



MAHARANI KASISWARI COLLEGE

20, Ramkanta Bose Street, Kolkata- 700003

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Ref. No.

Date 29.08.2024

NOTICE

A joint meeting of IQAC and NAAC sub Committee of the college is hereby scheduled to be held on 6th September 2024 (Friday) at 10.30 AM in Room no 8 to discuss the following agenda. All respected Teachers (Full time, SACT, College Paid) are requested to be present in the meeting positively.

Agenda :-

1. Report on SSR submission and DVV compliances.
2. Report on SSS data collection and submission.
3. Finalisation of Documentation and evidences. (Digital and physical copies)
4. Preparation and coordination of all Faculty members along with all office and support staff for NAAC peer team visit.
4. Infrastructure and facility readiness
5. Stakeholders engagement (Alumni, students, parents)
6. Misc.

Shahab
Principal 29.08.24

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

Tapan K. Choudhury
Coordinator IQAC 29.8.24
Coordinator, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street
Kolkata-700003

Jt. Convener NAAC Sub-committee

IQAC Meeting 09.09.2024

classmate

Date

Page

The Principal of our College Dr. Sima Chakrabarti
Presided over the meeting.

Members Present:

1. Sankarhat 9.9.24
2. Tapu kr. Chak.
3. Sankarhat 09/09/24
4. Piyali Ghosh. 9/9/24.
5. Uttam Kumar Sarda. 09.09.2024
6. Amrita Haldar 9/9/2024
7. Priyanka Roy 09.09.2024
8. Nikhat Tabasum 9.9.2024
9. Seboleera Das. 9.9.2024
10. Anishek Dey 9.9.2024
11. Piyali Saha 9.9.2024
12. Madhumita Chatterjee 9.9.2024
13. Debakanta Sen. 9.09.2024.
14. Arpita Bhedra 9.9.24.
15. Pallabata Ganguly 9/9/24.
16. Riyanka Chelam 9/9/24
17. Arbamalya Bar 09.09.2024
18. Samendra Nath Sikari 9.9.2024
19. Tahajuddin SK 9.9.2024
20. Tanima Paul 9.9.2024
21. Sajida Khatun 9/9/24.
22. Vishaka Jana 9/9/24
23. Sohe Hossain 9/9/24
26. Soumi Miti 9.9.24.
27. Mr. Subh Anu 9.9.24.
28. Chandrima Karakar. 9.9.24.
29. Sangita Mema 9/9/24
30. Sejuti Ray 9/9/24
31. Shipra Das Bagchi 9/9/24.
32. Darshana Sharma 9/9/24.
33. Ranesh Yadav 9.9.24

34. Swarna Ghosh 09/09/2024.
35. Snehasna Mukherjee 09/09/2024
36. Shukla Sankar 09/09/2024
37. Suryatapa Das 09/09/2024
38. Sukita Ghosal 09/09/2024
39. Anaya Seth Sharma 09/09/2024.
40. Moumita Biswas 9/09/2024.
41. Rita Chatterjee 9/09/2024
42. Udit Borah 9/09/2024
43. Piyali Roy 09/09/2024
44. Itri Sanyal 09/09/2024.
45. Anubita Ghosh 09/09/2024
46. Anki Haldar 9/9/24
47. Dipankar Mandal. 9/9/24.
48. Ratna Mandal. 9/09/24
49. Taromoy Sarker 09/09/2024
50. Dipika Das Wandi 09/09/2024
51. Shreya Ghosh. 09/09/2024.
52. Mitali Mandal. 09.09.2024
53. Sharmistha Dhar 09/09/2024
54. Ritabrata Saha. 09.09.24
55. Dipti Chakraborti 09-09-2024
56. Anindita Das. 09.09.2024
57. Masidipa Mithi 9/9/24.
58. Pritha Dutta 9/9/24
59. Ranjan Maama 09/09/24
60. Subhendu Bhattacharya. 09.09.24
61. Paushali Guha Sarker 09/09/2024
62. Sayanti Bhattacharya. 09/09/24.
63. ~~_____~~ 9/9/2024
64. Anindita Roy (Chakraborti) 9.9.24
65. Mandira Ghosh 09.09.2024
66. Anurag Das
67. Subrata Kumar 09/09/2024
68. Zahid Alam 9/09/24
69. Shyam Sundar Das 09/09/24
70. Goswami - Mandal 09-09-24

71. Leewitalhari Sen 9/9/24
72. Jay Dan 09/09/24
73. Saswati Mondal 9/9/24.
74. Mausumi Malik 9/9/24
75. Sumanika Das 9/9/24.
76. Avik Kumar Bha 9/9/24.
77. Nrupen Ch. Ghosh 09/09/2024

Minutes for the IQAC (Internal Quality Assurance Cell) meeting at Maharani Kasiswari College Date 09-09-2024 Notice date 29-08-24.

