



MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

20, Ramkanta Bose Street, Kolkata-700 003

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Ref. No.....

Date 26-07-21

NOTICE Date-26/07/2021

All members (external and internal) of IQAC of Maharani Kasiswari College are hereby requested to attend the meeting scheduled to be held on 3rd August 2021 (Tuesday) at 6 p.m. on virtual mode to consider the following agenda:

Agenda No.

1. Confirmation of minutes of previous meeting.
2. Approval of the recommendation of TC regarding last updated status of existing sub committees.
3. Discussion regarding appeal to TCS to submit annual report of different subcommittees.
4. Making College-website up to date for fulfilling multi aspects of newly introduced HE system.
5. Discussion regarding status of Learning Management System (LMS), Library Website(mkclibrary.ac.in) and integration of KOHA Library automation software in cloud.
6. Discussion on preparation of Service Book of employees.
7. Discussion on the promotion of eligible incumbents under CAS.
8. Discussion on Infrastructural improvement.
9. Discussion regarding various academic activities and improvement of academic platform including certification course for computer skill development of students.
10. Misc.

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

Dr. Tapan Kumar Chand

Coordinator IQAC

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

Minutes of IQAC meeting dated 3rd August 2021

Date of notification 26th of July 2021

Members present: -

Dr. Sima Chakrabarti, Principal
Dr. Tapan Kumar Chand, Coordinator IQAC
Mrs. Sunanda Mukherjee
Dr. Manidipa Mitra
Dr. Sushant Kumar Bag
Mrs. Shukla Sarkar
Dr. Anindita Chakraborty
Mrs. Lipika Das
Dr. Sk Abul Salam
Mr. Shyam Prasad Ram
Mr. Anindya Basu
Sri Subrata Kundu

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

Agenda 01: To read and confirm the resolution of previous meeting;

The minutes of the previous IQAC meeting dated 23rd of December 2019 was read out by the coordinator Dr. Tapan Kumar Chand and all the minutes have been confirmed unanimously by the members with the following reporting.

i. Regarding previous Meeting resolution number -04 Mr. Shyam Prasad Ram of building committee reported that office work had been completed, electric works almost completed and fibre networking work also completed. After completion of university examination, the office will be shifted to the newly constructed office room.

ii. Regarding resolution number 06

- Related to the student feedback or student satisfaction survey (SSS) Dr. Manidipa Mitra reported that feedback survey form had been collected and kept in files but not analysed. At the same time Dr Mitra replied that they will work and complete the task together with AnindyaBasu, Sayanti Bhowmik, Sudipta Ghosh and Sunanda Mukherjee as proposed previously.
- iii. Mr Shyam Prasad Ram too was asked to issue an online student satisfaction survey form. Principal madam proposed the names of Gobinda Mandal, Ramesh Yadav, Rita Chatterjee and Chandrima Karmakar also included in this process.

Agenda 02: Approval of the recommendation of TC regarding last updated status of existing sub committees.

Regarding the inclusion of the names of teachers in different sub committee principal madam requested to form new subcommittees with existing teachers and inclusion of newly appointed teachers in different sub committees. In this regard the teacher Council secretary was asked to hold a TC meeting as soon as possible and to finalize the names in this matter.

Agenda-03: Discussion regarding appeal to TCS to submit annual report of different sub committees;

TCS is to be requested to collect the annual reports of different sub committees and also forward to the IQAC for further reporting.

Agenda-04: Making College-website up to date for fulfilling multi aspects of newly introduced HE system;

Sushant Kumar Bag talked about the updating of of our college website to make it students friendly and usable in this context Tapan Kumar Chand aided that grievance redressal cell and online feedback collection system at to be included in our website, self-uploading of learning materials by the teachers would make our website dynamic he added.

Dr Abdul Salam discussed as requested by TKC about how to make the website dynamic and complete in all respect, he added following aspects in this regard;

- i . in content all blanks are to be fulfilled, feedback from the students are to be collected through Google form in on-line mood.
- ii. AQAR for the session 2019-20 is to be prepared very quickly and should be linked to the college website.
- iii. the minutes of IQAC and other academic meetings are to be linked and at the same Action Planned and Action taken are to be given side by side.
- iv. maintenance of Campus infrastructure also be given in a separate tab.
- v. institutional distinctiveness i.e. best practices are also to be given in separate tab.
- vi. Department wise program outcomes is to be added in separate webpage
- vii. Facilities of e-content like short video clips, learning material, teaching videos and other social programs conducted by NSS and NCC are also to be reflected in our college website.

