



**Regular meeting of Internal Quality Assurance Cell (IQAC);
quality improvement initiatives identified and implemented**

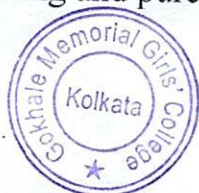
GOKHALE MEMORIAL GIRLS' COLLEGE



MINUTES OF IQAC MEETINGS HELD IN 2017-18

Minutes of IQAC Meeting held on 11.08.2017

- IQAC discussed the introduction of new course programs for revenue generation and post-graduate courses in a few subjects.
- IQAC discussed full-time faculty's request to teach in other colleges.
- IQAC resolved to seek expert opinion from structural engineers for construction of additional rooms as extension of Room No. 9 that stands alone in the college lawn and construction of additional floors on top of existing College Main Building. Construction of temporary structures was ruled out in view of probable risk factors.
- IQAC deliberated on the changes that would need to be made in the college schedule with the commencement of CBCS in Honours programs and Generic Courses from the academic session 2018-19.
- Discussions were held regarding the proper use of ground floor rooms previously occupied by the PTTL.
- Discussions were held regarding setting up of virtual class room in the Science building and purchases for the same.



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[Signature]
Principal
Gokhale Memorial Girls' College

- IQAC discussed the opportunities to be availed by some of the Full-time Faculties for completing their doctoral research under FDP and/or attend Refresher Courses, Orientation Programmes and Special Workshops.
- IQAC proposed introduction of Study Circle Programme for faculty members.
- Faculty-Student Exchange Project with Armstrong State University (Savannah, USA) was discussed and IQAC resolved that approval of the GB would be sought.
- IQAC discussed the necessity of introducing physical education and self-defence classes for the students.
- IQAC resolves that the College would take the initiative to publish the fourth issue of the academic journal Academia: GMGC.
- IQAC resolved to continue with the NPTEL Course programmes for the students.

Minutes of IQAC Meeting held on 06.02.2018

- IQAC resolved to ask all departments to notify students regarding the self- inspection of answer scripts after declaration of the Selection Test results.
- Schedules for conducting Mock Tests for all the years were prepared.
- Physical Education class were planned to be conducted for 1st year students.
- It was decided that Toxilinks would be contacted for e-waste management.
- IQAC decided to find feasibility of construction of Kitchen for canteen.
- It was resolved that students would be notified for enrolment in NPTEL
- IQAC discussed the necessity of a second campus and resolved that College would submit an application to the State Government seeking land grant.
- A merit-cum means scholarship would be arranged for 3rd year students.

Minutes of IQAC Meeting held on 13.03.2018

- IQAC deliberated on upgradation of library management software with library extension services (Web OPAC).



- Resolved that new CCTV cameras would be installed to supplement existing ones and a rotating camera would be installed in the library.
- Photocopying charges revised for students and teachers to be effective from next academic session.
- IQAC resolved to initiate teacher-exchange programmes.
- IQAC resolved that the departments shall be advised to conduct Special lectures, Student Seminars and Presentations all the year round for the benefit of the students.

Minutes of IQAC Meeting held on 04.05.2018

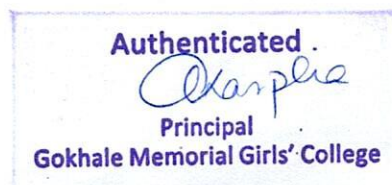
- IQAC resolved that the internet Broadband service for the College would be extended to cater to the growing demand for such services in both administrative and academic areas of work.
- Rotating camera to be installed in the library as soon as possible.
- Discussions were held regarding the course of action for the next academic session in which the CBCS would be introduced for the first time. Significant changes would have to be made in the college timetable to accommodate the existing students reading in the old system and the new entrants in the CBCS system.

ACTION TAKEN REPORT

- College applied to the University of Calcutta for affiliation in Post-graduate course in Human Rights.
- College applied to the State Government for acquiring land to build a second campus.
- College acquired furniture from WBSIDC to facilitate proper use of the newly acquired PTTI rooms in the ground floor of the main building as regular classrooms.
- College introduced new value-added courses namely, Certificate Course on Business English and Foreign Language Course Chinese Mandarin.
- The Study Circle Programme for faculty was initiated.
- The Swayam-NPTEL Certificate courses were continued.