Minutes of the IQAC meeting

Time: 7.30 AM **Venue:** Room no. 8

Chairperson: Dr. Sima Chakrabarti, Principal presided over the meeting and the following resolutions have taken been against the following agenda.

Agenda 1. Report on SSR Submission and DVV Compliances.

- **SSR Submission Status:** The Self-Study Report (SSR) was successfully submitted on 29-06-2024 via NAAC portal. The submission was fruitful under supervision of our respected Principal Madam. Cooperation from Teachers, included in different Criteria along with external member OF NAAC Dr. Abul Salam, Bursar, Librarian, Office- coordinator, and supporting office staff helped in various ways which made the final submission possible.
- **DVV Compliance:** The Data Validation and Verification (DVV) process was reviewed in extended profile 4 compliances and a metric level total of 33 compliances were raised by the NAAC team.
- **Actions Taken:** Corrective measures have been implemented for discrepancies. Additional documentation and evidence were provided to meet compliance requirements. Final DVV compliances submitted on 06-08 2024.

Agenda 2. Report on SSS Data Collection and Submission

- **Data Collection:** The Student Satisfaction Survey (SSS) data was collected using the Feedback form provided by the NAAC team via E-mail through a link directly to the students with a sample size of more than 11% of the total student list sent to the NAAC authority.
- **Submission Status:** Data was submitted on or before 23-07 2024 through the provided link. The submission was completed successfully with the response recorded at 11.45% which met the required level of response. The entire process was monitored by the IQAC and joint conveners of the Feedback sub-committee of the college.

Agenda 3. Finalisation of Documentation and Evidence (Digital and Physical Copies)

All committee members unanimously decided that, documentation process must be scatter in following ways: Sub-committees, Departments, -IQAC,-CDPC, NSS, NCC, ALUMNI,-Library, office

PREPARATION OF DEPARTMENTAL DOCUMENTS & EVIDENCES		
SL. NO.	PARTICULARS	ENCLOSURE
		RELATED PHOTOS (if any)
3	NO. OF ACTIVITIES (YEAR WISE)	NOTICE
		ATTENDANCE LIST WITH SIGNATURE
		REPORT IN PROPER FORMAT
		SELECTED PHOTOS with CAPTION
4	NO. OF PUBLICATION (YEAR WISE)	TABLE SHOWING ALL DETAILS
		PHOTO COPY OF ALL SUPPORTING DOCUMENTS
5	NO. OF MOU (IF ANY)	RELATED ENCLOSURE
6	HE PROGRESSION DETAILS	TABLE SHOWING ALL DETAILS
		PHOTO COPY OF ALL SUPPORTING DOCUMENTS
7	PLACEMENT DETAILS	TABLE SHOWING ALL DETAILS
		PHOTO COPY OF ALL SUPPORTING DOCUMENTS
8	FIELD UP LATEST AAA [UPTO 2023-24] WITH ANNEXURES	AS PER AAA FORMAT
9	FULL SUMMARY REPORT (YEAR WISE)	AS PER PRESCRIBED FORMAT
10	GRAPHICAL PRESENTATION OF ACADEMIC PERFORMANCES OF THE STUDENTS	BAR DIAGRAM/ LINE CHART/ PIE CHART
11	PREPARATION OF PPT FOR DEPARTMENTAL PRESENTATION	
12	PUBLICATION OF DEPARTMENTAL SOUVENIOR/ REPORT BOOK	AS PER SUGGESTED GUIDELINE

VERIFICATION CELL	SG, PR, AH2, UKS
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FORMAT OF SUB- COMMITTEE RELATED PREPARATION

1	NAME OF THE SUB-COMMITTEE	
2	NO. OF MEETING (YEAR WISE)	
3	REPORT (YEAR WISE)	
	ACTION TAKEN REPORT (YEAR WISE)	
3A	NOTICE (2017-18 to 2023-24)	ENCLOSURE
3B	MINUTES (As per sl. No. 02)	
3C	RELATED PHOTOS (if any)	

- **Documentation Status:** All required documents and evidence have been reviewed and finalized.
- - **Digital Copies:** Stored securely in the college archive, website, IQAC, and Departmental e-mail Drive
 - **Physical Copies:** Organized and filed in Almirah of IQAC and office
- **Quality Check:** A thorough review confirmed that documentation is complete and accurate.
- **Issues Identified:** No significant issues were noted; minor adjustments were made.

