



MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

20, Ramkanta Bose Street, Kolkata-700 003

Ph. : (Off) 2543-5687/2555-6325 (PL) 2530-2008

Fax : 2554-6500 E-Mail : mkeshyam@hotmail.com

Ref. No.....

Date 08/12/2016

NOTICE

A meeting of the IQAC of Maharani Kasiswari College will be held on 15.12.2016 (Thursday) at 10.00 a.m. in principal's office to modify the constitutional body as per direction given by NAAC. All members of IQAC are hereby requested to attend the meeting.

Members-

1. Dr. Sima Chokrabarti, Chairperson
2. Dr. Kankan Bhattacharya, External Member
3. Prof. Sanjib Kumar Pakira, External Member
4. Prof. Kalpana Bose (Convenor)
5. Dr. Dipti Chakraborty
6. Dr. Manidipa Mitra
7. Dr. Anindita Ray Chakravarti
8. Prof. Sukanta Kumar Bag
9. Prof. Sukla Sarkar
10. Prof. Sudeshna Mitra
11. Smt. Kajal Paul (Office Member)

Agendum:-

1. Reconstitution of the body of IQAC as per guidelines of NAAC.
2. Miscellaneous.

Principal

Dr. SIMA CHAKRABARTI
Principal

MAHARANI KASISWARI COLLEGE
20, Ramkanta Bose Street, Kd - 3

MINUTES OF IQAC MEETING DATED 15/12/2016

Date of Notification – 08/12/2016

Members Present

1. Dr. Sima Chakrabarti, Principal, Chairperson
2. Dr. Kankan Bhattacharya, External Member
3. Prof. Sanjib Kumar Pakhira, External Member
4. Smt. Kalpana Bose (Convenor)
5. Dr. Dipti Chakraborty
6. Dr. Manidipa Mitra
7. Smt. Shukla Sarkar
8. Prof. Sushanta Kumar Bag
9. Dr. Anindita Ray Chakraborty
10. Smt. Sudeshna Mitra
11. Kajal Paul, Office Member

The principal of our college Dr. Sima Chakrabarti Presided over the meeting and the following resolution has been taken against the agenda.

Agenda 01: Reconstitution of the body of IQAC as guidelines of NAAC

As per guidelines of NAAC/UGC (vide UGC Guidelines, Revised in October-2013), the existing IQAC body had been reconstituted and new convenor Dr. Tapan Kumar Chand (Associate Professor, Dept. of Education) was chosen unanimously to steer the committee.

Agenda 02: Miscellaneous.

New convenor was requested to arrange a meeting and simultaneously former convenor Smt. Kalpana Bose was requested to hand over the all charges and documents at her disposal.

Sema
Tapan Kumar Chand
Coordinator, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street
Kolkata-700003

classmate

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below: It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning. It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development. The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.



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Fax : 2554-6500 E-Mail : mkeshyam@hotmail.com

Date: 04.01.2017

Ref. No.

NOTICE


A meeting of IQAC will be held on Wednesday (11-01-2017) at 10:30 A.M. in Principal's room. All the members listed below are requested to be present :

1. Dr. Sima Chakrabarti, Chairperson
2. Dr. Kankan Bhattacharya, External member
3. Prof. Sanjib Kumar Pakira, External member
4. Dr. Tapan Kumar Chand (Convenor)
5. Dr. Dipti Chakraborty
6. Dr. Manidipa Mitra
7. Dr. Anindita Ray Chakravarti
8. Prof. Sushanta Kumar Bag
9. Prof. Sukla Sarkar
10. Prof. Sudeshna Mitra
11. Smt. Kajal Paul (Office Member)

Agenda :

1. Confirmation of minutes of previous constitutional meetings.
2. Confirmation of resignation by previous convenor Prof. Kalpana Bose and joining of new convenor Dr. Tapan Kumar Chand.
3. Co-option of members including Librarian (s) and office staff.
4. Discussion / suggestion for NAAC for preparation of Self Study Report (SSR), on all possible aspects.
5. Miscellaneous.


04.01.17


04.01.17
Dr. SIMA CHAKRABARTI
Principal
MAHARANI KASISWARI COLLEGE
20, Ramkanta Bose Street, Kol - 3

Members present :

1. Bruno 11.01.17
2. Sib 11.1.17
3. ctd 11.1.17
4. Sushanta M. Buj 11.1.17
5. Shyam Pradhan 11.01.17
6. Anudita Ray (Chakravarti) 11.1.17
7. Sudeshna Mitra 11.01.17
8. Shukla Sarkar 11-01-2017
9. Chakrabarti 11/01/2017
10. Haridya Mishra 11/1/17.
11. Dipika Das Saha (11/1/17)
12. Kankan Bhattacharya 11/1/17.

