



WOMEN'S COLLEGE, CALCUTTA

IQAC MINUTES & ACTION TAKEN REPORT

2019-2020

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Internal Quality Assurance Cell

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IQAC 2019-20

Meeting #1

Start time: 2:30pm

Date: 17.09.19

End time: 4:00pm

:Agenda:

1. IQAC guideline for affiliated colleges 2019-21
2. Action plan for the academic year 2019-20
3. Distribution of workload
4. Miscellaneous

:Members Present:

1. Surhita Basu
2. Indrani Sen
3. Subhra Banerji
4. Susmita Mitra
5. Sanghita Bhattacharya
6. Sudipta Gupta
7. Ujjal Kr. Das
8. Chandana Aditya
9. Lopamudra Dey
10. Madhuchhanda Manna
11. Sohini Roy
12. Shyamal Ranjan Bhattacharya
13. Himangshu Chakraborty

:Minutes:

1. IQAC committee formation presented by IQAC coordinator along with discussing the new regulations.
2. Student feedback forms to be filled in by the students by second week of November, 2019.
3. IQAC proposes to conduct a NAAC-funded seminar. The proposal has to be sent as soon as the college re-opens after the puja, assisted by the TC seminar committees.
4. CAS committee to be set up with Sanghita Bhattacharjee, Sukla Ghosh, Rakhi Banik, Ubhaybharati Mukherjee, Lopamudra Dey for assisting and reviewing CAS proposal.
5. Tie-up with institution for providing facilities for special need students, if and when required. Chandana Aditya to be in-charge.
6. Collaborations and MOUs in between institutions and industrial concerns to be explored.
7. A CAS related local seminar to be organized by December 2019.
8. Developing procedure for maintaining students' result of the past five years.
9. Next meeting for AQAR is proposed to be held on 1st October, at 12 noon.



Sukhita Basu

Coordinator
IQAC

IQAC 2019-20

Interim Urgent Meeting #2

Start time: 2:30pm

Date: 26.11.19

End time: 3:30pm

:Agenda:

CAS Application Processing

:Members Present:

1. Surhita Basu
2. Indrani Sen
3. Susmita Mitra
4. Sanghita Bhattacharya
5. Sudipta Gupta
6. Ujjal Kr. Das
7. Chandana Aditya
8. Madhuchhanda Manna
9. Sneha Singh
10. Lopamudra Dey

:IQAC-CAS Committee Member:

1. Shukla Ghosh

:Minutes:

CAS proposal of Dr Avijit Banerjee approved by all committee members for further processing in reference to the recommendation from IQAC-CAS committee.

Surhita Basu
Coordinator, IQAC

IQAC 2019-20

Meeting #3

Start time: 2:00pm

Date: 10.12.19

End time: 4:00pm

:Agenda:

1. Minutes of the previous meeting
2. AQAR 2018-19
3. IQAC faculty development seminar
4. Action plan for first quarter of 2020
5. Distribution of workload
6. Miscellaneous

: Members Present:

1. Surhita Basu
2. Indrani Sen
3. Susmita Mitra
4. Sudipta Gupta
5. Chandana Aditya
6. Lopamudra Dey Dutta
7. Madhuchhanda Manna
8. Sohini Roy
9. Debanjana Sadhukhan
10. Shyamal Ranjan Bhattacharya
11. Himangshu Chakraborty
12. Niha De (Student representative)

:Minutes:

1. Minutes of the previous meeting is confirmed.
2. AQAR 2018-19 presented by Smt. Susmita Mitra before final submission.
3. IQAC committee formation to be approved by college statutory body, as needed to

complete AQAR.

4. IQAC needs to maintain Action Taken Report for regular evaluation.
5. Alumni association committee to be formed under Debanjana Sadhukhan with one representative from each department to establish formational and functional modalities, later on to be registered.
6. Parent-teacher association to be formed, details of which to be decided in the next meeting.
7. Library upgradation suggested. Library database needs to be updated through cloud. Outside agency is recommended to be appointed for this.
8. Parent-teacher meeting to be revived, preferably at the beginning of a session. Bridge courses and orientation program recommended at the beginning of next session.
9. Development program for support staff to be conducted. Sohini Roy to be in charge.
10. College heritage to be presented through permanent heritage photo wall.
11. IQAC seminar on NIRF, CAS & NAAC to be organized before or after the upcoming session.
12. Criteria-wise distribution of workload for AQAR 2019-20 to be decided in the next meeting.
13. Requirements of various departments and college organizations are to be collected by Chandana Aditya as soon as possible.
14. IQAC website committee suggested to be formed with Tanushree Das, Palas Biswas, Nehajul Sk and S. Diki Lama.
15. Next meeting to be held on a convenient date in March 2020.

