incubation Cell coordinator, Smt Sanghita Bhattacharjee, extended her committee adding following members – Susmita Mitra, Surhita Basu, Sohini Roy, Madhuchhanda Manna, Sudipta Gupta and Ujjal Kumar Das. For its future plan the committee proposed to initiate hand-on training of the students in innovation, entrepreneurship encouraging former students to run self-sustenance schemes such as cheap store for college students, home cooked meal delivery for college faculty and staff.
8. Smt Sanghita Bhattacharjee coordinator for Parents-Teachers' Association presented the formation of the Association's executive committee with all parents' representatives of semester iv students for a tenure of one year which will automatically be renewed after a year with the next batch of parents' representatives of semester iv students. The name of Jyotirmoy Chowdhury of semester iv Bengali department has been proposed as the president of the executive committee. The executive committee to be headed by the head of the institution as the chairperson with vice-president, secretary and other posts to be filled in the next executive committee meeting to be organized in every four months. Once faculty representative from each department will also be part of the executive committee of the Parents-Teachers Association.
9. The Website Committee convenor, Dr Surhita Basu, extended the committee including Dr Sohini Roy and Smt Ubhaybharati Acharya in the committee. The committee also presented its future plan of incorporating publication of all necessary notifications and time tables through website at students' interface, faculty interface and general interface. The committee also requested for more skilled and active members ensuring different activities of the committee.
10. The seminar committee representative Dr Sneha Singh presented its future plan for regularly conducting faculty and staff training programs, enhancing departmental seminar programs by organizing at least one seminar a year, organizing more industry interaction session by each department. The committee presented few areas on which urgent need for conducting seminars is there such as Intellectual Property Rights, NIRF, CSIR, new Pay scale, taxation and investment plans and other topics of concerns for State Aided College Teachers.
11. Library representative Smt. Lopamudra Dey Dutta presented her future plan for fast digitalization of the library opening the library database for online search, purchasing eBooks and eJournals for larger benefits, for utilizing library's collection for training for competitive exams by the departments and placement cell and highlighted the requirement

for regularizing and strengthening the PG library. Also, the need for properly maintaining Library committee's meeting minutes regularly has also been highlighted with utmost urgency.

12. IQAC 2019-21 committee recommends the following, apart from the above, as future course of actions –

- (i) Fast processing of proposals for increasing the number of permanent faculty in all practical departments of the college for ensuring quality education imparted and proper functioning of the departments.
- (ii) Enhancing the support to the practical departments by providing and ensuring actively involvement and well qualified lab assistants
- (iii) Developing the laboratory infrastructure for all lab-based departments with proper equipment and space for maintaining quality, hygiene and safety of the students and staff
- (iv) Maintaining online register for examination roster documenting in detail the responsibility, hours of engagement and other details for all types of examination related responsibilities for both off-line and online cases.
- (v) Maintaining online documentation of all committee membership details along with regular meeting minutes for easy storage and access by all committee members, particularly for CAS aspirants.
- (vi) Internal and external academic audit should be launched soon at larger scale, preferably in the presence of UGC/NAAC zonal representative
- (vii) Online class register, examination register, committee documentations and AQAR data collection to be continued post-Pandemic for better organization and easy accessibility of documents
- (viii) Partial online classes may continue post-Pandemic for facilitating required number of classes to all faculty in dealing with the space problem
- (ix) RTI cell to be established, preferably as part of GB committee
- (x) Grievances cell to be strengthened further developing with full committee structure, preferably under GB

