



# MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

20, Ramkanta Bose Street, Kolkata-700 003

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

Fax : 2554-6300 E-Mail: [mkcshyam@hotmail.com](mailto:mkcshyam@hotmail.com)

## NOTICE

Ref. No. .... A meeting of IQAC of Maharani Kasiswari College will be held on 25/08/2017 (Friday) at 10.30 A.M. in Principal's office to discuss the following agenda. All members of the IQAC are here by requested to attend the meeting. AGENDA:-


1. ~~Read and~~ Confirmation of minutes of the previous meeting.
2. To make discussion on the report of online admission of 1<sup>st</sup> year B.A., B.Sc. and B.Com classes. ✓
3. To take decision about the hostel facility for needy and far-distanced girls.
4. To take decision about the procedure of teachers' promotion through CAS.
5. To take decision about the NAAC assessment of the college. (Revised procedure of Assessment and Accreditation)
6. To make-out strategies for students' feed-back system.
7. Follow-up of submission of documents regarding M.Phil/Ph.D. increment of respective incumbents.
8. To make discussion about office supervision.
9. To take decision on introduction of new U.G./PG courses in different subjects. ✓
10. Miscellaneous.....

Members-

1. Dr. Sima Chokrabarti, Chairperson
2. Dr. Atanu Dogra, External member
3. Prof. Sanjeeb Kumar Pakira, External member
4. Dr. Tapan Kr. Chand, Convenor
5. Dr. Dipti Chakravarti
6. Dr. Manidipa Mitra
7. Dr. Anindita Roy Chakravarti
8. Prof. Sushanta Kr. Bag
9. Prof. Shukla Sarkar
10. Prof. Sudeshna Mitra
11. Prof. Shyam Prashad Ram
12. Smt. Kajal Paul (Office Member)

  
19.8.2017

Convenor IQAC

  
13.08.17  
Principal

Maharani Kasiswari College  
20, Ramkanta Bose Street  
Kolkata-700 003

Coordinator, IQAC  
Maharani Kasiswari College  
20, Ramkanta Bose Street  
Kolkata-700003

ICAC meeting held on 25.08.2017 at Principal's office to discuss on the agenda stated in the notice.

Members present.

- 1.
- 2.
3. Tapan k. chow. 25.08.17
4. kishu 25/8/17.
5. Jayanti Bhosmik 25/08/17
6. Anindita Ray (Chakravarti) 25.8.17
7. Shukla Sarkar 25-08-2017
8. Sushanta n. Dasg 25-08-2017
9. Shyam k. k. 25-8-17
10. Anindya Basu 25.8.17

Minutes of the IQAC Meeting held on 25.08.17

The Iqac Convenor Prof. Tapan Kr. Chand called the meeting to order and extended a warm welcome to all the members present.

Agenda 1: The minutes of the previous meeting held on \_\_\_\_\_ was read out, ratified and confirmed by the house. The Principal congratulated the Convenor for presenting the minutes in a detailed and well composed format. The Convenor humbly suggested that it was composed and presented by Prof. Anindita Ray ( Chakravarti) and the Principal congratulated her whole heartedly for her efforts.

Agenda 2: Discussion was done on the online admission process of the 1<sup>st</sup> year students of the three streams- B.A., B.Sc and B.Com. The house congratulated the Admission Committee for successful functioning of the process and the efficient way in which the students have been admitted to the college this year.

Agenda 3: There was discussion regarding the hostel facilities of the College which was previously available for the students but is presently not functioning. The Convenor pointed out that NAAC evaluations allotted separate marks to a college if hostel facility was made available to the students and this could be an area where the college could score in the NAAC assessment. The house supported this whole-heartedly . Proposal was given by Prof. Anindita Ray ( Chakravarti) and Librarian Anindya Basu regarding an auditorium that could be set up in the ground floor of the hostel. The Principal supported this view and suggested that necessary planning should be started as soon as possible.

