

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

NOTICE

This is to notify that the first meeting of the internal members of the new IQAC team 2020 is scheduled to be held on 26th August, 2020 at 5 p.m. on virtual platform of Google Meet. The Meeting ID will be sent to the respective Email id of the internal members. All the members are hereby requested to join the meet positively.

AGENDA:

1. To discuss the future plan of the new IQAC Team 2020.
2. Miscellaneous

Suvasree Dutta
23/08/2020
Dr. Suvasree Dutta (Dasgupta)
Coordinator, IQAC
Muralidhar Girls' College
Kolkata.

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

Kinjalkini Biswas
23.8.2020
Dr. Kinjalkini Biswas
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 FIRST MEETING OF IQAC, HELD ON 26.08.2020

The first meeting of the internal members of the newly constituted IQAC was held from 4.55 p.m. onwards through Google Meet.

Members Present:

All the members of the IQAC Team were 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
11. Smt. Anjana Chatterjee, Administration Staff
12. Smt. Amita Dutta, Administration Staff

AGENDA:

- I. To discuss the future plan of the new IQAC Team 2020.
- II. Miscellaneous.

RESOLUTIONS:

The meeting duly began with the permission of the chair to transact on the above mentioned agenda and it was hereby unanimously resolved that:

I. Future Plan of the new IQAC Team 2020

- a) The last NAAC visit was during 26th to 28th September, 2016 and the college was accredited with B++ Grade on November 2016. In view of that, NAAC accreditation is valid for a five year period. In this regard the Chairperson, Dr. Kinjalkini Biswas stressed upon the need to start preparing the AQAR, SSR and IQA by the new IQAC team so that the college is in a position to face the next NAAC visit, which falls due on after November, 2021.
- b) A tentative date for the official handover of the charges from the previous IQAC Coordinator to the current one along with handover of Laptop, physical documents along with the password of the official mail id of the previous IQAC team of the college was discussed. The Chairperson and the Coordinator of the IQAC requested the physical presence of all the members, to the extent possible during the pandemic situation, in the college premises at the specified date and time.
- c) Sending of Letters requesting membership of the External members of IQAC 2020 was discussed and resolved upon.
- d) The Chairperson requested the members to familiarize themselves with the rules and regulations pertaining to the forthcoming NAAC visit which would take place according to the new rules set down by the UGC. In this regard it was resolved that the Coordinator of IQAC would distribute the work load in accordance with 7 point criteria laid down by NAAC amongst the members of the IQAC under the overall supervision of the IQAC Coordinator herself. Committee Members spoke about the criterion-wise differential weightages. The Coordinator of the IQAC team has further requested all the members to specify their areas of choice of the 7 criteria for distribution of the workload accordingly.
- e) It was proposed and resolved that an interdisciplinary webinar would be organized shortly in September 2020 by the IQAC of this college. The Coordinator also proposed that some departments may conduct E-Quiz in this lockdown situation for the students, if they are interested to do so.
- f) The renovation of the two existing teachers' Staff room was discussed and the Chairperson informed the internal members of the IQAC that the Governing Body, in its meeting held on 05.08.2020, had successfully approved the formation of a new teachers' staff room. The Chairperson further informed the members that the notice inviting tender

for the renovation and setting up of three teachers' staff room would be duly published in a reputed daily newspaper and college website, as per government rules and norms of tender. The IQAC Coordinator has been given the charge of preparing the notice for tender call. The tender would be awarded to the lowest bidder in accordance to such rules, regulations and norms.

II. Miscellaneous

- a) The issue of updating the college website was put forwarded by the Coordinator and further discussed in the meeting. The Chairperson requested to look into the state of updatedness of the college website and prepare a report highlighting the lacuna of the college website at the earliest.

Since, there was no issue to discuss further, the meeting ended with thanks to the Chair. The next meeting will be held in the month of September. The Coordinator will shortly notify the date for the next meeting.

Suvasree Dutta
28/08/2020
Dr. Suvasree Dutta (Dasgupta)
Coordinator, IQAC
Muralidhar Girls' College
Kolkata.

Kinjalkini Biswas
28.8.2020
Dr. Kinjalkini Biswas
Principal & Chairperson of IQAC
Muralidhar Girls' College
Kolkata.

COORDINATOR, IQAC
MURALIDHAR GIRLS' COLLEGE
P-411/14 Garlahat Road
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DR. KINJALKINI BISWAS
Principal
Muralidhar Girls' College
Kolkata - 700029

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.
3. Plan to organise a Multidisciplinary Webinar
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. Rupanjita 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
MURALIDHAR GIRLS' COLLEGE
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Kinjalkini Biswas 30.9.2020
Dr. Kinjalkini Biswas
Principal & Chairperson of IQAC
Muralidhar Girls' College
Kolkata.