Sushita Basu

Coordinator, IQAC

IQAC 2019-21

Meeting #4

Start time: 3:45pm

Date: 28.01.20

End time: 5:05pm

:Agenda:

1. Confirmation of minutes of the previous meeting
2. CAS proposals processing
3. AQAR for 2018-19
4. Department requirements processing
5. Action plan for first quarter of 2020
6. Distribution of workload
7. Miscellaneous

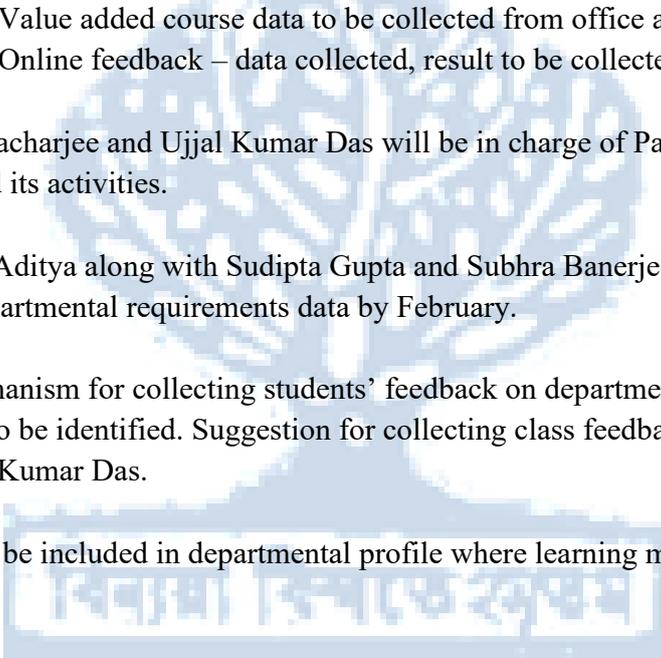
: Members Present:

1. Surhita Basu
2. Indrani Sen
3. Susmita Mitra
4. Sanghita Bhattacharjee
5. Chandana Aditya
6. Sudipta Gupta
7. Sneha Singh
8. Lopamudra Dey Dutta
9. Ujjal Kumar Das
10. Madhuchhanda Manna
11. Sohini Roy
12. Shyamal Ranjan Bhattacharya
13. Himangshu Chakraborty

:Minutes:

1. Minutes of the previous meeting is confirmed.
2. CAS proposals of Dr. Sukla Ghosh, Sanghita Bhattacharjee, Rituparna Gangopadhyay and Dr. Malabika Biswas Roy are approved by all committee members after recommendation from IQAC-CAS committee.

3. List of necessary requirements from all departments and library are presented by Chandana Aditya.
4. Revival of earlier NAAC seminar committee is recommended by adding IQAC member Dr. Sneha Singh as IQAC representative to the committee.
5. Possible date for IQAC seminar is decided to be in May to ensure smooth functioning without interrupting classes.
6. AQAR work-load distribution –
 - a. Part B – Largely to be collected from office
 - b. 1.3.1 – Value added course data to be collected from office and NSS, Mala Gupta.
 - c. 1.4.1 – Online feedback – data collected, result to be collected before next session.
7. Sanghita Bhattacharjee and Ujjal Kumar Das will be in charge of Parents-Teachers association and its activities.
8. Dr. Chandana Aditya along with Sudipta Gupta and Subhra Banerjee to compile and summarize departmental requirements data by February.
9. Feedback mechanism for collecting students' feedback on departmental improvement and infrastructure to be identified. Suggestion for collecting class feedback through CRs is given by Ujjal Kumar Das.
10. e-Resources to be included in departmental profile where learning materials will be shared online.
11. Upcoming academic calendar to be prepared by Madhuchhanda Manna.
12. Agenda suggestion for next meeting
 - a. Research Cell formation
 - b. Feedback mechanism
 - c. AQAR submission
 - d. IQAC seminar
13. Next meeting to be organized in March, 2020.


Sanghita Basu
Coordinator, IQAC

IQAC 2019-21

Meeting #5

Start time: 2:20pm

Date: 11.03.2020

End time: 4:20pm

:Agenda:

1. Confirmation of minutes of the previous meeting
2. AQAR for 2019-20
3. Institutional improvement
4. Action plan for second quarter of 2020
5. Distribution of workload
6. Miscellaneous

: Members Present:

1. Surhita Basu
2. Indrani Sen
3. Susmita Mitra
4. Subhra Bandopadhyay
5. Sudipta Gupta
6. Ujjal Kumar Das
7. Lopamudra Dey Dutta
8. Madhuchhanda Manna
9. Sohini Roy
10. Debanjana Sadhukhan (alumni representative)
11. Niha De (student representative)
12. Shyamal Ranjan Bhattacharya
13. Himangshu Chakraborty

:Minutes:

1. Minutes of the previous meeting is confirmed.
2. PG student representative reported for improvement of washroom facilities in PG building, installing dust bins and better light facility. Also pointed out requirement for more white boards.