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- College submitted an application to the State government requesting grant of land on concessional basis.
- Library management software was upgraded. Higher version of LSEASE software (Web OPAC) was installed and became operational in April 2018.
- College took the initiative for a scholarship to be awarded to a 3rd year student by an external agency.
- Academic Journal was published.
- Internet bandwidth was enhanced.
- Faculty Development, Departmental Special Lectures and Student Presentations were encouraged and facilitated.
- The feasibility of construction of kitchen for canteen was examined.
- Physical Training and Self-defense classes were conducted.
- Institutional financial assistance for needy students was continued.



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Minutes of IQAC meeting held on 18.12.2018 in the Principal's Room

The meeting convened on 18.12.2018 was the first one after the reconstitution of the IQAC, with the following agenda.

- Agenda** – 1. Welcoming the members of the newly constituted IQAC.
2. Pursuance with the RUSA Office for obtaining funds under RUSA 2.0.
3. Submission of the pending AQARs.
4. The new CBCS system and Internal Quality Maintenance

Proceedings:

- The Principal and Chairperson of IQAC Dr. Atashi Karpha extended a warm welcome to the internal members of the newly constituted IQAC and expressed hope that the Cell would in the months and years to follow make its best effort to uphold the vision and mission of this esteemed 80-year institution.
- Dr. Karpha pointed out the College had previously applied for funds under RUSA 1.0 but did not receive any grant. She informed the members that RUSA, Govt. of West Bengal had asked the College to submit the DPR again to obtain funds under RUSA 2.0 and that the College was now to be guided by the implementation rules of RUSA 2.0. Following this, the College had submitted the DPR for Rs. 2 Crores and covering the estimate of expenses in the categories of new construction, renovation, upgrade and procurement. Dr. Karpha further spoke at length about the items that had been included under the category of procurement - new computers and computer peripherals, lab apparatus and equipment, books and e-resources, lab working-tables and printing machines for the library. She also mentioned that the West Bengal Small Industries Development Corporation (WBSIDC) had been approached and estimates obtained for items included in the category of renovation, such as renovation of student and staff washrooms, new wall-mounted cabinets, green glass boards in classrooms, computer peripherals and such others. As for new construction, Dr. Karpha expressed concern about the paucity of land in possession. She informed the members that the College had already made an appeal to the Govt. of West Bengal and HIDCO had made a recommendation of land for Second Campus. However, Dr. Karpha maintained that the college would be able to avail this opportunity only if that land was offered at a concessional rate. She opined that the immediate need was to continue pursuing the matter of grants under RUSA 2.0.



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Principal
Gokhale Memorial Girls' College

- Members discussed the issue of the AQARs of 2016-17 and 2017-18 that were necessary to be submitted and the IQAC coordinator Dr. Sanchita Sen suggested that work be started immediately to this effect. Data already collected for filling in AQAR 2016-17 would be checked again and additional data if any collected at the earliest. Dr. Sen also pointed out that HEIs would henceforth have to submit their AQARs online as per the revised AQAR submission rules of NAAC.
- Dr. Karpha stressed that, with the introduction of the new CBCS system from July 2018, the entire quotient of the teaching-learning process would change and would require modified academic and infrastructure facilities conducive to effective and efficient dissemination of the CBCS course curriculum. She also mentioned that the college class routine including both the existing classes under the 1+1+1 Course system and the CBCS semester system had been successfully introduced. The examination system would undergo significant change but efforts for maintaining academic quality would continue for both systems with formative evaluation methods, parent-teacher interface etc. already in place. Dr. Karpha expressed her faith in the ability of the teachers to maintain the academic and value standards of the College. In the same note it was resolved that College would continue as Local Chapter and facilitate enrolment in Swayam-NPTEL courses.

Karpha 18/12/2018
CHAIRPERSON

Sanchita Sen 18/12/2018

Members

Co-ordinator
IQAC
Gokhale Memorial Girls' College

Iryal 18/12/2018
Ballari Ray Chaudhury 18.12.2018
Pran K... 18.12.2018



Nabawita Chakrabarty 18.12.2018

Sanmita Dey 18.12.2018



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Minutes of IQAC meeting dated 27.02.2019

Agenda -1. Taking over the responsibility of the IQAC

2. To discuss inclusion of external members in the IQAC.

- The former coordinator handed over the documents related to the IQAC to the Chairperson of IQAC.
- Chairperson and Members of the reconstituted cell discussed the inclusion of external members in various capacities in accordance with the revised NAAC guidelines of November 2017.