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

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.

Sivasree Dutta 10/1/2021

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

COORDINATOR, IQAC
MURALIDHAR GIRLS' COLLEGE
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Kinjalkini Biswas 10.1.21

Dr. Kinjalkini Biswas
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 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

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.

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.

Suvasree Dutta
18/1/2021
Dr. Suvasree Dutta (Dasgupta)
IQAC Co-ordinator
Muralidhar Girls' College
Kolkata.

COORDINATOR, IQAC
MURALIDHAR GIRLS' COLLEGE
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Kinjalkini Biswas
12.1.21
Dr. Kinjalkini Biswas
Principal & Chairperson of IQAC
Muralidhar Girls' College
Kolkata.

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

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 **17.04.2021** at **6 p.m.** 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 12.01.2021.
2. Budget allocation for the renovation and beautification of the college before the 3rd cycle of impending NAAC visit.
3. To discuss upon the SWOC analysis of the college for SSR.
4. Miscellaneous.

Suvasree Dutta 17/4/21

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

COORDINATOR, IQAC
MURALIDHAR GIRLS' COLLEGE
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Kolkata-700029

Kinjalkini Biswas 17.4.21

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 17.04.2021

The meeting of the internal members of the IQAC team, 2020 was held from 6 p.m. onwards through Google Meet.

Members Present:

1. Dr. Kinjalini 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. Shashi Subba, Assistant Professor, Journalism & Mass Communication
6. Prof. Bidisha Biswas Assistant Professor, English
7. Dr. Sushmita Sengupta Assistant Professor, History
8. Prof. Pralay Mandal Assistant Professor, Sanskrit
9. Smt. Bangasree Dey, Librarian
10. Smt. Iman Ghosh, Assistant Professor, English

AGENDA:

1. Confirmation of minutes of the last meeting held on 12.01.2021.
2. Budget allocation for the renovation and beautification of the college before the 3rd cycle of impending NAAC visit.
3. To discuss upon the SWOC analysis of the college for SSR.
4. Miscellaneous.

RESOLUTIONS:

1. The minutes of the last meeting held on 12.01.2021 were read out and duly confirmed by the body.
2. The Principal brought to the notice of the members that keeping in view impending NAAC accreditation process (3rd cycle), renovations would need to be made. She further sought the input of the members regarding areas which need repair or renovation, and the approximate cost of such activities. The following areas were highlighted by the Principal and the members:
 - i) Renewal of AMC of the lift- approximately Rs 35000/-
 - ii) CCTV AMC- approximately Rs 35000/-
 - iii) Gardening- approximately Rs 20000/-.

- iv) Refilling of fire extinguisher and installation of fire alarm - approximate expenditure pending investigation.
- v) Whitewashing of rooms - approximate expenditure pending investigation
- vi) Renovation of washrooms - approximate expenditure pending investigation
- vii) Repair of classroom ceilings - approximate expenditure pending investigation
- viii) AMC of water purifier - approximately Rs 30000/-
- ix) Renovation of staff room - approximately Rs 6 lakhs.
- x) Sanitiser dispenser - Rs 2200/-
- xi) Renovation of designated IQAC room - approximately Rs 35000 for A.C. + Rs 65000/- for laser printer scanner photocopier + wallpapering
- xii) Biometric - approximately Rs 20000/-
- xiii) Library A.C. - 3 A.C.s

The Principal proposed that the list would be placed before the Finance Committee for their consideration and approval.

3. The Principal sought SWOC analyses from the team members of the specific criteria allotted to them. The team members placed their SWOC analysis and it was resolved that the points would be collated together in the form of a single document for the purpose of inclusion in the SSR.
4. The IQAC coordinator updated the members on the state of preparedness of the inter-college cultural competition. It was resolved that Smt. Iman Ghosh and Sri Pralay Mandal would aid the coordinator in sorting the submissions, while the other members would continue to fulfill their duties as decided earlier.

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

Suvasree Dutta 17/4/21

Dr. Suvasree Dutta (Dasgupta)
IQAC Co-ordinator

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

Kinjalkini Biswas

Dr. Kinjalkini Biswas 17.4.21
Principal & Chairperson, IQAC

DR. KINJALKINI BISWAS
Principal
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Kolkata - 700029

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 **24.04.2021** at **12 noon** 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 17.04.2021.
2. Review of work accomplished so far with regard to points discussed in the last meeting.
3. Discussion regarding the inter-college cultural competition being organised by the IQAC.
4. Discussion regarding publication of college e-magazine.
5. Miscellaneous.

