



MAHARANI KASISWARI COLLEGE (NAAC Accredited)

20, Ramkanta Bose Street, Kolkata - 700 003

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Ref. No.

Date 22.01.2024

NOTICE

All teachers are hereby informed to be present in the extended meeting of IQAC of Maharani Kasiswari College, which will schedule to be held on **31/01/2024 (Wednesday)** at **10.30 A.M.** in Room no **SB-6** 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. Report on Progress of AAA submitted by different Departments.
3. Report on collection and analysis of Feedback from different Stakeholders.
4. Infrastructure development and requirements.
5. Reports on NCC and NSS activities of the college.
6. Report on Libraries (Central Library, Seminar Library, New Library)
7. Reports on the promotion of faculties under CAS.
8. Preparation for upcoming University Examinations.
9. Status of AQARs submitted.
10. SSR preparation and IQA submission.
11. Miscellaneous.

Members:

01. Dr. Sima Chakrabarti, Chairperson
02. Dr. Atanu Dogra, External member
03. Md. Abul Salam (External member)
04. Dr. Sanjeeb Kumar Pakira, (External member)
05. Dr. Tapan Kr. Chand, Convenor
07. Dr. Manidipa Mitra
08. Prof. Shukla Sarkar
09. Dr. Sushanta Kr. Bag
10. Dr. Anindita Roy Chakravarti
11. Dr. Shyam Prashad Ram
12. Dr. Anindya Basu
13. Dr. Uttam Kumar Sardar
14. Mr. Sourav Dutta Mustafi
15. Subrata Kundu (Office)

* Dr. Chaitali pal (Convenor, Academic Committee)
* Dr. Chandrima Karman.

Tapan Kumar Chand

Coordinator, IQAC

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

Suman

PRINCIPAL

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

The principal Dr. Sima Chakrabarti presided over the meeting.

Members present

- ① Suman
- ② Tapan kr. Chandra
- ③ Suman 31-01-2024
- ④ Uttam Kumar Sarda 31.01.2024
- ⑤ Suresh Dutta Mustaf 31.01.2024
- ⑥ Sudipta Ghosh 31.01.2024
- ⑦ Ananya Das 31.01.24
- ⑧ Amit Choudhury 31.01.24
- ⑨ Anishek Dey 31.01.24
- ⑩ Aparajita Datta 31.01.24.
- 11) Jayeta Banerjee
- 12) Ananya Ghosh 31.01.2024
- 13) Shikha Das Bagchi 31/01/2024
14. Mitali Mandal. 31/01/2024
15. Piyali Ghosh. 31/01/2024.
16. Leboleena Das. 31/01/2024.
17. Tanmoy Sarker 31/01/2024
18. Ruyanka Chatterjee 31/1/24.
19. Piyali Saha 31/1/24
20. Shreya Ghosh. 31/1/24.
21. Debarajita Saha 31.01.24
22. J. Senari 31.1.24
23. Ranjita Mama 31.01.24
24. Sipti Chakrabarti 31/01/2024
25. Shekta Sarkar 31/01/2024
26. Suryatapa Das 31.01.2024
27. Anshu Halder 31/1/24
28. Anamika Datta. 31/1/24.
29. Sunita Kanyal 31/1/24
30. Ananya Das 31/01/2028.
31. Emily Saha 31/1/24
32. Anurita Das 31/1/24

33. Rita Chatterjee 31/1/24
34. Chaitali Das, 31/1/24
35. Chandrina Karanakar 31/1/24.
36. Jayanti Bhawanik 31/1/24
37. Sharmistha Dhar 31/01/2024
38. Ratna Mandal. 31/01/2024
39. Dipika Dasgupta 31/01/24
40. Utri Saugol. 31.01.24.
41. Johna Hossain 31.01.24
42. Ritabrata Sen 31.01.24
43. Soumi Mitter 31.01.2024
44. Sudeshna Mitter. 31.01.2024
45. Ramesh Yadav 31.01.24.
46. Madhumita Das 31.01.24
47. Swarnita Das 31.01.24.
48. Anindita Hoss 31.01.24.
49. Maidepa Mitter 31/1/24.
50. Anindita Ray (Chakravarti) 31.01.24
51. Mausumi Malik 31.01.2024
52. Arpita Bheduri 31.1.24
53. Biplob Ch. Sarkar 31.01.2024
54. Biki Biswas 31.01.2024.
55. Aritri Nandy 31/01/2024
56. Nishat Tabassum 31/1/24
57. Madhumita Chatterjee 31/01/2024
58. Anindya Basu 31/01/2024
59. Sourav Malakar 31/01/2024.
60. Manish Shaw. 31/01/2024
61. Prabal Maiti
62. S. Kumar (Office)
63. Aritri Roy 31/01/24.
64. Anik Kumar Bandyopadhyay.
65. Sujata Ghosh
66. Purnima Ray
67. Dipankar Mandal 31/1/24.