- viii. **Search tab** is very important for a dynamic website, so it is to be added.
- ix Dr Abul Salam suggested to start the document verification of AQAR before uploading it in our website
principal madam inspired and also talked about the website and the process how to make it dynamic in this regard.

Agenda 5. Discussion regarding status of Learning Management System (LMS), Library Website (mkclibrary.ac.in) and integration of KOHA Library automation software in cloud.

Mr Shyam Prasad Ram requested the principal that one workshop should be organised about learning management system LMS and college library website very shortly for orientation of all teachers about its utility and other functions. At the same time, he also reported that library website is ready in all aspects and in function.
In this context Dr Abul Salam discussed various uses of LMS and he added, by which different facilities like creation of MOOCs, Web resources, student evaluation would be very easy for all concerned.

Doctor Salam was requested by the principal to act as a resource person in the workshop on LMS. At the same time, he also requested to be present as an invitee in the next teacher council meeting of the college and Dr Salam agreed.

Agenda 06. Discussion on preparation of Service Book of employees.

Regarding the preparation of service book of all employees of the college Sushant Kumar Bag reported that work of service books and updating of the same is to be started from second week of August 2021, after completion of ongoing university exam. Principal madam suggested that not to delay in this work. Leave parts of the service books is to be simply settled with the available documents in hand and not to go through any conflict. Dr Alam talked about to maintain the office account in a transparent way, academic and administrative audits are to be conducted annually with the help of each departmental HOD.

Agenda 07. Discussion on the promotion of eligible incumbents under CAS.

Tapan Kumar Chand, The coordinator of IQAC is requested to serve a notice in teacher Council group requesting eligible teachers to submit their documents for verification who are interested to go through CAS.

Agenda 8. Discussion on Infrastructural improvement.

Sushant Kumar Bag joint convenor of building committee reported that construction work of the science building is almost completed, the work of Lift is going on, office work is almost completed and the office will be shifted very shortly to the new constructed office room. Mrs. Shukla Sarkar in-charge of NCC of college requested the principal to allot a room for keeping all things related to the NCC and principal madam agreed to provide a suitable room after finishing of construction work.

Agenda 09. Discussion regarding various academic activities and improvement of academic platform including certification course for computer skill development of students.

Principal madam initiated the discussion to plan a framework for the computer training of both teaching and non-teaching staff under a certificate course. SPR reported that a 30 hours certificate course had all already been organised by the department of library in the month of June 2021 with prior permission of the authority. The library department is requested to furnish a report regarding the course conducted by them.

The principal madam also added that the computer science department is to be involved in this training process.

Agenda 10. Misc.

Dr. Tapan Kumar Chand talked about an external agency named 'Shine Projects' Interested to organise a free webinar for the sake of college students and teachers related to management of money, work from home job placement, personality development and preparing students to face interview. Principal madam and all members unanimously decided to provide the platform to Shine Projects for conducting the proposed webinar, and at the same time the IQAC and the Career Development and Placement Counselling committee are requested to do the necessary action for the same.

As there is no other agenda to discuss the meeting ended with a vote of thanks from either side.


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Ref. No.....

Date...15/01/2022

NOTICE

A meeting of IQAC of Maharani Kasiswari College will be held on 21/01/2022 (Friday) at 10.30 A.M. in Principal's office to discuss the following agenda. All members of the IQAC are hereby requested to attend the meeting.

AGENDA:-

1. Confirmation of minutes of previous meeting.
2. Progress report on renovation of college building.
3. Plan of work for the year-2022.
4. Preparation of AQAR for the period year 2020 -2021.
5. Miscellaneous.....

Shekhar

Principal
Maharani Kasiswari College
20, Ram Kanta Bose Street
Kolkata-700 003

Tapan k. choudh.

