



RANIGANJ GIRLS' COLLEGE

P.O. Searsole Rajbari, Dist. Paschim Bardhaman, WB
PIN - 713 358

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2016-17)

Date: 29.07.2016, Time: 02:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 31.05.2016
2. To discuss about promotion(CAS) of Dr. Pritha Goswami, Dr. Soumendra Sankar De Sarkar and Dr. Laxmi Narayan Sahoo.
3. Misc.

Minutes of IQAC Meeting

The Principal presided over the meeting.

The following members attended the meeting.

Sl. No.	Name of Person
1.	Chhabi De (Principal & IQAC Chairperson)
2.	Jyotika Waghela (IQAC Co-ordinator)
3.	Dr. Sucheta Mukherjee
4.	Dr. Mitali Basu
5.	Dr. Narayan Chandra Dutta
6.	Dr. Swarbhanu Mitra
7.	Dr. Anita Mishra
8.	Dr. Alok Kumar De

The following points were discussed in the meeting:

1. Reading and recording of the previous minutes:

The minutes of the previous meeting were read, confirmed and recorded.

2. All the members of IQAC Committee, Raniganj Girls' College present in the meeting studied and discussed about the papers submitted by Dr. Pritha Goswami, Dr. Soumendra Sankar De Sarkar and Dr. Laxmi Narayan Sahoo. The committee also recommended that necessary steps be taken for the matter to be moved further.

3. It was also discussed in the meeting that all the teaching members will be requested to update their Departmental Profiles with documents.



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4. The newly introduced "CBCS System" is also discussed in the meeting. The Kazi Nazrul University is going to introduce the CBCS pattern for UG from the session 2016-2017. The new pattern includes six semesters both for Hons. & Program course. The members discussed and decided to conduct an Orientation Programme on 30.07.2016 for 1st Semester UG students of the college to acquaint them with the CBCS system.

Meeting ended with the vote of thanks to the chair.

Principal
Chairperson, IQAC
Raniganj Girls' College



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THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2016-17)

Date: 19.08.2016, Time: 2:30 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 29.07.2016
2. To discuss about Seminars
3. To discuss about 2nd year class
4. To discuss about NAAC
5. Misc.

Minutes of IQAC Meeting

The Principal adorned the chair of the president in the meeting.

The following members attended the meeting.

Sl. No.	Name of Person
1.	Dr. Chhabi De (Principal)
2.	Jyotika Waghela (Coordinator, IQAC)
3.	Laxminarayan Sahoo
4.	Dr. Sucheta Mukherjee
5.	Dr. Swarbhanu Mitra
6.	Dr. Anita Mishra
7.	Narayan Roy
8.	Moloy Roy
9.	Dr. Alok Kumar De
10.	Md. Farooque Azam
11.	Sima Mondal
12.	Pritha Goswami
13.	Umesh Chandra Haldar
14.	Sreenita Mondal
15.	S.S. De Sarkar
16.	Santanu Niyogi
17.	Arnab Saha
18.	Sandhya Dutta (De)
19.	Rituparna Ghosh
20.	Ansuman Roy



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The following points were discussed in the meeting:

1. Reading and recording of the previous minutes:

The minutes of the previous meeting were read, confirmed and recorded.

2. The members present in the meeting discussed about the Seminars, Workshops, etc., which are going to be organised by the various departments of the college. For this purpose, a Seminar Committee is formed with the following members:

- 1) Dr. Chhabi De (Principal)
- 2) Jyotika Waghela (Coordinator, IQAC)
- 3) Laxminarayan Sahoo, Dept. of Mathematics
- 4) Dr. Sucheta Mukherjee, Dept. of English
- 5) Dr. Swarbhanu Mitra, Dept. of Economics
- 6) Dr. Anita Mishra, Dept. of Hindi
- 7) Narayan Roy, Dept. of Chemistry
- 8) Dr. Alok Kumar De, Dept. of Physics
- 9) Pritha Goswami, Dept. of Economics
- 10) S.S. De Sarkar, Dept. of Physics
- 11) Santanu Niyogi, Dept. of English
- 12) Sandhya Dutta (De) , Dept. of Philosophy
- 13) Mitali Basu, Dept. of Sanskrit
- 14) Narayan Chandra Datta, Dept. of Political Science

3. It is discussed and decided in the said meeting that the Seminar Committee will meet on 23.08.2016 with the faculty members of the Organising Departments to discuss about the forthcoming seminars and take necessary measures.

4. Some Departments submitted their proposals for organising Workshops in the IQAC of the college. After a long discussion in the meeting, Rs. 15000 has been sanctioned from IQAC fund to the Bengali, Hindi, History, Economics and Geography departments as per their proposals for conducting workshops. It is also decided in the meeting that the details regarding proposed workshops by various departments will be discussed in the forthcoming meeting of Seminar Committee.

5. It is also discussed in the meeting that all the teaching members are requested to submit their Departmental Profiles with documents within 30.08.2016.

6. The members also discussed about the service book of the teaching and non-teaching staff of the college and hereby decided to check and update the same regularly.

Meeting ended with the vote of thanks to the chair.

Principal
Chairperson, IQAC
Raniganj Girls' College



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THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2016-17)

Date: 22.02.2017, Time: 01:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 19.08.2016
2. Discussion about members of IQAC as recommended by NAAC Peer Team
3. Submission of AQAR Report for the year 2015-2016
4. Planning for next NAAC visit.
5. Annual Report from all Departments
6. Discussion about IQAC Finance:
 - a) Remuneration of IQAC Co-ordinator
 - b) Furniture
 - c) Seminar/Workshop for the session 2017-2018
6. Misc.

