



RANIGANJ GIRLS' COLLEGE

P.O. SEARSOLE RAJBARI, Dist. PASCHIM BARDHAMMAN, WB
PIN - 713 358

THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2018-19)

Date: 11.09.2018, Time: 01:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 19.06.2018
2. Approval of AQAR 2016-2017
3. 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.	Jyotika Waghela (Coordinator, IQAC)
3.	Falguni Chatterjee
4.	Sandhya Dutta (De)
5.	Pritha Goswami
6.	Anita Mishra
7.	Sukumar Paitandi

1. The minutes of the previous meeting were read, confirmed and recorded.
2. The final report of AQAR 2016-2017, which had been passed unanimously in the GB Meeting held on 21.06.2018 was placed before the teaching and non-teaching staff of the college.
3. The members present in the meeting minutely checked and discussed the AQAR 2016-2017 Report.

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)

16.11.2018, Time: 01:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 11.09.2018
2. Discuss about the AQAR 2017-2018
3. Misc.

Minutes of IQAC Meeting

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

The following members attended the meeting.

Sl. No.	Name of Person
1.	Dr. Chhabi De (Principal)
2.	Jyotika Waghela (Coordinator, IQAC)
3.	Dr. Swarbhanu Mitra
4.	Dr. Farzana Saheen
5.	Subodh Prasad Rajak
6.	Dr. Kaushiki Biswas
7.	Bela Mondal
8.	Suhas Chand Kapoor
9.	Sima Mondal
10.	Dr. Arnab Saha
11.	Santanu Niyogi
12.	Pritha Goswami
13.	Manirul Islam
14.	Santimay Mondal
15.	Papai Mondal
16.	Laxmi Narayan Sahoo
17.	Dipika Mondal Sarkar
18.	Purnima Soren
19.	Dr. Md. Farooq Azam
20.	Dr. Jagmohan Singh
21.	Sandhya Dutta (De)
22.	Narayan Roy
23.	Dr. Alok Kumar De
24.	Dr. Buddhadev Mallick
25.	Santu Ghosh



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26.	Dr. Tushar Kanti Banerjee
27.	Paramita Mondal
28.	Anita Mishra
29.	Abhijit Kumar Dutta
30.	Anupam Dutta

The following points were discussed in the meeting:

1. The minutes of the previous meeting were read, confirmed and recorded.
2. The final report of AQAR 2017-2018, which had been passed unanimously in the GB Meeting held on 12.11.2018 was placed before the teaching and non-teaching staff of the college.
3. The Report was finally checked by the present members before its submission.

Meeting ended with the vote of thanks to the chair.

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THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

08.01.2019, Time: 12:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 16.11.2018
2. Discussion of changed format of AQAR.
3. 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.	Jyotika Waghela (Coordinator, IQAC)
3.	Laxmi Narayan Sahoo
4.	Dr. Buddhadev Mallick
5.	Narayan Roy
6.	Chandan Mati
7.	Santu Ghosh
8.	Abhijit Kumar Dutta
9.	Jagmohan Singh
10.	Papai Mondal
11.	Subodh Prasad Rajak
12.	Kaushik Roy
13.	Krishnadhan Sarkar
14.	Anupam Dutta
15.	Farzana Saheen
16.	Manirul Islam
17.	Lakshaman Chandra Mitra
18.	Rahul Bhattacharya
19.	Alok Kumar De
20.	Dr. Md. Farooq Azam
21.	Sandhya Dutta (De)
22.	Bela Mondal
23.	Anita Mishra
24.	Sima Mondal
25.	Shantiram Majhi