- 68 Vishaka Leuna 31/1/24
69 Sajida Khatoon 31/1/24
70 Moumita Biswas 31/1/24
71 Anusha Bajaj 31/1/24
72. Shyam Prasad K 31/1/24
73) Leharika Bhavani 31/1/24

Minutes of the IQAC meeting Date: 31/01/2024

Date of notification: 22.01.2024

Agendum-1: Confirmation of minutes of previous meeting.

Resolution: Minutes of the previous meeting dated 23.05.2023 was circulated already through our official What's' app group for discussion. After some minor modification the minutes of the previous meeting were confirmed.

Agendum-2: Report on Progress of AAA submitted by different Departments.

Resolution:

After assessment of submitted data related to AAA of different Departments following points are observed:-

- A. Filled up formats of AAA of last 3 academic years are found not complete in all respects.
Modifications are to be made in various points which are already advised at the time of submission as per previous schedule.
- B. Presentation of Annexure with supporting documents should be improved.

Commencement off statutory audit could be possible only after complete submission of full format of AAA along with its annexure by all Departments.

All Departments are requested to complete the same within 03.02.2024 on urgent basis. Next Assessment by the committee will be made on 05.02.2024.

Agendum-3: Report on collection and analysis of Feedback from different Stakeholders.

Resolution:

- A. The institution has one Feedback Cell under IQAC and this cell has been collecting feedback through online mode from different stakeholders like students, teachers, alumni and parents.
- B. Feedback collected from students and graphically presented to the IQAC for the year 2018-19, 2019-20, 2021-22 and 2022-23. Data not obtained for 2020-21 due to pandemic.
- C. Feedback collected from teachers and graphically presented to the IQAC for the year 2022-23.
- D. Feedback also collected from the alumni.
- E. Students' feedback of 5th Semester was obtained on 27.01.2024 and total number of responses = 811.
- F. Parents' feedback was obtained on 27.01.2024 and total number of responses = 811.
- G. Feedback form for employer is also ready.

H. Recommendations were also mailed on the basis of Students' Feedback and mailed to IQAC.

Agendum-4: Infrastructure development and requirements.

Resolution:

- i) Structural Renovation works were almost completed. The Rooftop auditorium and lift facility will be finished after getting the clearance from Fire Dept. The College authorities have already applied for Fire clearance and the process is going on.
- ii) Simultaneously the Principal office in main building has been renovated and decorated under the supervision of the Principal madam.
- iii) All Departments are also requested to list out their Requirements and submit the same to IQAC of the college.

Agendum-5: Reports on NCC and NSS activities of the College.

Resolution:

- a. Yearly NCC Report since 2016 has completed. Modification of the same is going on for NAAC purpose.
- b. Documentation and report preparation for several Certificate courses related to NCC along with Yoga and Self Defence should be started immediately.

Agendum-6: Report on Libraries (Central Library, Seminar Library, New Library)

Resolution:

Library Report

Preparedness for NAAC Visit

- a. Book Circulation in both the libraries has been running.