Minutes of IQAC Meeting

The Principal, the Chair Person of the IQAC, presided over the meeting.

The following members attended the meeting.

Sl. No.	Name of Person
1.	Chhabi De (Principal & IQAC Chairperson)
2.	Jyotika Waghela (IQAC Co-ordinator)
3.	Dr. Sucheta Mukherjee
4.	Anamika Saiji
5.	Dr. S.S. De Sarkar
6.	Falguni Chatterjee
7.	Dr. Alok Kumar De

The following points were discussed in the meeting:

1. Reading and recording of the previous minutes:



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The minutes of the previous meeting were read, confirmed and recorded.

2. The meeting started with the discussion of recommendation of NAAC Peer Team. The Team has recommended to include an Industrialist as a member for the IQAC Committee of the college. The Principal is requested to look after the matter.

3. Smt. Sandhya Datta(De), Associate Prof. of Philosophy, Dr. Pritha Goswami, Assistant Prof. of Economics and Mr. Sukumar Paitandi, Govt. Appr. PTT, Dept. of Commerce are also included in the committee in IQAC.

4. The newly elected General Secretary of the Students' Union of the college, Ms. Lipika Bauri, is included in the IQAC Committee.

5. After discussion with members, it is decided in the meeting that the AQAR Report for the year 2016-2017 will be submitted by July, 2017 and the same to be placed at the GB meeting of the college.

6. It is also discussed in the meeting that after receiving the Departmental Planning from all the departments, the preparation for the next NAAC Visit will be discussed and planned with all the faculty members of the college.

7. It is discussed in the meeting that all the full-time faculty members will be asked to maintain their Daily Diary properly and get it authenticated by the Principal on regular basis.

8. The faculty members of all the departments will also be asked to submit their Departmental Report to the IQAC Coordinator within June, 2017 to prepare AQAR.

9. The members also discussed about the remuneration of the IQAC Coordinator for the session 2015-2016 and 2016-2017. The present Coordinator proposed to purchase a Water-Cooler for the college students with her remuneration.

10. The members decided to purchase 8 wooden chairs for the IQAC office. It is also decided in the meeting that IQAC will supply pen-drives to every department of the college to capture the departmental data.

11. The committee members also decided to ask the Departmental Coordinators to organise Departmental or Inter-Departmental seminars with the financial help from the IQAC.

Meeting ended with the vote of thanks to the chair.

Principal
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THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2016-17)

Date: 07.06.2017, Time: 12:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 22.02.2017
2. Discussion about the Departmental Profile, 2016-2017
3. Discussion about planning for the session 2017-2018
4. Misc.

Minutes of IQAC Meeting

The Principal presided over the meeting.

The following members attended the meeting.

Sl. No.	Name of Person
1.	Dr. Chhabi De (Principal)
2.	Dr. Sucheta Mukherjee
3.	Jyotika Waghela (Coordinator, IQAC)
4.	Laxmi Narayan Sahoo
5.	Abhijit Kumar Dutta
6.	Subodh Prasad Rajak
7.	Narayan Roy
8.	Krishnadhan Sarkar
9.	Anupam Dutta
10.	Manirul Islam
11.	Pritha Goswami
12.	Anita Mishra
13.	Soumendra Shankar De Sarkar
14.	Sima Mondal
15.	Sreenita Mondal
16.	Suhas Chand Kapur
17.	Jagmohan Singh
18.	Bimal Banherjee
19.	Mahadev Roy
20.	Ansuman Roy
21.	Kaushik Roy
22.	Arnab Saha



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23.	Dr. Chinmoy Chatterjee
24.	Soma Mukherjee
25.	Rituparna Ghosh
26.	Jayashri Modak
27.	Kheyali Sarkar
28.	Tista Dawn
29.	Bidhan Chandra Mahata
30.	Baisakhi Mukherjee
31.	Sucheta Kundu

The following points were discussed in the meeting:

1. Reading and recording of the previous minutes:

The minutes of the previous meeting were read, confirmed and recorded.

2. The faculty members of all the departments will also be asked to submit their Departmental Report/Profile for the session 2016-2017 to the IQAC Coordinator as soon as possible for the preparation of AQAR.

3. The members decided to ask the Departmental Coordinators to arrange Departmental or Inter-Departmental seminars.

4. The members also decided to ask the Departmental Coordinators to arrange special lectures.

5. The members of the meeting discussed about the possibility of conducting a UGC sponsored Seminar in the college. The members are requested to give their utmost effort to arrange such seminar in the college.

6. The members also discussed about the Minor Research Project. The members are hereby notified to apply for Minor Research Project in their concerned area.

7. It is discussed in the meeting that the students should be encouraged to participate in the Departmental Quiz, Seminars, Workshop, etc. and put up wall-magazines.

8. The matter regarding CBCS syllabus is also discussed in the meeting. Proper distribution of syllabus among the faculty members is to be ensured. The process of Internal Assessment of Semesters is also discussed in the meeting.

9. The members were encouraged to maximise teaching through "Power Point Presentation" as far as possible. The coordinators of the various departments are hereby notified to prepare such PPTs for the students.



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10. It is also discussed in the meeting that the department should conduct meetings with the students along with their guardians at regular intervals.

Meeting ended with the vote of thanks to the chair.

Principal
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