

**MURALIDHAR GIRLS' COLLEGE**  
**P-411/14, Gariahat Road, Kolkata-700029**

This is to notify that a meeting of the internal members of the IQAC is scheduled to be held on **12.01.2021** at **11pm** on the **virtual platform** of Google meet on the agenda given below. The Meeting ID will be sent to the respective Email id of all the internal members. All the members are hereby requested to join the meet positively.

**AGENDA:**

1. Confirmation of minutes of the last meeting held on 17.09.2020.
2. Discussion about submission of AQAR of 2019- 2020 within 31st January, 2021.
3. Discussion about publication of Know Your College.
4. Discussion about publication of college magazine and college research journal.
5. Discussion about creating a timeline for forthcoming seminars to be organised by the IQAC.
6. Discussion about modifications in the new college website.
7. Discussion about creating a timeline for the soon to be due third cycle of NAAC.
8. Miscellaneous.

Dr. Suvasree Dutta (Dasgupta)  
IQAC Co-ordinator  
Muralidhar Girls' College  
Kolkata.

Dr. Kinjalkini Biswas  
Principal & Chairperson of IQAC  
Muralidhar Girls' College  
Kolkata.

**Muralidhar Girls' College**  
**Internal Quality Assurance Cell (IQAC)**

**MINUTES OF THE MEETING OF IQAC, HELD ON 12.01.2021**

The meeting of the internal members of the IQAC team, 2020 was held from 11 a.m. onwards through Google Meet.

**Members Present:**

1. Dr. Kinjalkini Biswas, Principal & Chairperson
2. Dr. Suvasree Dutta (Dasgupta), Assistant Professor, Geography, Coordinator
3. Dr. Sampriiti Biswas, Assistant Professor, Sanskrit
4. Dr. Minati Saha, Assistant Professor, Education
5. Prof. Shashi Subba, Assistant Professor, Journalism & Mass Communication
6. Prof. Shayeri Roy Assistant Professor, Political Science
7. Prof. Bidisha Biswas Assistant Professor, English
8. Dr. Sushmita Sengupta Assistant Professor, History
9. Prof. Pralay Mondal Assistant Professor, Sanskrit
10. Smt. Bangasree Dey, Librarian

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**RESOLUTIONS:**

1. The minutes of the last meeting held on 17.09.2020 were read out and duly confirmed by the members present.
2. The Principal informed the IQAC team that the AQAR of academic session 2019-20 would be submitted by the college within 31st of January. She further directed the team to take urgent and necessary steps to complete the AQAR, as per workload division amongst the members, so that the self-imposed deadline could be strictly adhered to and elaborated that such a timely submission would allow the members to devote themselves totally to the work set out for the academic session of 2020-21.

The members updated the Principal on preparedness of their allotted work for the timely submission of AQAR and the doubts regarding various entries were discussed and clarified to everyone's satisfaction.

3. Smt. Iman Ghosh, member responsible for preparing the Know Your College updated the Principal on the state of its readiness. 18th January was the date fixed upon for submission of the report by the member to the Principal.

4. Smt. Shayeri Roy, member responsible for preparing the college magazine and research journal, informed the Principal about the progress of the magazine committee. 15th February was the deadline fixed for completing the work of the college magazine. The Principal informed the said member that while the college magazine would be published in the e-magazine format, the research journal, the work for which would begin right after completion of the e-magazine, would be in the physical copy format.

5. Timeline for seminars to be organised by the IQAC was discussed and it was proposed by the Principal and the IQAC coordinator that a seminar on fire safety and a career counselling workshop would be organised in the first two weeks of February. The Green Audit Report for the session 2020-2021 and an associated seminar is to be initiated and organised by the Department of Botany. The librarian also proposed an IQAC and library organised NAAC seminar in the month of April.

6. The Principal directed the members to update content for the new college website and point out necessary corrections, if any.

7. It was discussed and decided that the IQAC would begin preparations for the third cycle of NAAC which would fall due in November, 2021. It was decided that the team would aim for the completion of the self study report within due course of time, so as to ensure a timely NAAC visit.

8. The Co-ordinator proposed for the celebration of International Mother Tongue Day and International Womens' Day by organising a seminar on the above mentioned days and/or by arranging an inter-college Dance, Music, Essay, Elocution competition related to topics associated with the above mentioned days. For this purpose, Principal directed the cultural committee members to take necessary action accordingly.

The meeting came to an end with permission of and thanks to the Chair.

Dr. Suvasree Dutta (Dasgupta)  
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Muralidhar Girls' College  
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