Chaspha 27/2/19.
CHAIRPERSON

Mousumi Mukherjee (IGAC Co-ordinator, Former)
27.2.19.
Members -

Indy de 27/2/19

Gr. Math 27/2/19

Nabanita Chakraborty 27/2/19

Samithi Dey 27/2/19

Sanchita Sen 27/2/19

Co-ordinator
IQAC
Gokhale Memorial Girls' College



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Chaspha
Principal
Gokhale Memorial Girls' College

Minutes of IOAC meeting held on 12.03.2019

- Agenda: 1. Submission of pending AQARs
2. Discussion on quality initiatives to be taken

Proceedings:

- Discussions were held regarding the submission of AQARs pending from 2016-17 onwards according to the new online format. Suggestions were noted down regarding the data to be collected under the different metrics and special formats would be developed to obtain this data from the departments, academic and other committees and from the college office.
- It was resolved that faculty exchange programs would be planned and at least two departments – one from the Humanities section and the other from the Science section would be brought under this programme. Suggestions were put forward by the Chairperson.
- E-content to be developed by faculty members.
- No-plastic Day to be observed for at least one week and arrangements to be made by the NSS Unit-1 of the College.
- Environmental Awareness Programs to be undertaken in the college campus.
- Library infrastructure to be improved and students' awareness regarding use of library services to be enhanced.

Chairperson 12/3/19
CHAIRPERSON

Members -

Ing. De 12/03/2019

Ballavi Ray Chaudhury 12.03.2019.

Nabavita Chakrabarty 12/03/2019

Samithi Dey 12/3/2019

Sanchita Sen 12/03/2019
Co-ordinator
IQAC
Gokhale Memorial Girls' College



Principal
Gokhale Memorial Girls' College

Minutes of IOAC meeting held on 26.03.2019 in the Principal's Room

- Agenda – 1. To discuss about the data to be obtained for filling in AQAR.
2. To discuss on career counselling for students.

Proceedings:

- It was resolved that filling in the AQAR for 2016-17 in the new online format would require data pertaining to the year from the departments, student clubs, different committees, NSS Unit-1, the College Library and the College Office. All formats were drawn up to be distributed to these particular units.
- Required information and data to be requisitioned from the teachers in a subsequent Teachers' Council meeting.
- Request made by Jamboree Education Ltd. to conduct orientation programme for the students in TOEFEL, GRE, GMAT, ILLS was discussed.
- The various write ups needed to fill in the descriptive metrics of the online AQAR format were discussed.
- Student welfare and student representation data would be collected from the minutes of previous meetings held by the Students' Welfare Sub-Committee with the Class Representatives during the academic session 2016-17

Chakraborty 26/3/19
CHAIRPERSON

Members -

Indy De 26/03/2019

Ballarika Chaudhury 26.03.2019,

Gov. Mahan 26.03.2019

Nabavita Chakraborty 26/3/2019

Samrith Dey 26/3/2019

Sanchita Sen 26/3/2019

Co-ordinator
IQAC

Gokhale Memorial Girls' College



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Chakraborty

Principal

Gokhale Memorial Girls' College

Minutes of IQAC meeting held on 03.04.2019 in the Principal's Room

Agenda – 1. To send letters to the already inducted external members in the IQAC.

2. To deliberate on the new online AQAR format.

3. To discuss about the workshop on pollution management and career counselling.

Proceedings:

- Drafts of letters were prepared for dispatch to the external members already inducted in the newly reconstituted IQAC. Additional names proposed for inclusion in the capacity of the Local Society member, Alumni Representative and Industry Representative. The new online format of AQAR as prescribed by NAAC was discussed at length. Metrics of the old and new formats were compared and gaps in information identified. It was resolved that former members would be requested to help the new IQAC in filling in these gaps.
- Dr. Karpha informed that Dr. Kalyan Rudra, Chairman, WBPCB had been requested to conduct a workshop on pollution management. The workshop would be conducted on 23rd April 2019 and for this all arrangements are to be made.
- It was resolved that Jamboree Education Ltd. would be allowed to conduct its orientation workshop for the benefit of the students aspiring for higher studies abroad.