Agenda 4: Prof. Tapan Kr. Chand reminded the house that there were a number of teachers whose promotions were due through CAS. All the members unanimously agreed to help the Convenor in this regard and the decision was taken to ask the concerned teachers to submit their necessary documents and completed formats for verification at the earliest.

Agenda 5: Prof. Tapan Kr. Chand informed the house that the NAAC assessment proforma has been revised and there were several more avenues which have been added. He went on to explain that the whole college staff, especially the entire NAAC and IQAC team would have to strive really hard for achieving excellence. The house supported this view. It was also decided that each department should submit their SSR forms on time. The HOD should take the lead with all the teachers of the department helping him/her in this regard.

Agenda 6: There was a proposal to devise a students' feedback form for evaluation of teachers and the teaching-learning process of the institution, as a whole. The house could not come to a common consensus regarding the method that should be adopted for the process.

Agenda 7: There was a discussion regarding the submission of M.Phil/Ph.D documents of the teachers according to the new G.O. It was resolved that a committee would look into the matter and do the needful in this process.

Agenda 8: A matter regarding the HRMS salary system was discussed about next in the meeting. It was decided that an outsourcing would have to be done for which a renowned clerk from K.N. College would be appointed. There was some controversy regarding his salary , a point raised by Prof Sushanta Kr. Bag. The house decided that the matter could be resolved in the next FC meeting.



Agenda 9: There were several proposals regarding the introduction of new UG/PG courses in the college. Prof. Anindita Ray (Chakravarti) suggested the initiation of PG in the Food & Nutrition Dept.; the Principal suggested the starting of Chemistry at UG level first. The Convenor also pointed out that some other departments like Bengali, English & Education were also interested to start PG courses. The house congratulated the teachers for such enthusiasm and decision was made to do the needful in this regard.

The meeting ended on a positive note with the main focus being on the forthcoming NAAC evaluation.

  
**Coordinator, IQAC**  
**Maharani Keshwari College**  
**20, Ramkanto Bose Street**  
**Kolkata-700003**



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Ref. No.....

Date 08.12.2017

## NOTICE

A meeting of IQAC of Maharani Kasiswari College is scheduled to be held on 15<sup>th</sup> December 2017 (Friday) at 9:30 A.M in Principal's office to discuss the following agenda. All members of IQAC are requested to be present in the meeting positively.

Members:-

1. DR. Sima Chakraborti, Chairperson
2. DR. Atanu Dogra, External Member
3. Prof. Sanjeeb Kumar Pakira, External Member
4. DR. Tapan Kr. Chand, Convenor
5. DR. Dipti Chakravarti
6. DR. Manidipa Mitra
7. DR. Anindita Roy Chakravarti.
8. Prof. Susanta Kr. Bag
9. Prof. Shukla Sarkar.
10. Prof. Sudeshna Sarkar.
11. Prof. Shyam Prasad Ram
12. Subrata Kundu (office member)

Agenda:-

1. To discuss on the G.B. resolution on preparation of SSR of the college.
2. To make a report on the mid-term exam of the college.
3. To take decision about the further steps regarding CAS promotion of teachers of different Departments.
4. To make a Plan regarding preparation of related document for preparing SSR of the college.
5. To make a report on different activities conducted by various departments
6. To discuss on the report of different Departments:- Report of NSS, NCC, Self Defence, Report on Sports/ and other co-curricular activities & others.
7. Misc.

N.B: All Heads of different Departments are requested to submit reports of their departmental activities in brief in written form with future plan and proposal.

Convenor IQAC

DR. TAPAN KUMAR CHAND  
Coordinator, IQAC  
Maharani Kasiswari College  
20, Ramkanta Bose Street  
Kolkata-700003

*Suman*  
08.12.17  
Principal  
Maharani Kasiswari College  
20, Ramkanta Bose Street  
Kolkata-700003

## Minutes of the IQAC meeting held on 15.12.2017

The meeting was called to order and, although a number of members were absent citing personal problems, it commenced on time.

