

- (1) Dr. Kinjalini Biswas, Chairperson IQAC, MGC *Kinjalini Biswas 3.7.19*
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20) *3.7.2019*
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mondal 03.07.2019*
- (4) Smt. Shukla Pathak *03.07.2019 Shukla*
- (5) Dr. Indira Sur *Indira Sur 03.7.19*
- (6) Smt. Chhanda Mondal *Chhanda Mondal 3/7/19*
- (7) Smt. Atrayee Saha *Atrayee 3.7.2019.*
- (8) Dr. Rituparna Basak *Rituparna 3/7/2019*
- (9) Sri. Saminur Rahaman *Saminur Rahaman 3.7.2019*
- (10) Smt. Rita Nag *Rita Nag 3/7/2019*

DATE: 03/07/2019

DISCUSSIONS:

1. Preserving photographic evidence for different events. To open common folders or Google Drive.
2. To improve Internet facility or availability of Wi-Fi.
3. Introduction of email accounts for students.
4. Muralidhar Girls college IQAC Facebook page or YouTube channel.
5. Steps taken to be create e-content development.
6. Discussion on development of infrastructure for NIRF ranking.
7. Room needed infrastructure needed. No room, no cupboards, no technological development.
8. Total budget received and to be utilized. Building and renovation is not considered as a budget.
9. Formation of psychological cells or counseling cells.
10. Development and planning for a workshop on MOOC and e-content developments. Allocation of funds for the workshop. Proposal to be submitted by Bangasree Dey.
11. Counseling session for health and hygiene for girls to be done. Appointment of external psychological counselor for the students.
12. Developments of courses for the students. Career Developments and skill Developments for students to be taught by the college faculty.

- (1) Dr. Kinjalini Biswas, Chairperson IQAC, MGC *Kinjalini Biswas* 6.7.19
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20) *6.7.2019*
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mandal* 06.07.2019
- (4) Smt. Shukla Pathak *S. Pathak* 06.07.2019
- (5) Dr. Indira Sur *Indira Sur* 06.7.19
- (6) Smt. Chhanda Mondal *Chhanda Mandal* 6/7/19
- (7) Smt. Atrayee Saha *Atrayee Saha* 8.07.2019
- (8) Dr. Rituparna Basak *Rituparna Basak* 6/7/19
- (9) Sri. Saminur Rahaman *Saminur Rahaman* 6.7.2019
- (10) Smt. Rita Nag *Rita Nag* 6/7/2019

DATE: 06/07/2019

DISCUSSIONS:

1. Counseling or Psychological Cell to be headed by Dr. Indira Sur and Dr. Rituparna Basak.
2. Cupboard has been given. Desktop and printer has been provided.
3. External member meeting in the last week of July.
4. Bongasree Dey and Saminur Rahaman to be the coordinator for a workshop on MOOC. Budgeting to be done and to be passed in the last week of August. Proposal to be formed by the coordinators.
5. Resource person to be called from NAAC.
6. To inquire GB whether YouTube and Facebook access can be used for institutions or not.
7. Once in every two months a Grievance Cell to be conducted.
8. Preparation for NIRF ranking.
9. Things to be changed on the website should be discussed by the members and accuracy coordinator. Proforma for Teachers Profile need to be finalized.
10. Minati Das Memorial Lecture to be organized by the Department of Bengali on 20th August.
11. Chemistry Department to provide departmental seminar reports to the IQAC.
12. Quest volume II Journal to be released as early as possible with ISBN.
13. To call an employment officer for occupational sessions to be given to the students.

- (1) Dr. Kinjalkini Biswas, Chairperson IQAC, MGC *Kinjalkini Biswas* 10.7.19
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20)
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mandal* 10.7.2019
- (4) Smt. Shukla Pathak *S. Pathak* 10.07.2019
- (5) Dr. Indira Sur *Indira Sur* 10.7.19
- (6) Smt. Chhanda Mondal *Chhanda Mandal* 10/7/19
- (7) Smt. Atrayee Saha *Atrayee Saha* 10.07.2019
- (8) Dr. Rituparna Basak *Rituparna Basak* 10/7/19
- (9) Sri. Saminur Rahaman *Saminur Rahaman* 10.7.2019
- (10) Smt. Rita Nag *Rita Nag* 10/7/2019.

