

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

NOTICE

This is to notify that the first formal meeting of the external and internal members of the new IQAC team 2020 is scheduled to be held on 17th September at 6 p.m on virtual platform of Google Meet. The Meeting ID will be sent to the respective Email id of all the external and internal members. All the members are hereby requested to join the meet positively.

AGENDA:

1. Introduction and interaction of new IQAC TEAM.
2. Future Plan of forthcoming NAAC visit.
3. Plan to organise a Multidisciplinary Webinar
4. Miscellaneous

Swasree Dutta
16/9/2020

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

Dr. Kinjalkini Biswas

16.9.2020

Principal & Chairperson of 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 17.09.2020**

The first meeting of the newly constituted full IQAC of MGC, with both internal and external members present, was held on 17.09.2020 from 6 p.m. onwards on the Google meet platform.

Members Present:

Following members of the IQAC Team were present in the meeting.

1. Dr. Asis Ghosh, JDPI (UGC) as Senior Administrative Officer of IQAC, MGC.
2. Sri Debashis Bose, Film Producer as Nominee Industrialist of IQAC, MGC
3. Sri Baiswanor Chattopadhyay, LLB as Nominee of Local Society of IQAC, MGC
4. Prof. Prithwish Kumar Roy, Associate Professor of Geography, Prafulla Chandra College as Management Representative of IQAC, MGC
5. Prof. Mousumi Mallik, Associate Professor of Bengali, Maharani Kasiswary Mahavidyalaya as Management Representative of IQAC, MGC
6. Dr. Shyamalendu Chatterjee, Principal, Chittaranjan College as Nominee Stakeholder of IQAC, MGC
7. Ms. Evelina Basu, 3rd semester student of Journalism & Mass Communication, MGC, Student Representative of IQAC, MGC
8. Dr. Kinjalkini Biswas, Principal & Chairperson of IQAC, MGC
9. Dr. Suvasree Dutta (Dasgupta), Assistant Professor, Geography, Coordinator of IQAC
10. Dr. Sampriti Biswas, Assistant Professor, Sanskrit
11. Dr. Minati Saha, Assistant Professor, Education
12. Prof. Shashi Subba, Assistant Professor, Journalism & Mass Communication
13. Prof. Shayeri Roy Assistant Professor, Political Science
14. Prof. Bidisha Biswas Assistant Professor, English
15. Dr. Sushmita Sengupta Assistant Professor, History
16. Prof. Pralay Mondal Assistant Professor, Sanskrit
17. Smt. Bangasree Dey, Librarian
18. Smt. Anjana Chatterjee, Administrative Staff
19. Smt. Amita Dutta, Administrative Staff

AGENDA:

1. Introduction and interaction of new IQAC TEAM.
2. Future Plan of forthcoming NAAC visit.
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4. Miscellaneous

RESOLUTIONS:

The meeting commenced with the permission of the Chair.

1. The Chairperson formally introduced the members of the IQAC, namely:

Sl. no	Name	Designation	Composition of IQAC
1	Dr. Kinjalkini Biswas	Principal, Muralidhar Girls' College	Chairperson
2	Dr. Asis Ghosh	JDPI (UGC)	Senior Administrative Officer
3	Sri Debashis Bose	Film Producer	Nominee Industrialist
4	Sri Baiswanor Chattopadhyay	LLB	Nominee of Local Society
5	Prof. Prithwish Kumar Roy	Associate Professor of Geography, Prafulla Chandra College	Management Representative
6	Prof. Mousumi Mallik	Associate Professor of Bengali, Maharani Kasiswary Mahavidyalaya	Management Representative
7	Dr. Shyamalendu Chatterjee	Principal, Chittaranjan College	Nominee Stakeholder
8	Ms. Evelina Basu	3 rd semester student, Department of Journalism & Mass Communication, MGC	Student Representative
9	Ms. Rupanwita Roy	Manager, Corporate, Kolkata Centre for Creativity	Alumni Representative
10	Dr. Suvasree Dutta (Dasgupta)	Assistant Professor of Geography	Coordinator
11	Dr. Minati Saha	Assistant Professor of Education	Member
12	Dr. Sushmita Sengupta	Assistant Professor of History	Member
13	Dr. Sampriti Biswas	Assistant Professor of	Member