Suvasree Dutta 22/4/2021
Dr. Suvasree Dutta (Dasgupta)
IQAC Co-ordinator
Muralidhar Girls' College
Kolkata.

COORDINATOR, IQAC
MURALIDHAR GIRLS' COLLEGE
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Kinjalkini Biswas 22.4.21
Dr. Kinjalkini Biswas
Principal & Chairperson, IQAC
Muralidhar Girls' College
Kolkata.

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

Shri Chhatrapati Chhatrapati College
Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING OF IQAC, HELD ON 24.04.2021

The meeting of the internal members of the IQAC team, 2020 was held on 24.04.2021 from 12 noon onwards through Google Meet.

Members Present:

1. Dr. Rajnikant Biswas, Principal & Chairperson
2. Dr. Sumanta Datta (Dingprui), Assistant Professor, Geography, Coordinator
3. Dr. Sampurnan Biswas, Assistant Professor, Sanskrit
4. Dr. Minati Saha, Assistant Professor, Education
5. Prof. Shashi Saha, Assistant Professor, Journalism & Mass Communication
6. Prof. Radhika Biswas Assistant Professor, English
7. Dr. Sudhanta Sengupta Assistant Professor, History
8. Prof. Prady Manjhi Assistant Professor, Sanskrit
9. Smt. Bangorani Dey, Librarian
10. Smt. Iman Ghosh, Assistant Professor, English

AGENDA:

1. Reading out and confirmation of minutes of last meeting held on 17.04.2021.
2. Review of work accomplished so far with regard to points discussed in the last meeting.
3. Discussion regarding the inter-college cultural competition being organised by the IQAC.
4. Discussion regarding publication of college e -magazine.
5. Miscellaneous.

RESOLUTIONS

1. The minutes of the last meeting held on 17.04.2021 were read out and duly confirmed by the body.
2. The Principal pointed out to the members that, repairs of the destruction to property caused by cyclone Amphan needs to be carried out before NAAC visit. It was unanimously decided that list and expenditure of such infrastructural repair work would be placed before the Finance Committee, along with the previous list of expenditure.
3. The IQAC coordinator informed the body that 277 registrations had been made for inter-college cultural competition. It was unanimously resolved that all four

competitions, i.e., painting, extempore and music and dance, would be judged by both internal and external evaluators.

4. Smt. Shayeri Roy updated the body on the state of progress of the e- magazine. She informed the body that the e-magazine would be completed by June, 2021 and she requested the Principal to convene a meeting of the magazine committee on 30th April, 2021. The Principal informed that she would convene the meeting with the magazine committee on the said date.
5.
 - a. The Principal instructed the members to go through the guidelines of SSR as given in the NAAC website and study them for composing the SSR for the upcoming NAAC accreditation process.
 - b. The coordinator informed the body that the feedback form for students had been prepared by Smt. Bangasree Dey and Smt. Shashi Subba, while Smt. Bidisha Biswas and Dr. Sampriiti Biswas were given the responsibility of preparing and circulating the feedback form as a Google form amongst the students.

Suvasree Dutta 26/4/21

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 22.4.21

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

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

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 12.05.2021
Dr. Suvasree Dutta (Dasgupta)
IQAC Co-ordinator
Muralidhar Girls' College
Kolkata.

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Dr. Kinjalkini Biswas
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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. Kinjalini 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. Smt. Bidisha Biswas Assistant Professor, English
6. Dr. Sushmita Sengupta Assistant Professor, History
7. Sri. Pralay Mandal Assistant Professor, Sanskrit
8. Smt. Bangasree Dey, Librarian
9. Smt. Iman Ghosh, Assistant Professor, English
10. Smt. Shashi Subba, Assistant Professor, Journalism & Mass Communication

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 by P.N. Das College in collaboration with Muralidhar Girls' College and implementation of pointers received regarding NAAC accreditation process.
3. Miscellaneous

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 centralised template.
 - b. It was unanimously resolved that past and future events organised 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. Sampriiti 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 Avik 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 Roy 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. Madhumanti Maitra (NAAC Coordinator)
 2. Smt Sunetra 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.

Suvasree Dutta 16/5/21

Dr. Suvasree Dutta (Dasgupta)
IQAC Co-ordinator
Muralidhar Girls' College
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Kinjalkini Biswas 16.5.21

Dr. Kinjalkini Biswas
Principal & Chairperson of IQAC
Muralidhar Girls' College
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DR. KINJALKINI BISWAS
Principal
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