DATE: 10/07/2019

DISCUSSIONS:

1. Hard copy of Quest Journal II was handed over to Punthi Pustak Publishers.
2. Proposal for organizing seminars on e-content development and learning by Partha L. N Satpati. Proposed date 17th or 24th August 2019.
3. Budget was also proposed

- (1) Dr. Kinjalkini Biswas, Chairperson IQAC, MGC *Kinjalkini Biswas* 13.7.19
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20) 13.7.2019
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mandal* 13.07.2019
- (4) Smt. Shukla Pathak *S. Pathak* 13.07.19
- (5) Dr. Indira Sur *Indira Sur* 13.7.19
- (6) Smt. Chhanda Mondal *Chhanda Mandal* 13/7/19
- (7) Smt. Atrayee Saha *Atrayee Saha* 13.07.2019
- (8) Dr. Rituparna Basak *Rituparna Basak* 13/7/19
- (9) Sri. Saminur Rahaman *Saminur Rahaman* 13.7.2019
- (10) Smt. Rita Nag *Rita Nag* 13/7/2019

DATE: 13/07/2019

DISCUSSIONS:

1. Procedure of the International Seminar has been decided.
2. Budget proposed.
3. The seminar will take place tentatively on 17th August 2019 on confirmation with the speakers at International and National level.
4. Two night stay for International and National speakers, if accommodation is needed. Seminar to be organized on "ICT in Higher Education" by IQAC.
5. Date for meeting with the external members not yet fixed.
6. If the tentative date of seminar fails from 17th August 2019 then another date can be 24th August 2019.
7. (a) You confirm Mr. Sourav Gupta from Central University off Orissa.
(b) To confirm Bangladesh speaker from Chittagong University for the seminar.
(c) To confirm Dr. L. N Satpati for the seminar.
8. Tentative schedule for the seminar is as follows:-
(a) Online Registration - Dr. Rituparna Basak
Start timings- 11:00 AM
Inauguration timing- 10:00 AM to 11:00 AM
Speaker- 11:30 AM to 12:30 PM
2nd speaker- 12:30 PM to 1:30 PM
Lunch break- 1:30 PM to 2:00 PM
3rd speaker- 2:00 PM to 3:30 PM
Paper presentation- 3:30 PM onwards to end
End note- Thanksgiving and certificate distribution.
9. Tentative registration fees of 500 to be decided yet.
10. Financial requirement to be decided later.

- (1) Dr. Kinjalkini Biswas, Chairperson IQAC, MGC *Kinjalkini Biswas* 16.7.19
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20) *16.7.2019*
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mandal* 16.07.2019
- (4) Smt. Shukla Pathak *S. Pathak* 16.07.19
- (5) Dr. Indira Sur *Indira Sur* 16.07.19
- (6) Smt. Chhanda Mondal *Chhanda Mandal* 16/7/19
- (7) Smt. Atrayee Saha *Asaha* 16.07.2019.
- (8) Dr. Rituparna Basak *Rituparna* 16/7/19
- (9) Sri. Saminur Rahaman *Saminur Rahaman* 16.7.19
- (10) Smt. Rita Nag *Rita Nag* 16/7/2019

DATE: 16/07/2019

DISCUSSIONS:

1. Date of seminar yet to be finalized tentatively on 17th August.
2. Tentative dates for external meetings are last week of July 26th, 27th July and 31st July tentatively to be fixed for meeting with external members.
3. MHRD 31st July for social media officer to be decided. Principal will confirm the appointment of the Social Media Officer, in accordance with the author published by MHRD.
4. Volume 2 of MGC Quest is almost finalized. Except for 2 or 3 papers, the rest of the papers are finalized.
5. History Department seminar is on 8th August, 2019.
6. Chemistry Department seminar report to be handed over.