Coordinator, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street
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The principal of our college presided over the meeting and the following resolution has been taken against the agenda.

Members Present

1. Sureshchandra (Principal)
2. Sunanda Mukherjee
3. Tapan K. Choud. (IOMC, coordinator)
4. Suryatapa Das (invited) 21.1.2022
5. Shukla Sankar 21-01-2022
6. Anindya Bose 21-01-2022
7. Susuman. Das. 21.01.2022
8. Mr. Parash Kumar 21.01.2022
9. ~~Shubajit~~ 21-01-2022
10. Shyam Prasad Pr. 21.01.22
11. S. Kumar



Minutes of the IQAC meeting held on 21/01/2022

The Principal of our College Dr. Sima Chakrabarti Presided over the meeting and the following resolution had been taken against the following agenda.

Member present

Dr. Sima Chakrabarti, Principal

Mrs. Dr. Tapan Kumar Chand, Coordinator IQAC

Prof. Sunanda Mukherjee

Prof. Shukla Sarkar

Dr. Sushant Kumar Bag

Smt. Suryatapa Das

Mr. Shyam Prasad Ram

Mr. Anindya Basu

Sk. Abu Faroque Haq

Sri Sourav Dutta Mustafi

Sri Subrata Kundu

Agenda: 1 Confirmation of minutes of previous meeting.

Resolution: The minutes of the previous IQAC meeting dated 3rd August, 2021 was read out by the coordinator Dr. Tapan Kumar Chand and all the minutes had been confirmed unanimously by the members.

Agenda: 2 Progress report on renovation of College building.

Resolution: The convenors of the Building Committee reported that, the construction work in science building had continued smoothly with the help of our Authority. The Principal Madam informed that building committee was regularly submitting the progress report of the construction in every 3 months. The committee also reported that the class taken atmosphere of science building would become functional by the month of October 2021.

Agenda: 3 Plan of work for the year-2022.

Resolution: Plan of work for the year 2022 was discussed among the present members to create a healthy and academic atmosphere for smooth running of the college administration and teaching learning also. After a fruitful discussion, all the members unanimously decided to prepare a list of activities to be done in running session.

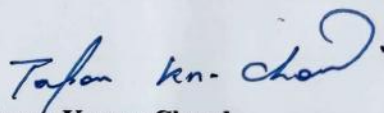
- a. To finish the building extension work
- b. To build/finish more classrooms, computer lab and biochemistry laboratory
- c. To open up new UG and PG Courses
- d. Preparation for NAAC within next academic session.
- e. To implement ERP based Information System Management for better administration of the college.
- f. To build proper infrastructure for renewable energy sources as part of Green Campus initiative.
- g. Design and installation of elevator in Science Building of the campus.
- h. Total completion of the auditorium at the top of the Science Building.
- i. To start more and more certificate courses for students to enhance different types of soft and technical skills as well as academic knowledge.
- j. To explore the possibility of accrediting the college with different agencies e.g. NIRF

Agenda: 4 Preparation of AQAR for the period year 2020 -2021.

Resolution: Preparation of AQAR for 2020 -21 should be done as soon as possible and to be uploaded in College website.

Agenda: 5 Miscellaneous.

Resolution: No matter was found for further discussion.



Dr. Tapan Kumar Chand

Coordinator, IQAC

Coordinator, IQAC
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Ref. No.....

Date 22/04/2022


NOTICE

Date-22/04/2022

All IQAC members (external and internal) of Maharani Kasiswari College are hereby requested to attend the meeting scheduled to be held on 29th April 2022 (Friday) at 11.00 A.M. in Principal's room to consider the following agenda:


Agenda :-

1. Confirmation of minutes of previous meeting.
2. Report on the submission of AQAR for the year 2020-2021.
3. Status report of previous online examination process.
4. Initiative to sign MOU with different Universities/other Institutions for starting various Post Graduate/Certificate courses.
5. Discussion on development of proper infrastructure for renewable energy sources as a part of Green Campus initiative.
6. Discussion on implementation of ERP based Information System Management for better administration of the college.
7. Discussion on building extension as well as extension work of different laboratories.
8. Discussion on completion of the auditorium at the top of the Science Building.
9. Discussion on latest UGC regulation regarding assessment & accreditation process of the institution.
10. To explore the possible accreditation of the college with different agencies e.g. NIRF, ISO etc.
11. Misc.