CHAIRPERSON *Dr. Karpha 3/4/19*

Members -

Imy De 3/04/2019

Gr - Muth 03/04/2019

Nabavita Chakrabarty 3/04/2019

Sameth Dey 3/04/2019

Sanchita Sen 03/4/19
Co-ordinator
IQAC
Gokhale Memorial Girls' College



Principal
Gokhale Memorial Girls' College

Minutes of IQAC meeting held on 22.04.2019 in the Principal's Room

Agenda 1 - To begin the insertion of data in AQAR 2016-17 in the online portal.

2. To finalize arrangements for environment workshop.
3. To discuss feasible future eco-friendly initiatives

Proceedings:

- The data format for AQAR 2016-17 was opened online. The process of filling in online was initiated and data was in several metrics of Part A. Quality initiatives which were already undertaken during the academic session 2016-17 were listed for insertion. The future plan of action were also listed.
- Dr. Karpha informed that all arrangements had been made for conducting the lecture and workshop on environmental pollution on 23.04.2017. Students had been notified about the poster display that would follow the lecture to be delivered by Dr. Kalyan Rudra. Dr. Rudra would inaugurate the display after the lecture.
- Members discussed feasible eco-friendly initiatives that would be undertaken in the immediate future. In this regard, installation of water harvesting system and solar panels were suggested and it was resolved that college would approach the concerned government departments and put requests for survey of the college building for these installations.

CHAIRPERSON *Karpha*

Sanchita Sen 22/04/2019

Members -

Jyoti 22/04/2019

Ballari Ray Chaudhury 22.4.2019.

Nabavita Chakraborty 22/4/2019

Sanusha Dey

22/4/2019

Co-ordinator
IQAC
Gokhale Memorial Girls' College



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Karpha

Principal
Gokhale Memorial Girls' College

Minutes of IQAC meeting held on 24.04.2019 in the Principal's Room

Agenda -1. Procedure for collecting data on different metrics of AQAR 2016-17

2. To discuss the plan of action for the next academic year.

Proceedings:

- It was resolved that student related data would be collected and compiled. For this, the students registered as students of the University within the reference date 30th September 2016 would be considered as enrolled students of the College. The web links for some of the AQAR metrics would be obtained from the website developer after posting the required information pertaining to the metrics in the website. All required data would be obtained from the College Administrative Office at the earliest to fill in the AQAR 2016-17. Data for some metrics would be obtained from the already submitted AISHE Nodal DCF II of the College. All relevant data from the different academic and non-academic committees and the faculty would be collected at the earliest. It was resolved that the IQAC would meet within a short time to complete the AQAR at the earliest. The Chairperson approved the selection of the Local Society and Industry Representatives in the IQAC.
- Quality initiatives to be taken in the light of the new requirements of NAAC were discussed. It was resolved that the College would undertake initiatives for enhancing library and laboratory resources for effective teaching-learning required for the new CBCS course curriculum. Feasible eco-friendly initiatives would also be undertaken in the immediate future.

CHAIRPERSON

Akshita 24/4/19.

Sanchita Sen
24/04/2019

Members -

Imy de 24/04/2019

Ballari Ray Chaudhury 24.04.2019.

Gr - Mah 24.04.2019

Nabanita Chakraborty 24/04/2019

Samish Dey

24/04/2019

Co-ordinator
IQAC
Gokhale Memorial Girls' College



Minutes of IQAC meeting held on 27.05.2019 in the Principal's Room

Agenda – 1) Completion of filling-in of AQAR 2016-17

2) To place the completed AQAR 2016-17 for Chairperson's perusal.

Proceedings:

- The IQAC met to complete the filling in of AQAR 2016-17 to make it ready for approval by a statutory body before the final submission.
- The IQAC coordinator placed the completed AQAR 2016-17 before the Chairperson. The entire filled-in AQAR format was read out. Modifications and alterations were made as per the suggestions made by the Chairperson. Further additions to be incorporated were also noted down. It was resolved that a tentative date would be fixed by the Chairperson for placing the filled-in and completed AQAR in the Teachers' Council/Governing body for approval.

CHAIRPERSON

Chaspha 27/5/19.

Sanchita Sen 27/05/2019

Co-ordinator
IQAC

Gokhale Memorial Girls' College

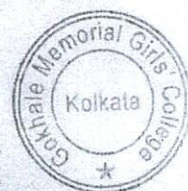
Members -

Jyoti De 27/05/2019

Ballari Ray Chaudhury 27.05.2019.