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26.	Soumendra Shankar De Sarkar
27.	Sukumar Paitandi
28.	Purnima Banerjee
29.	Baisakhi Mukherjee
30.	Md. Halim
31.	Rabin Maji
32.	Bimal Banerjee
33.	Suhas Chand Kapur
34.	Soma Mukherjee
35.	Paramita Mondal
36.	Pritha Goswami
37.	Chaitali Ghosh
38.	Dr. Swarbhanu Mitra
39.	Paromita Ghosh
40.	Tista Dawn
41.	Rituparna Ghosh
42.	Mousumi Ghosh Mitra
43.	Mitali Basu
44.	Barnali Saha Biswas
45.	Sanjit banerjee
46.	Sadhin Gope
47.	Kaushiki Biswas
48.	Bidhan Chandra Mahata
49.	Chandrani Mukherjee
50.	Chinmoy Chatterjee
51.	Ranjit Kumar Biswas

The issues discussed and decisions taken in the meeting are as follows:

1. The minutes of the previous meeting were read, confirmed and recorded.
2. The meeting started with discussion of changed format of AQAR. Efforts were made to acquaint all present in the meeting with the new format. It was unanimously decided in the meeting that all the teaching and non-teaching staff of the college will actively participate in the preparation of the AQAR report of 2018-2019, according to new format of NAAC.
3. The faculty members of each department were asked to prepare e-content and upload the same on YouTube at their earliest convenience.
4. The teachers were asked to submit Programme and Subject Specific Outcomes to Dr. Pritha Goswami/ Co-ordinator, IQAC as soon as possible.



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5. It was decided in the meeting that every possible effort will be taken to run the student mentoring system more effectively. Prof. Sandhya Dutta(De) and Prof. Abhijit Kumar Dutta would be in Charge of this system.

6. The need for registration of the alumni association was emphasized in the meeting. It was also decided that Mr. Sukumar Paitandi will supervise this entire process.

7. It was proposed that the Central Library will be designed by December, 2019. Materials will be provided to Central Library for its infrastructural development. Efforts will be made for re-arrangement and shifting of reading rooms for teachers and students.

8. There were proposals for different seminars. A seminar on “Intellectual Property Right” was proposed to be arranged by the Central Library of the college. Commerce department would try to arrange a seminar on “Eco-Hub” while the topic for seminars of English and Hindi department would be Gender Equality. A seminar titled “Bish Shotoker Kobita: Shakti, Sunil O Subhas” was proposed by Bengali department. The teachers of Urdu department proposed that they would try to arrange a seminar on fiction. It was also decided that a seminar on Environment would be arranged by IQAC, Raniganj Girls' College.

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)

19.01.2019, Time: 12:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 08.01.2019
2. Demonstration of on-line Submission of E-Contents.
3. 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.	Jyotika Waghela (Coordinator, IQAC)
3.	Anita Mishra
4.	Bimal Banerjee
5.	Laxmi Narayan Sahoo
6.	Abhijit Kumar Dutta
7.	Rituparna Ghosh
8.	Sandhya Dutta (De)
9.	Chandan Kumar Mati
10.	Dr. Jagmohan Singh
11.	Subodh Prasad Rajak
12.	Anupam Dutta
13.	Farzana Saheen
14.	Rahul Bhattacharya
15.	Dr. Md. Farooq Azam
16.	Bela Mondal
17.	Soumendra Shankar De Sarkar
18.	Santimay Mondal
19.	Shantiram Majhi
20.	Md. Halim
21.	Rabin Maji
22.	Arnab Saha
23.	Mitali Sarkar
24.	Sanjit banerjee
25.	Sadhin Gope



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26.	Rajib sarkar
27.	Umesh Chandra Halder
28.	Kausar Parveen
29.	Purnima Soren
30.	Aparna Das Gupta
31.	Dipika Mondal Sarkar
32.	Sima Mondal

1. The minutes of the previous meeting were read, confirmed and recorded.
2. The meeting started with discussion of the submission and uploading of E-contents.
3. Prof. Abhijit Kumar Dutta and Rahul Bhattacharya demonstrated the uploading process of E-contents (such as Study Materials, PPT presentations and Videos) on different websites (such as college website, YouTube, etc.) before the teachers of different departments.
4. The demonstrators also demonstrated regarding the process of online leave application in the college website before the teachers and non-teaching staff.