		Sanskrit	
14	Prof. Shashi Subba	Assistant Professor of Journalism & Mass Communication	Member
15	Prof. Shayeri Roy	Assistant Professor of Political Science	Member
16	Prof. Pralay Mondal	Assistant Professor of Sanskrit	Member
17	Prof. Bidisha Biswas	Assistant Professor of English	Member
18	Smt. Bangasree Dey	Librarian	Member
19	Smt Anjana Chatterjee	Accountant	Administrative Staff
20	Smt. Amita Dutta	Clerk	Administrative Staff

2. With regard to the second cycle of NAAC, the accreditation of which would be due for renewal on 2021, Sri Prithwish Roy, management representative, pointed out the need to expand into a second campus, given the infrastructural and space constraints of the current campus. Nominee stakeholder, Dr Shyamalendu Chatterjee suggested that the college could explore the possibility of setting up a second campus in a defunct school/ government building in the locality, if available. The members discussed the probable modalities of making such an application to the state government.

With regard to the future NAAC visit, the members also stressed on the need to complete the AQAR for 2019- 20.

3. The Chairperson proposed to the committee that, given the busy examination schedule of October, an inter-disciplinary webinar is to be organised by the IQAC, which could be held in the month of November. The committee unanimously accepted the proposal.

4. a. The coordinator of the IQAC has distributed the workload according to weightage across key indicators amongst the internal members of the IQAC. The proposed list of work load distribution is as follows:

Criteria	Key Indicators (KIs)	Work Assigned to
1. Curricular Aspects	1.1. Curricular Planning and Implementation	Prof. Shashi Subba Dr. Suvasree Dutta (Dasgupta)
	1.2 Academic Flexibility	
	1.3 Curriculum Enrichment	
	1.4 Feedback System	

2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	Prof. Bidisha Biswas Dr. Sampriti Biswas Dr. Suvasree Dutta (Dasgupta)
	2.2 Catering to Student Diversity	
	2.3 Teaching-Learning Process	
	2.4 Teacher Profile and Quality	
	2.5 Evaluation Process and Reforms	
	2.6 Student Performance and Learning Outcomes	
	2.7 Student satisfaction Survey	
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	Prof. Shayeri Roy Dr. Suvasree Dutta (Dasgupta)
	3.2 Resource Mobilization for Research	
	3.3 Innovation Ecosystem	
	3.4 Research Publications and Awards	
	3.5 Consultancy	
	3.6 Extension Activities	
	3.7 Collaboration	
4. Infrastructure and Learning Resources	4.1 Physical Facilities	Smt. Bangasree Dey Dr. Suvasree Dutta (Dasgupta)
	4.2 Library as a Learning Resource	
	4.3 IT Infrastructure	
	4.4 Maintenance of Campus Infrastructure	
5. Student Support and Progression	5.1 Student Support	Dr. Sushmita Sengupta Dr. Suvasree Dutta (Dasgupta)
	5.2 Student Progression	
	5.3 Student Participation and	

	Activities	
	5.4 Alumni Engagement	
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	Prof. Pralay Mandal Dr. Suvasree Dutta (Dasgupta)
	6.2 Strategy Development and Deployment	
	6.3 Faculty Empowerment Strategies	
	6.4 Financial Management and Resource Mobilization	
	6.5 Internal Quality Assurance System	
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	Dr. Minati Saha Dr. Suvasree Dutta (Dasgupta)
	7.2 Best Practices	
	7.3 Institutional Distinctiveness	

The coordinator further requested the internal members to study the AQAR data of the past two years in preparation for an upcoming meeting to be held in the college campus, when feasible.

b. The coordinator proposed an upgradation of data in the college website, especially with regard to events behind held by NCC, NSS, research being done, etc. The coordinator further proposed engaging professional help to upgrade the college website to reflect up-to-date and exhaustive data.

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

Suvasree Dutta 30/9/2020
Dr. Suvasree Dutta (Dasgupta)
IQAC Co-ordinator
Muralidhar Girls' College
Kolkata.

COORDINATOR, IQAC
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Kinjalkini Biswas 30.9.2020
Dr. Kinjalkini Biswas
Principal & Chairperson of IQAC
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DR. KINJALKINI BISWAS
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