To prepare SSR for all departments (subdivisions) + NCC + NSS + Hostel (Minutes of hostel committee meeting)

Minutes of the IQAC Meeting held on 11th of January, 2017

The meeting was called to order by the Principal and the proceedings began.

The principal declared and the members confirmed that this was the first constitutional meeting of the IQAC Committee and no other formal meetings had been previously conducted by the former IQAC Convenor Prof. Kalpana Bose. Two informal meetings had been conducted with some personal agenda but a full fledged meeting had not been held.

Prof. Kalpana Bose resigned from the post of Convenor without truly citing any reason. Prof. Tapan Kumar Chand took over as the Convenor. He was accepted as the same and given a warm welcome by the Principal and the members of the Committee. Prof. Kalpana Bose handed over the necessary file and papers to Prof. Tapan Kumar Chand who accepted these officially but the documents were not verified or checked. *In this meeting the file submitted by Prof. Bose was checked only two pages were found.*

The Principal and the Committee congratulated Prof. Kalpana Bose for successfully continuing as the Convenor for the previous tenure.

On the suggestion of the Principal and the consent of the Committee members, Librarian Shyam Prasad Ram and Office Staff Kajal Paul were included in the IQAC Committee. Principal also suggested the inclusion of a casual office staff as well and this was supported by Prof Sanjib Pakira and Prof. Kankan Bhattacharya (external members) . So it was unanimously decided that Subrata Kundu should also be included in the committee. *departmental profile on preparation of*

The Convenor gave special stress on the filling up of the SSR and suggested that every teacher of the college should cooperate; without this it would not be possible to go ahead with the NAAC visit in the college. He also proposed that a core committee should be formed with all the HODs. A tentative deadline of submission of the SSR was also decided which was agreed to be on the 31st of January 2017. There was a detailed discussion on the procedures that have to be undertaken. It was noted that the following documents and informations have to be made ready for the past 3 years time period-

1. Departmental Details like student strength including the categories, student – teacher ratio, teachers' profile, teachers' appraisal, alumni, students placements etc.
2. NSS
3. NCC
4. SC/ST Cell
5. Hostel, etc.

It was suggested that the roll registers after NAAC 2005 should be updated and maintained from now on. The Convenor also suggested that there should be a formal declaration that the college will be under NAAC preparation from now on and the NAAC Committee will be functional in full swing. So complete cooperation from all teaching and non- teaching staff would be desirable.

There was mention of the AQAR (Annual Quality Assurance Report) and the need for it's maintenance. It should include-

- Academic Quality *and transparency*

- Financial Details and Quality
- Admission Procedural Quality
- Administrative Quality
- Curriculum and Co- Curriculum related Quality , etc

The Principal and Convenor suggested that the IQAC would be the guiding body under which the NAAC committee should function- the collaboration of both would be necessary for a successful outcome.

Prof. Kankan Bhattacharya suggested that the work should be delegated among all teachers and each one should work thoroughly while preparing the reports. Maintenance of work diaries was another proposal given by her.

Discussion was also done on the format of submission of the SSRs – whether a hard copy or a soft copy had to be submitted. The decision was to submit both.

The date of the NAAC Committee meeting was discussed with no conclusion.

There was also discussions on the revival of the Grievance & Redressal Cell and the initiation of the process of teacher's assessment by students.

The IQAC Convenor also requested that the NAAC Committees should give the requisitions to the IQAC Committee at the earliest so that rapidity of work can be enhanced.

It was also suggested that the office of the college and some other areas should be renovated before the NAAC visit.

It was decided by the Convenor and supported by the members that there should be a Principal's discretionary fund of at least Rs 50,000/- and only then the NAAC Committee would be able to function smoothly.

Prof. Manidipa Mitra suggested that Prof. Tapan Kumar Chand should be co-opted for the GB to make fund movements easier.

It was also recommended that a Finance Committee meeting should be called at the earliest to discuss the financial aspects of the NAAC visit and other related agenda.

Immediate requirement for civil and other work was cited by the Principal and so it was decided that this would be looked into on or before the 17th of January, 2017.

The meeting was concluded on a positive note with all the members unanimously agreeing on the issues of the agenda and were also keen to lead the college to a successful NAAC visit under the guidance of the Principal and the Convenor.


Coordinator, IQAC
Maharani Kasiswari College
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