Meeting ended with the vote of thanks to the chair.

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THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

09.04.2019, Time: 12:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 19.01.2019.
2. Discussion about CAS of seven teachers.
3. Discussion about the inclusion of new members.
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.	Jyotika Waghela (Coordinator, IQAC)
3.	Anita Mishra
4.	Sandhya Dutta (De)
5.	Saumendra Sankar De Sarkar
6.	Mitali Basu
7.	Dr. Swarbhanu Mitra
8.	Pritha Goswami
9.	Falguni Chatterjee
10.	Alok Kumar De

The following points were discussed in the meeting:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. The meeting started with discussion about the CAS of Dr. Pritha Goswami, Dr. Laxmi Narayan Sahoo, Dr. Saumendra Sankar De Sarkar , Dr. Farooq Azam, Dr. Farzana Shaheen, Dr. Sima Mondal and Dr. Umesh Chandra Haldar. They all informed the IQAC Co-ordinator regarding their career advancement scheme. Their stage of promotion is given below:

Name of the faculties	Stage of Promotion
Dr. Pritha Goswami	III to IV
Dr. Laxmi Narayan Sahoo	II to III



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Dr. Saumendra Sankar De Sarkar	II to III
Dr. Farooque Azam	I to II
Dr. Farzana Shaheen	I to II
Dr. Sima Mondal	I to II
Dr. Umesh Chandra Haldar	I to II

It was decided that the cases of promotion of the above mentioned teachers will be placed before the GB of the college for further proceedings.

3. The members also discussed to include the names of two members as one Alumni Representative has resigned due to her illness and one students' representative has completed her tenure. The names of two new members are:

- i) Rachna Lodha, Alumni Representative
- ii) Puja Chatterjee, Students' Representative

The names of the new members were passed unanimously in the meeting.

Meeting ended with the vote of thanks to the chair.

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THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

07.05.2019, Time: 02:00 P.M., Venue: Principal's Chamber

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 09.04.2019
2. Discussion about AQAR
3. Discussion about up-gradation of college website
4. Developing e-content
5. Mentoring students
6. Open access to library for the students
7. 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.	Jyotika Waghela (Coordinator, IQAC)
3.	Anita Mishra
4.	Bimal Banerjee
5.	Laxmi Narayan Sahoo
6.	Rituparna Ghosh
7.	Sandhya Dutta (De)
8.	Subodh Prasad Rajak
9.	Anupam Dutta
10.	Dr. Md. Farooq Azam
11.	Bela Mondal
12.	Santimay Mondal
13.	Umesh Chandra Halder
14.	Purnima Soren
15.	Dipika Mondal Sarkar
16.	Sima Mondal
17.	Paromita Gosh
18.	Tista Dawn



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19.	Dr. Swanbhanu Mitra
20.	Kaushik Roy
21.	Krishnadhan Sarkar
22.	Ansuman Roy
23.	Suhas Chand Kapur
24.	Buddhadeb Mallick
25.	Santu Ghosh
26.	Chandrani Mukherjee
27.	Soma Mukherjee
28.	Alok Kumar De
29.	Papai Mondal
30.	Puja Sarkar
31.	Pritha Goswami
32.	Santanu Niyogi
33.	Manirul Islam

The issues discussed and decisions taken in the meeting are as follows:

1. The minutes of the previous meeting were read, confirmed and recorded.
2. Several planning for AQAR, 2018-2019 were made in the meeting. Different proposals were discussed for making the AQAR Report more comprehensive.
3. There was a discussion in the meeting that prompt and appropriate actions would be taken by the teachers to ensure their timely promotion.
4. The faculty members of all departments were asked to submit the academic and administrative reports of their departments at their earliest convenience.
5. It was decided in the meeting that full efforts will be made by the librarians to let all the students enjoy open access to the Central Library of the college.

Meeting ended with the vote of thanks to the chair.

Principal
Chairperson, IQAC
Raniganj Girls' College