3. Full set-up of first aid box needs to be made available in college. Dr. Sohini Roy has taken the responsibility to look after the matter.
4. First alumni meeting to be held on 18th March, 2020 at 2pm in PG faculty room.
5. College hall should be upgraded with in-built screen, projector and sound system with internet connection for smooth conduct of seminars, conferences and other events of the college. Ujjal Kumar Das has taken the responsibility.
6. Wi-fi facility of the old staff room needs to be improved.
7. Academic audit, both internal and external, to be introduced. Ujjal Kumar Das has taken the responsibility.
8. NIRF is suggested to be implemented from the next cycle.
9. Funding agencies for higher education and research to be identified along with fetching detail process of application. Sudipta Gupta and Subhra Bandopadhyay of English department have taken the responsibility.
10. Semester plan (faculty wise and/or class wise syllabus division) to be maintained by every department for Curriculum Implementation.
11. For the upcoming AQAR, data collection from committees and individual faculty member is to be done by Dr. Sohini Roy and Madhuchhanda Manna.
12. Feedback forms from all stakeholders to be collected and furnished with online display of result. Responsibility given to Susmita Mitra, Sanghita Bhattacharjee and Sudipta Gupta.
13. e-Learning at college website to be introduced from the next academic session.
14. All notices and time tables are recommended to be uploaded in college website after due permission.
15. At least one industry interaction or workshop or seminar is recommended to be organized by each department in every academic session.
16. Incubation centre to be introduced. Responsibility is given to Sanghita Bhattacharjee.
17. Recommendation for reviving further the extension activities with NSS and others. Responsibility taken by Dr. Indrani Sen along with Madhuchhanda Manna.

18. Teaching and Learning Centre of the college along with e-content development facility are recommended to be introduced. Palas Biswas to take the responsibility.
19. Recommendation for maintaining Gym and conducting other physical fitness initiatives around the year by Sports committee. Baisakhi Das Saha and Abhijit Banerjee to be consulted.
20. Classroom infrastructure maintenance is to be done by Dr. Sohini Roy. Computer maintenance is to be done by Dr. Sohini Roy along with Rashmi Roy Mukherjee. A log book for computer maintenance is suggested to be maintained.
21. Reviving Psychological Counseling Cell with documentation is recommended to be done by Psychology department.
22. Placement and Career Counseling Cell documentation is recommended to be maintained by Rakhi Banik and Rashmi Roy Mukherjee.
23. Future plans from outgoing students to be collected by the office at the time of distribution of mark-sheets.
24. Support-staff development programs are to be planned and implemented by Dr. Sohini Roy.
25. Development of eco-friendly environment of college is recommended to be done by Geography and Food and Nutrition department.
26. Research Cell is to be formulated and developed. Dr. Indrani Sen is to initiate.
27. IQAC annual events planning for each college entity is to be developed and implemented by Madhuchhanda Manna.
28. Planning and organization of seminars are to be done by Dr. Sneha Singh in consultation with seminar committee.
29. The next meeting to be organized in June, 2020.

Sushita Bose

Coordinator, IQAC

ACTION TAKEN REPORT
IQAC 2019-2020

1. Online students feedback collection mechanism was purchased and launched at college website by providing secure log-in id to each student starting from January 2020.
2. Online Learning mechanism was launched by IQAC in April 2020 in collaboration with GSuite for Education during the lockdown period training the faculty on using Google Classroom, Google Meet and other Gsuite features for regular online classes and activities
3. IQAC-CAS committee was established for smooth and regular processing of CAS proposals. The committee met thrice by June 2020 to guide and process the CAS proposals of five incumbents.
4. Online data collection and data processing from individual faculty, departments and committees were started by IQAC.
5. Alumni Association was formed with one representative from each department to formulate the executive committee. The committee was to meet on 18th March for their first meeting which was postponed as the lock-down started due to pandemic.
6. Parents-Teachers' Association was formed with three representatives from each department.
7. Research Cell was formed with various faculty members for developing more research-oriented environment and encouraging faculty for research.
8. Official Google accounts for college, major committees and individual faculty were provided by IQAC through collaboration with GSuite for Education
9. Departmental requisitions were collected by IQAC for infrastructural development
10. Seminar committee was formed for organizing CAS and NAAC oriented seminars for faculty development
11. Departmental pages of the college website were updated adding the e-Learning features
12. Incubation cell was launched

13. Initiatives were taken to start e-Content development facility, regular physical fitness programmes, regular computer maintenance, career counseling programs, psychological counselling, support staff development programs and developing eco-friendly campus
14. Various events were organized on special occasions by departments and cells with initiatives from IQAC
15. Events calendar was launched by IQAC for regularizing activities by all departments and cells
16. Library OPAC purchase was processed
17. Faculty training through refreshers' courses, orientation programs and various faculty development programs were encouraged
18. Active resolution by IQAC contributed in redesigning library allowing more space for storage and research activities
19. AQAR 2018-19 was prepared and submitted by the IQAC 2019-2021 committee
20. Students' feed-forward was collected and the result was shared with every departments for understanding the barriers and requirements of online classes due to pandemic



Surbita Basu
Coordinator, IQAC