The IQAC Convenor invited the TCS, Dr Shayanti Bhowmik, the bursar Dr. Lipika Das and all the HODs to join the meeting.

The minutes of the previous meeting were read out and confirmed.

1. There was discussion regarding the GB resolution related to the preparation of SSR. The Principal stated that the GB had given full consent to the Convenor and the IQAC Committee to go ahead with the preparation of the SSR which was the first step for the NAAC Assessment. The Principal and the GB members who were present informed the house that the GB had proposed that the last date for submission of documents regarding departmental activities, present and future plans and other relevant information to the IQAC Committee by the 31<sup>st</sup> of March. Prof. Sanjeev Pakira, external member of the IQAC Committee suggested that the Convenor, Dr. Tapan Kr. Chand should prepare the report himself but delegate the work uniformly among all the teachers.
2. There was discussion on the recently completed mid-term examinations. A report was on the examination and the performance of the students of various departments. The Convenor suggested the preparation of a report on this regard, to keep a track of the examinations of the College
3. Keeping the 3<sup>rd</sup> agenda in view, the next topic of discussion was the promotion of teachers according to CAS .
  - a. It has been unanimously decided that all relevant papers and documents concerned to CAS of Prof. Radha Gobinda Basak, Assistant Professor in Commerce of Maharani Kasiswari College may be sent for the next step. Dr. Sima Chakraborty, Principal of the college and chairperson of IQAC is requested to take necessary step in this regard.
  - b. It has been unanimously decided that all relevant papers and documents concerned to CAS of Prof. Sudipta Ghosh, Assistant Professor in Commerce of Maharani Kasiswari College may be sent for the next step. Dr. Sima Chakraborty, Principal of the college and chairperson of IQAC is requested to take necessary step in this regard.
  - c. It has been unanimously decided that all relevant papers and documents concerned to CAS of Prof. Anindita Ray (Chakravarti), Assistant Professor



in Food and Nutrition of Maharani Kasiswari College may be sent for the next step. Dr. Sima Chakraborty, Principal of the college and chairperson of IQAC is requested to take necessary step in this regard.

d. It has been unanimously decided that all relevant papers and documents concerned to CAS of Prof. Suryatapa Das, Assistant Professor in Food and Nutrition of Maharani Kasiswari College may be sent for the next step. Dr. Sima Chakraborty, Principal of the college and chairperson of IQAC is requested to take necessary step in this regard.

e. It has been unanimously decided that all relevant papers and documents concerned to CAS of Prof. Lipika Das Nandi, Assistant Professor in Commerce of Maharani Kasiswari College may be sent for the next step. Dr. Sima Chakraborty, Principal of the college and chairperson of IQAC is requested to take necessary step in this regard.

f. It has been unanimously decided that all relevant papers and documents concerned to CAS of Prof. Tanmay Sarker, Assistant Professor in Commerce of Maharani Kasiswari College may be sent for the next step. Dr. Sima Chakraborty, Principal of the college and chairperson of IQAC is requested to take necessary step in this regard.

g. It has been unanimously decided that all relevant papers and documents concerned to CAS of Prof. Sayanti Bhoumik, Assistant Professor in Education of Maharani Kasiswari College may be sent for the next step. Dr. Sima Chakraborty, Principal of the college and chairperson of IQAC is requested to take necessary step in this regard.

4. Detailed discussion was done to formulate a blue print for the preparation of the SSR report. There were suggestions that a NAAC Committee meeting should be immediately arranged and all the teachers should be informed regarding the methodology of preparation of SSR. A demonstration should be done so that teachers are made aware of the format. A rough delegation was done regarding the distribution of the work load.
5. The Convenor requested the members present , especially the HODs to give a brief update about the activities of their departments. The HODs read out their on-going activities and future proposals.
6. There were detailed discussions on the activities of the NSS Unit, NCC, Self Defence activities , the forthcoming sports and other co-curricular activities of the College.