- (1) Dr. Kinjalkini Biswas, Chairperson IQAC, MGC *Kinjalkini Biswas* 17.7.19
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20)
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mondal* 17.7.2019
17.07.2019
- (4) Smt. Shukla Pathak *S. Pathak* 17.07.19
- (5) Dr. Indira Sur *Indira Sur* 17-07-19
- (6) Smt. Chhanda Mondal *Chhanda Mondal* 17/7/19
- (7) Smt. Atrayee Saha *Atrayee Saha* 17.07.2019.
- (8) Dr. Rituparna Basak *Rituparna Basak* 17/7/19
- (9) Sri. Saminur Rahaman *Saminur Rahaman* 17-7-19
- (10) Smt. Rita Nag *Rita Nag* 17/7/2019

DATE: 17/07/2019

DISCUSSIONS:-

Planning for 3 Crore state government fund

- 1) All lab renovation shall be done.
- 2) Renovation of canteen area and sitting arrangement.
- 3) Staff rooms renovation halonix future
- 4) ICT facility in all classrooms
- 5) Furnishing the classroom with space saving furniture.
- 6) Rearrangement of the bank room. Multimedia lab at the entrance.
- 7) Installation of digital boards.
- 8) Renovation of washrooms.
- 9) Installation of digital notice board in every floor for routine display.
- 10) Building a garden at the front gate of the college.
- 11) Renovation of the sitting arrangement in the office.
- 12) Rearrangement of visitors waiting room.
- 13) Rearrangement of room number 25
- 14) Tobacco free zone

Plan of Action (2019-2020)

- 1) To prepare academic calendar for the academic session 2019 to 2020.
- 2) To arrange seminar or workshops both at National level and international level.
- 3) To create awareness among the students and teachings as well as non teaching staffs regarding sexual harassment, ragging gender equality, drug addiction, consume right organizing a seminar or workshop or open discussion.
- 4) To prepare career fair with placement opportunity.
- 5) To introduce diploma course.
- 6) Discussion about upcoming International seminar regarding its budget speakers and topic.

- (1) Dr. Kinjalkini Biswas, Chairperson IQAC, MGC *Kinjalkini Biswas* 11.12.19
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20) *11.12.19*
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mondal* 11.12.19
- (4) Smt. Shukla Pathak *S. Pathak* 11.12.19
- (5) Dr. Indira Sur *Indira Sur* 11.12.19
- (6) Smt. Chhanda Mondal *Chhanda Mondal* 11/12/19
- (7) Smt. Atrayee Saha *Atrayee Saha* 11/12/2019.
- (8) Dr. Rituparna Basak *Rituparna Basak* 11/12/19
- (9) Sri. Saminur Rahaman *Saminur Rahaman* 11.12.19
- (10) Smt. Rita Nag *Rita Nag* 11/12/2019

DATE: 11/12/2019

DISCUSSIONS:

- 1) AQAR to be submitted within one or two weeks.
- 2) Papers to be sent to external and internal members for the review process.
- 3) Conference proceedings in the form of a book will be published with the selected papers.
- 4) Puthi Pustak will be conducted for publication of the conference presiding.
- 5) Ten papers to be given to the external reviews for reviewing papers.
- 6) The remaining twenty papers will be divided among the internal teachers.

- (1) Dr. Kinjalini Biswas, Chairperson IQAC, MGC *Kinjalini Biswas 1.2.20*
- (2) Smt. Aparna Sengupta, Co-ordinator IQAC, MGC (2018-20) *1.2.2020*
- (3) Dr. Nihar Kanti Mondal *Nihar Kanti Mandal 01.02.2020*
- (4) Smt. Shukla Pathak *S. Pathak 01.02.2020*
- (5) Dr. Indira Sur *Indira Sur 01.2.20*
- (6) Smt. Chhanda Mondal *Chhanda Mandal 1/2/20*
- (7) Smt. Atrayee Saha *Atrayee Saha 1.02.2020*
- (8) Dr. Rituparna Basak *Rituparna Basak 1/2/20*
- (9) Sri. Saminur Rahaman *Saminur Rahaman 1.2.20*
- (10) Smt. Rita Nag *Rita Nag 1/2/2020*

DATE: 01/02/2020

DISCUSSIONS:

1. Seminar to be conducted on 22nd February in collaboration with Bengali Department.

2. Requirements:-

- Banner

- Cards

3. Speakers to be finalized by Department of Bengali.

4. Program will be conducted in Room number 14 B.

5. Reserve person 2

6. Cultural program by students.

7. Total 2 hours program starting from 1:00 p.m.

8. UGC norm Rupees 1500 per hour for Reserve person.

9. The writing in the card will be in Bengali

10. Estimation:-

Banner or card- Rs 700

Four flower pots- Rs 500

Four refreshments- Rs 800

Drinking water- Rs 200

Tea or coffee- Rs 500

Microphone- Rs 500

Therefore, Total= 3200+ Speakers