22.04.22

Dr. Tapan Kr. Chand
Coordinator, IQAC

DR. TAPAN KUMAR CHAND
Coordinator, IQAC
Maharani Kasiswari College
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Dr. Sima Chakrabarti
Principal

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

Members' Present:-

1. Sureshchhetri
2. Sunanda Mukherjee 29-4-22
3. Tapas kr. Chandra.
4. Shukla Sarkar 29-04-2022
5. Chandrima Karmakar 29/04/2022.
6. Susmita V. Das 29/04/2022.
7. Aro Farah Hoque 29.04.2022
8. ~~Shrestha~~
9. Shyama Prasad S.
10. S. Kumar



Minutes of the IQAC meeting held on 29/04/2022

The Principal of our College Dr. Sima Chakrabarti Presided over the meeting and the following resolution had been taken against the following agenda.

External member could not attend the meeting due to unavoidable circumstances on their part.

Agenda

1. Confirmation of minutes of previous meeting.

Resolution: The minutes of the previous IQAC meeting dated 21st January, 2022 was read out by the coordinator Dr. Tapan Kumar Chand and all the minutes had been confirmed unanimously by the members.

2. Report on the submission of AQAR for the year 2020-2021.

Resolution: SKB reported that AQARs of the year 2020-21 have been successfully uploaded to NAAC portal with co-operation received from all faculty members. At present we are engaged in verification and editing of the submitted reports.

3. Status report of previous online examination process.

Resolution: Faculty members of the College, the Technical team and Exam committee had successfully conducted the onlin- exam process.

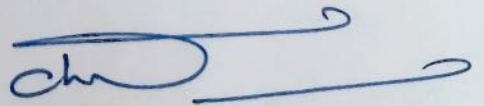
4. Initiative to sign MOU with different Universities/other Institutions for starting various Post Graduate/Certificate courses.

Resolution: All members had discussed regarding MOUs with other Institutes. SDM reported we are in discussion stage with JIS and open Universities like Netaji Subhash Open University for MOUs. (RBU & British Institutes). Initiatives have to be undertaken to sign MOU with different Universities/other Institutions for starting various Post Graduate/Certificate courses.

5. Discussion on development of proper infrastructure for renewable energy sources as part of Green Campus initiative.

Resolution: Different ideas were analysed on development of proper infrastructure for renewable energy sources as part of Green Campus initiative. College should start initiatives to implement the drive. College should contact WEBRADA for this initiative.

6. Discussion on implementation of ERP based Information System Management for better administration of the College.
Resolution: ERP is required in the college. We are at present considering this idea. We need to hire some -one who is well equipped in Com. Sc / Lib. Sc. In such a scenario AB (Lib. Sc) will take over the responsibility of over viewing the implementation of ERP in the college. However, he requires at least four other faculty members to shoulder the responsibility with him.
7. Discussion on building extension as well as extension work of different laboratories.
Resolution: SKB reported that the construction / renovation work of the college is progressing at great pace. Proposal of Constructing a New Staffroom to accommodate all faculty members is being considered.
8. Discussion on completion of the auditorium at the top of the Science Building.
Resolution: – SKB, the convener of Building Committee, provided the required update. regarding the Auditorium Construction on the top floor of the Science Building.
9. Discussion on latest UGC regulation regarding assessment & accreditation process of the institution.
Resolution : Discussion regarding the recent updates on NAAC provided by UGC. The recent guidelines may be considered and an attempt to adapt it is proposed. We shall continue with our endeavor with deplete NAAC. Thereafter we shall consider preparing PAAC.
10. To explore the possible accreditation of the college with different agencies e.g. NIRF, ISO etc.
Resolution: All members discussed the matter to complete the NAAC Assessment process at the earliest. Principal Ma'am suggested that we shall continue with NAAC and simultaneously look into NIRF.
11. Misc.
As there is no such other agenda to discuss the meeting is ended with the vote of thanks from both sides.



Dr. Tapan Kumar Chand

Coordinator, IQAC

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