Nabamita Chakrabarty 27.05.2019

Samita Dey 27/05/2019



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Chaspha
Principal
Gokhale Memorial Girls' College

Minutes of IQAC meeting held on 30.04.2019 in the Principal's Room

Agenda- 1. To continue compilation of data for AQAR 2016-17

2. to discuss the difficulties of filling in several of the metrics of AQAR 2016-17.

Proceedings -

- Members discussed the compilation of data for online submission of AQAR 2016-17.
- IQAC coordinator pointed out that there were several metrics in the online format which would require clarification from the AQAR Support Desk.
- Several queries were raised by members regarding the metrics and how to fill them in and these were discussed at length.
- It was decided that information documents required to be uploaded in the college website would be sent at the earliest to the web developer and weblinks obtained.

CHAIRPERSON *Marpha* 30/4/19.

Sanchita Sen
30/04/2019
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Members -

Indu De 30/04/2019

Ballari Ray Chaudhury 30.04.2019.

Gr. Math 30.04.19

Nabavita Chakrabarty 30/04/19

Samita Dey 30/04/19



ACTION TAKEN REPORT 2018-19

- DPR submitted to obtain funds under RUSA 2.0.
- Process completed for the introduction of new CBCS curriculum as per the directive of the Department of Higher Education, Govt. of West Bengal and as per the rules of the University of Calcutta. Class routine for the new CBCS Curriculum drawn up and successfully introduced. New infrastructure provisions sought to be made.
- Renovations made in the newly acquired rooms in the ground floor of Main Building (PTTI Rooms) to them suitable for conducting classes.
- Mezzanine floor constructed over a portion of the renovated rooms to install new computer laboratory.
- Library books purchased with college funds. Library Orientation Programs held for the benefit of the students.
- Student career counselling facilitated.
- Discussion held with the Principal of Behala College, Kolkata for introducing a faculty-exchange program.
- Cooperation sought from Shri Shikshayatan College for faculty-exchange program.
- Environment-friendly activities undertaken. Campus-cleaning drive undertaken. Special lecture on environmental pollution organized and lecture delivered by the Chairman, Pollution Control Board of West Bengal.
- Concerned government department SWIDD approached for installation of water harvesting device in the roof of the Main building. Site survey done by the engineers of the said department.
- Elaborate formative evaluations undertaken by all departments in the form of mock tests.
- Special lectures and remedial classes conducted by all departments.
- Enrolment in NPTEL courses continued.

Dr. Atashi Karpha (Principal)

Dr. Sanchita Sen (IQAC Coordinator)

Dr. Ivy De (Member)

Dr. Ballari Ray Chaudhury (Member)

Dr. Goutam Mahata (Member)

Dr. Nabamita Chakraborty (Member)

Dr. Saurabh Niyogi (Member)

Atashi Karpha

Sanchita Sen

Ivy De

Ballari Ray Chaudhury

Goutam Mahata

Nabamita Chakraborty

Saurabh Niyogi

Co-ordinator
IQAC

Gokhale Memorial Girls' College



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Atashi Karpha
Principal

Gokhale Memorial Girls' College



Minutes of IQAC Meetings & Action Taken Report



Minutes of IQAC Meeting held on 19.07.2019

Agenda:

1. To contact NAAC Helpdesk to clear the problems faced in filling in certain metrics of the online AQAR format of 2016-17.
2. To discuss the execution of decisions taken in 2018-19 and pending
3. Drawing up plans for the new academic session 2019-20.

Proceedings:

- NAAC Helpdesk contacted over the phone. IQAC advised to go to AnyDesk app, Metric 5.1.1 and 8 filled in with the help of the NAAC Helpdesk and problem resolved.
- A few more future plans were envisaged by the IQAC
 - (i) Introduction of Yoga and Meditation as therapeutic device for enhancing physical and mental health of students.
 - (ii) Facilitating physical and mental health of students through professional counselling and introduction of student mentoring.
 - (iii) Yoga & Meditation proposed to be introduced as a certificate course in collaboration with a registered institution.
 - (iv) Constituting a Student Counselling Cell in the college and initiation of student mentoring in college.

Members present as per list of signatories.