Year	Circulation (Book Issue and Return) through Koha
2022-2023	2111
2023-2024(As on 30/01/2023)	2973

- a. Book Purchased –

Year	Expenditure
2022-2023	2,10,970/-
2021-2022	19,384/-
2020-2021	5,900/-

- b. Book Bank Service
2022-2023

SEMESTER	DEPT.	NO OF BOOKS
1	BCOMH	68
	PSYA	1
	BAG	6

	FNTA	1
	BCOMG	10
3	BCOMH	37
	BCOMG	19
5	BCOMH	77
	BCOMG	11
	PSYA	4
	HISA	2
	PHIA	1
	BSCG	4

SEMESTER	DEPT.	NO OF BOOKS
2	BCOMH	7
	BCOMG	12
	CMSA	4
4	BCOMH	49
	BCOMG	10
	GEOA	2
	CMSA	6
6	BCOMH	27
	BCOMG	7
	GEOA	2
	BSCH	1

2023-24

5	DEPT.	NO OF BOOKS
	BCOMH	47
	BCOMG	11
	LSTA	8
	BSCG	1
	FNTA	1
	CMSA	3

c. NLIST Service

Year	Page Views
2021-2022	328
2022-2023	625

d. Moodle Service

e. Event organized so far –

- i. National level Conference in August, 2019
- ii. Faculty Development Programs on Moodle – 2 events.

Plans to do –

- a. Digital Library Creation (e.g. Availability of Question papers)
- b. Stock verification work at Central Library and Gyandhara Library
- c. Purchase of Journal back volumes
- d. Purchase of new CCF compliant books
- e. Building a better collection of Competitive exam books
- f. Creation of Annual Report for last 2 Years

Agendum-7: Reports on the promotion of faculties under CAS.

Resolution:

- A. CAS files submitted & memo received = 2 [SG, RY]
- B. CAS files submitted to B.V. but memo not received = 5 [SKB, SM(H), CK, MG, SD (FNT)]
- C. Screening completed but not submitted to B.V till date = 2 [AH1, PR]
- D. Screening under processing = 2 [GM, AH2]
- E. Screening due = 4 [AC, SB, AB(CS), MB]
- F. Applied for Experts but not allotted = 4 [SPR,AB (Lib),SK(EDU), SG(SOCIO)]

Agendum-8: Preparation for upcoming University Examinations.

Resolution:

Semester V exam has been started under coordination of MMCC from 30.01.2024. Main building is being occupied from 09.00 AM. Scheduled classes in Annex building, Science building & Hostel building are continuing. No information regarding SEM III & I exam is being received till date. But the required exams for SEM I (Like SEC, IDC, Tutorial etc) will be conducted centrally within 20.02.2024. Examination Sub-committee will publish the notice for it very soon.

Agendum-9: Status of AQARs submitted.

Resolution:

AQAR for the year 2022-23 has been submitted in NAAC portal and the submitted copy is also uploaded in our college website.

Agendum-10: SSR preparation and IQA submission.

Resolution:

Dr. Chand, IQAC coordinator said that after completion of assigned work and activities for AQAR 2022-23 we have to submit IQA and SSR.

To complete the said IQA we have to wait till 28.02.2024. Simultaneously writing of SSR on the basis of last 5 years accepted AQARs should be started as soon as possible.

So, completion of departmental documents and records are to be prepared at earliest.

In this context following tasks are identified:-

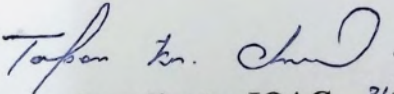
- a) Completion of AAA (last 3 Academic years) along with its Annexure in prescribed format.
- b) Planning & completion of departmental activities for the current academic session within the month of April to glorify our academic journey in front of NAAC Peer Team.
- c) Update of Departmental Profile in College website.

- d) Completion of Report writing with documents of the events/activities of last 5 Academic years [2018 – 2019 to 2022 – 2023] along with Current academic year (2023 – 2024).
- e) Preparation for Departmental Presentation [soft & hard] for NAAC visit.

Agendum-11: Miscellaneous.

Resolution: In alignment with the latest guidelines, it is resolved to restructure the Internal Quality Assurance Cell (IQAC) of Maharani Kasiswari College. The revised IQAC body will incorporate updated roles and responsibilities, ensuring compliance with the new format to enhance institutional quality standards. This restructuring will be implemented with immediate effect.

As there was no other agenda to discuss the meeting was ended with thanks from both sides.


Coordinator IQAC 31.01.24

Coordinator, IQAC
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