Decisions:

- Ensure ongoing maintenance and periodic review of both digital and physical documentation.
- Explore additional resources if needed to streamline documentation processes.

Agenda 4: Preparation and Coordination of Faculty Members, Office, and Support Staff for NAAC Peer Team Visit

The IQAC Coordinator, Tapan Kumar Chand, led a discussion on the preparation and coordination of faculty members, office staff, and support staff for the upcoming NAAC Peer Team visit.

Key Points Discussed:

- **Faculty Assignments:** Specific responsibilities were assigned to each faculty member based on their expertise and familiarity with NAAC criteria. Faculty members will present their respective areas and ensure all documentation is in place.
- **Mock Sessions:** It was decided that mock Q&A sessions would be organized to prepare faculty for the peer team's questions. These sessions will be scheduled over the next week, with senior faculty leading the mock evaluations.
- **Office and Support Staff Readiness:** The office and support staff were briefed on their roles, particularly in handling logistical aspects during the visit, such as providing documents, arranging the setup for presentations, and assisting the NAAC Peer Team during their campus rounds.
- **Team Coordination:** A WhatsApp group will be created to maintain seamless communication during the visit, ensuring prompt coordination among faculty and staff.

Action Items:

- Schedule and conduct mock sessions with faculty.
- Office staff to prepare required documents and ensure logistical readiness.
- Set up a communication channel for smooth coordination.

Agenda 5: Infrastructure and Facility Readiness

The IQAC team reviewed the status of the college's infrastructure in preparation for the NAAC visit.

Key Points Discussed:

- **Final Inspections:** It was noted that the classrooms, laboratories, library, and other college facilities are in good condition. A final round of inspections will be conducted by the administrative team to ensure everything is up to standard.
- **IT Readiness:** The IT support team confirmed that the infrastructure for digital presentations, internet connectivity, and audio-visual equipment is fully operational.
- **Campus Cleanliness:** The support staff will ensure that all campus areas are clean and properly maintained. Signage and directions to important offices and departments will be updated.
- **Special Facilities:** Attention will be given to highlighting special facilities like the smart classrooms, laboratories, and other key infrastructure.

Action Items:

- Conduct a final inspection of the campus facilities.
 - IT team to run a final check of presentation equipment.
 - Ensure cleanliness and proper signage throughout the campus.
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Agenda 6: Stakeholder Engagement (Alumni, Students, Parents)

A discussion was held on the involvement of alumni, current students, and parents in the accreditation process.

Key Points Discussed:

- **Alumni Interaction:** A virtual meeting will be arranged with prominent alumni to discuss their involvement during the NAAC visit. Alumni testimonials will be collected and included in the presentation.
- **Student Feedback:** Selected students will be briefed on their roles during the peer team visit. A few students will be prepared to present their experiences and achievements at the college.
- **Parent Involvement:** A parent interaction session will be organized to gather their feedback, which can be showcased during the peer team's visit.

Action Items:

- Schedule virtual alumni interaction sessions.
 - Prepare selected students for interactions with the NAAC Peer Team.
 - Organize a session with parents to gather their feedback and testimonials.
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Agenda 7: Miscellaneous

- **Document Preparation:** The IQAC Coordinator reminded all departments to ensure that their documentation, including attendance records, financial reports, and audit files, are up-to-date and available for review by the NAAC Peer Team.
- **Contingency Planning:** It was agreed that a contingency plan would be prepared to address any last-minute challenges or issues during the visit. The administrative team will handle any unexpected situations, ensuring minimal disruption.
- **Final Briefing:** A final meeting will be held a day before the visit to review all preparations and address any remaining concerns.

Action Items:

- Finalize all required documentation for the visit.
- Prepare a contingency plan for any unexpected challenges

The meeting was adjourned with a vote of thanks from the principal, IQAC Coordinator, and Jt. Coordinator NAAC -subcommittee.

Tapan k. Chand.
Coordinator IQAC

Dr. Tapan Kumar Chand.

Coordinator, IQAC
Maherani Kasiswari College
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Sushanta Kumar Bag
Joint Coordinator NAAC subcommittee

Dr. Sushanta kumar Bag