7. There were several other discussions that were done constructively to prepare the College for NAAC Assessment. Renovation of the Hostel was an important point of discussion. The decision was taken to call suitable personnel and engineers for the survey and plan. Prof. Amrita Halder and Prof. Anindita Hore spoke about the requirement of new cupboards. Prof. Sanjeev Pakira mentioned the importance of the maintenance of Seminar Library for the NAAC Evaluations. Prof. Gobindo Mondol pointed out the need for new books in his and other departments. The Convenor mentioned that grants were available for the same and requisitions should be submitted by each department. Prof. Sukla Sarkar pointed out that the Seminar Library of the History department was non- functional for a long time. The Principal requested all the HODs to submit a report on the Departmental Seminar Library by the 15<sup>th</sup> of Jan,2018.

Discussion on the Students' Feedback Form was also done. Prof. Sanjeev Pakira suggested that only regular students who have a s healthy attendance record should be allowed to evaluate.

Discussion was done on the available fund position of the College and petty cash maintenance also.

To conclude, the Principal congratulated the Depts of Political Science, Philosophy, Commerce , Bengali and Food & Nutrition for preparing detailed reports of their departmental work and for also preparing future proposals.

The meeting was terminated with the highlights being the preparation of SSR and NAAC assessment.



Coordinator, IQAC  
Maharani Kasiswari College  
20, Ramkrishna Bose Street  
Kolkata-700003



Date: \_\_\_\_\_  
Page: \_\_\_\_\_

QAC meeting held on 15.12.17 at Principal's office to discuss on the agenda stated in the notice dated- 08.12.2017.

Members Present.

- ① Sumit 15.12.17
- 2 ~~Sumit~~ (External member)
- 3 Tapan kr. Chandra. (convenor)
- 4 Shukla Sarkar 15-12-17
5. Goswami Mandal 15.12.17
6. Anindita Roy (Chakravarti) 15.12.17
7. Ameeta Haldar 15.12.17
8. Priyanka Roy 15.12.17
9. Anindita Das 15.12.17
- 10) Sayanti Bhosmik 15/12/17
11. Dipika Das Wanti 15/12/17



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Ref. No.....

Date..19/12/17.....

## NOTICE

A general meeting of the Teachers' Council will be held on 22/12/2017 in Room-SB6 at 8:50 A.M. All the members are requested to be present.

### Agenda:

- 1) Future plan towards NAAC preparation. (AGAR Preparation and uploading)
- 2) Discuss matters related to the preparation of the SSR.
- 3) Frame the proposal of IQAC regarding student feedback system.
- 4) Miscellaneous.

Secretary,

Teachers' Council

Maharani kasiswari College

*Suman*

Principal 19.12.17

A meeting of IQAC with Teacher Council held on 22.12.17 in room no SB-6. A discussion deliberated agenda collaboratively with all teacher members of Teacher Council. Agenda was given on the notice dated 19.12.17.

### Minutes of IQAC Meeting on 22.12.2017

This Meeting was conducted within the TC Meeting.

The Principal presided over the meeting and the following resolutions have been taken in this meeting.

**Agenda=1** Future plan towards NAAC preparation.

Resolution = After detailed discussion on the matter all teachers were informed and requested to participate in preparing plan towards NAAC preparation.

**Agenda=2** Discussion on preparation of SSR.

Resolution = It was decided that preparation of SSR would be made with the help of available Documents in our college; Latest guidelines of UGC and NAAC are to be followed.

**Agenda=3** Frame the proposal of Student Feedback system.

**Resolution** =All HODs were requested to arrange the said matter as early as possible.

**Agenda=4** Misc.

Resolution = All members of different sub-committees were requested to take necessary steps of implementing the plan of their activities maintaining the norms of stipulated guidelines.

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