- (xi) Purchase and implementation with proper staff training of full MIS software package for proper documentation and processing of all administrative activities, including proper reference numbering of all notices and letters and generating receipt copies
- (xii) Institutional preparation and participation for NIRF is required
- (xiii) Developing more positive image of the institution by regularly involving all stakeholders in various activities and actively promoting college's brand image
- (xiv) Necessary safety and security measures to be taken as discussed in the Safety training program organized by IQAC
- (xv) All committees and cells and other bodies under IQAC, TC, GB and others to present its activities, plans, achievements and challenges regularly in the IQAC, TC, GB or other committee meetings respectively, ensuring regular functioning of all committees
- (xvi) Technical support system is required to be developed and provided by college authority for holding examinations, organizing regular seminars, training programs and other academic activities by various departments, cells and committees
- (xvii) Clear guideline to be developed and provided by college, as applicable, for class hours and responsibilities for all faculties
- (xviii) Psychological Counselling Cell to be revived and functional, particularly at the time of pandemic
- (xix) Certificate courses of Psychology and Food & Nutrition departments to be completed and re-activated considering online learning mode
- (xx) More certificate courses and vocational training programs may be launched aiming to develop job-oriented skills and entrepreneurship among the students
- (xxi) All departments, committees and cells are required to actively engage more students in co-curricular and extra-curricular activities, maintaining IQAC events plans, as proposed in Parents-Teachers' Association's General Body meeting. Srijan's cultural activities to be included under the IQAC Events Calendar.

- (xxii) Immediate shift from social media to official email and mail groups' communication as preferable communication medium for all official purposes for proper documentation, organization and easy access of data
- (xxiii) IQAC coordinator to be provided with designated administrative secretary for continuous support
- (xxiv) IQAC coordinator due to designated office hours may be exempted from other academic and administrative burdens under certain limitation, as per regulation
- (xxv) Day-care facility for children of the employees to be developed inside the college premise
- (xxvi) College sick room to be well-maintained and well-equipped

## ACTION TAKEN REPORT

### IQAC 2020-2021

1. Online 360 degree feedback collection mechanism became operational. Feedbacks were collected and analysed.
2. Online Learning mechanism that was launched by IQAC in April 2020 in collaboration with GSuite for Education during the lockdown period continued functioning for regular online classes and activities
3. IQAC-CAS committee processed the CAS proposals of five incumbents. Three teachers were promoted to Associate Professor Stage I and one teacher and the Librarian was promoted to Assistant Professor Stage 3
4. Online data collection and data processing from individual faculty, departments and committees were started by IQAC.
5. IQAC of Women's College, Calcutta organized an online internal training session on *Safety at Work for Academic Institutions* at 11 am on 28<sup>th</sup> April 2021 on the occasion of World Day for Safety and Health at Work. Mr Dilip Singh with experience of more than 15 years as Safety Officer in various sectors shared practical advice and guidelines followed by 10 minutes question and answer session.
6. To focus on the gender-equality promotion programme, a lecture was delivered by Smt. Sanghita Bhattacharjee, Assistant Professor, Department of Economics on the topic "Sex and Gender: Housework within a U-shaped curve" on 3<sup>rd</sup> June 2021
7. Two-Day State Level Seminar on 'CAS, WBHS and other Benefits for College Employees' was organized on 8<sup>th</sup> and 9<sup>th</sup> June 21.

Day 1	Day 2
Dr Partha Karmakar (W.B.H.S) Deputy Secretary (Academic), West Bengal Board of Secondary Education Formerly: O.S.D & Ex-officio Asst. Director of Public Instruction, Education Directorate, Bikash Bhaban, Govt. of W.B	Dr T. K. Ghara, State Nodal Officer. AISHE, and Joint DPI, Higher Education Department, Government of West Bengal

8. Research Cell conducted a meeting on 24.06.2021. Initiatives were taken to acquire all necessary orders, rules, records and documents to enhance college research initiatives.

Follow-ups were initiated to continue regular publication of the college journal JSSW (Journal of Social science and Welfare) hampered due to the pandemic.

9. The first meeting of the Parents-Teachers' Association was held at 4 pm on Friday, 25<sup>th</sup> June, 2021. IQAC Co-ordinator Dr Surhita Basu and the IQAC representatives of the Parents-Teachers' Association Dr Sanghita Bhattacharjee and Sri Ujjal Kumar Das along with other teachers and parents representatives selected from each department joined the meeting. Brief descriptions were provided regarding the different activities of the college. Parents feedback and suggestions were also collected.

10. Various events were organized on special occasions throughout the pandemic period following the Events calendar that was launched by IQAC for regularizing activities by all departments and cells

11. Partial automation of Library through KOHA software 3.18 version was completed

12. Faculty training through refreshers' courses, orientation programs and various faculty development programs were encouraged

13. AQAR 2019-20 was prepared and submitted by the IQAC committee



Dr Sanghita Bhattacharjee  
Associate Professor  
Department of Economics