

**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 **14.05.2021** at **11:30 a.m.** on the virtual platform of **Google meet** on the agenda given below. The Meeting Link 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. Reading out and confirmation of minutes of last meeting held on 24.05.2021.
2. Review of the Webinar entitled "Preparing for Assessment and Accreditation Under Revised Guidelines" held on 12th May, 2021, organised jointly by Muralidhar Girls' College and P.N. Das College, and implementation of pointers received regarding NAAC accreditation process.
3. Miscellaneous

*Suvasree Dutta*  
12/5/21

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

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

*Kinjalkini Biswas*  
12.5.21

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

**DR. KINJALKINI BISWAS**  
*Principal*  
**Muralidhar Girls' College**  
Kolkata - 700029

**Muralidhar Girls' College**

**Internal Quality Assurance Cell (IQAC)**

**MINUTES OF THE MEETING OF IQAC, HELD ON 14.05.2021**

The meeting of the internal members of the IQAC team, 2020 was held on 14.05.2021 from 11:30 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. Sampriti Biswas, Assistant Professor, Sanskrit
4. Dr. Minati Saha, Assistant Professor, Education
5. Prof. Bidisha Biswas Assistant Professor, English
6. Dr. Sushmita Sengupta Assistant Professor, History
7. Prof. Pralay Mandal Assistant Professor, Sanskrit
8. Smt. Bangasree Dey, Librarian
9. Smt. Iman Ghosh, Assistant Professor, English

**AGENDA:**

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**RESOLUTIONS**

1. The minutes of the last meeting held on 17.04.2021 were read out and duly confirmed by the body.
2. The various points explained by the resource persons, Dr Manas Baidya, Principal, Malda College and Aratrika Roy, member of IQAC, Malda College, in the webinar held on "Preparing for Assessment and Accreditation Under Revised Guidelines", on 12th May, 2021, were discussed upon with a view towards their implementation. The members unanimously decided to take up the following actions at their earliest:

- a. The creation of Google sites for each individual teacher and for each department was discussed and it was resolved that such sites would be created using a controlled template.
  - b. It was unanimously resolved that past and future events organized by the college would be updated on the Facebook page and website of the college in future. Events would be updated as soon as possible after their completion.
  - c. Dr. Chandrakala Dutta and Dr. Sampriti Biswas were entrusted with the responsibility of keeping the Facebook page of Alumni Association updated.
  - d. It was unanimously resolved that a Telegram group would be created, as per suggestion of Dr. Manas Baidya in the webinar, to facilitate the Student Satisfaction Survey process of the Self Study Report. It was further resolved that Sri Sanjoy Majumdar, Sri Arif Mukherjee and Dr. Sarat Patra would coordinate with the students for the SSS process via instant messaging apps. The already existing environment studies WhatsApp group would be used for this purpose.
3. a. The members of IQAC in charge of criteria 3, 4, 5 and 6 were advised to work out the optional metrics that can be left out from their respective criteria, following all the rules and modalities set down by NAAC for the process.
- b. Smt. Shayeri Ray updated the body on the state of completion of the e-magazine and informed the members that the draft of the e-magazine would be ready for submission to the publishers by the beginning of the next week.
- c. It was unanimously resolved that a NAAC Steering Committee would be formed consisting of senior experienced teachers to guide the NAAC accreditation process. The following senior teachers were decided upon as members for such a committee:
1. Dr. Madhumoni Mitra (NAAC Coordinator)
  2. Smt. Sanetra Sengupta
  3. Smt. Aparna Sengupta
  4. Dr. Indrani Raha
  5. Dr. Chandrakala Dutta

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

*Sumanee Dutta*  
14/5/21  
Dr. Sumanee Dutta (Designated)  
IQAC Co-ordinator  
Murumbar Girls' College  
Gulbata

*Kingalini Biswas*  
16/6/21  
Dr. Kingalini Biswas  
Principal & Chairperson of IQAC  
Murumbar Girls' College  
Gulbata

COORDINATOR, IQAC  
MURUMBAR GIRLS' COLLEGE  
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Gulbata-580029

DR. P. JAYANTH  
Vice-Chair  
Murumbar Girls' College  
Gulbata