Dr. Sanchita Sen

Sanchita Sen (Coordinator)

Axarpha
CHAIRPERSON

Dr. Ivy De

Ivy De

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury

Dr. Goutam Mahata

Goutam Mahata

Dr. Nabamita Chakraborty

Nabamita Chakraborty

Dr. Saurabh Niyogi

Saurabh Niyogi



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Axarpha
Principal
Gokhale Memorial Girls' College

Minutes of IQAC Meeting held on 05.08.2019

Agenda

1. Confirmation of the minutes of meeting held on 13.07.2019
2. To discuss action plans for the new academic session

Proceedings -

1. It was decided to include the name of the Alumni representative as nominated by the Gokhale Memorial Girls' College Alumni Association
2. Feasibility of Teacher- Exchange programme with other colleges namely New Alipore College and Sri Shikshayatan College was discussed.
3. The Chairperson suggested that the college install rain-water harvesting and solar panels on the roof-top as an eco-friendly initiative.
4. It was proposed that the IQAC would visit the NAAC website for guidance regarding the organization of UGC National seminars in the college.
5. Departmental seminars for the newly introduced CBCS system would be required and thus organized by the college.
6. To introduce yoga in regular classes.
7. To introduce Foreign Language such as Spanish/ German/ French in the college curriculum as a value-added course to enhance students' employability skills.
8. To introduce Statistics as a generic subject.

Members present as per list of signatories.

Dr. Sanchita Sen *Sanchita Sen (Coordinator)* CHAIRPERSON *Chairperson.*

Dr. Ivy De *Ivy De*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury*

Dr. Sourabh Niyogi *Sourabh Niyogi*



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Signature
Gokhale Memorial Girls' College

Minutes of IQAC Meeting held on 11.09.2019

Agenda:

1. Confirmation of the minutes of meeting held on 05.08.2019
2. Filling in the AQAR of 2017-18
3. Reframing the feedback form for the Students' Satisfaction Survey to include a metric for use of digital teaching -learning tools.
4. To approach government authorities for introducing the eco-friendly installations
5. Miscellaneous

Proceedings:

1. Filling in of metric 7 discussed.
2. The IQAC Quality Assurance Initiatives identified and listed for the academic session 2017-18 as mentioned below –
 - (a) Introduction of Sociology as a Generic subject. Sociology introduced as a Generic Subject confirmed.
 - (b) To fill in the AQAR 2017-18, it was decided that the different college committees (Statutory and Non-Statutory) would be consulted for requisite data for the year 2017-18.
 - (c) Sets of different metrics of AQAR 2017-18 were entrusted to each IQAC member and the data would be collected by him/her from the departments, library and the college offices.
 - (d) It was decided that the External Analyst would be provided the Feedback forms for the preparation of the Stakeholders' Survey Report 2017-18.
 - (e) For undertaking eco-friendly initiatives in 2019-20, it was decided that the college would approach the authorities of SWID (State Water Investigation Directorate) for rain water harvesting and the Department of Non-Conventional Energy for installation of Solar Photo Voltaic Cells. The Chairperson also discussed the necessity of a no-plastic campus and that the college would take the necessary steps.
 - (f) Literary club activities to be increased. "Monochrome", the Literary Club magazine to be published.
 - (g) Since the college is situated opposite to a major city hospital (The SSKM), and it would use its locational advantage, the college would take its locational advantage to introduce cleaning of the college surroundings in collaboration with the Kolkata Traffic Police, as a Swachh Bharat Initiative.
 - (h) It was decided that the course outcomes and programme specific outcomes would be prepared and compiled for all Honours and Major Subjects to be posted in the college website.

Members present as per list of signatories.

Dr. Sanchita Sen	<i>Sanchita Sen (Coordinator)</i>	<i>Chairperson</i> CHAIRPERSON
Dr. Ivy De	<i>Ivy De</i>	
Dr. Ballari Ray Chaudhury	<i>Ballari Ray Chaudhury</i>	
Dr. Goutam Mahata	<i>Goutam Mahata</i>	
Dr. Sourabh Niyogi	<i>Sourabh Niyogi</i>	



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Principal
Principal
Gokhale Memorial Girls' College

Minutes of IQAC Meeting held on 13.12.2019

Agenda:

1. Confirmation of minutes of meeting held on 11.09.2019
2. Organising Syllabus Workshops, Career Advancement Scheme workshops and Annual Memorial Lectures.
3. Discussion on NSS Unit 1 activities
4. Miscellaneous.

Proceedings:

1. IQAC Coordinator suggested that a resolution be taken for organizing a CAS workshop in 2020 and a syllabus workshop of the Department of Economics in March 2019-20.
2. The college would need to fix a date for the Annual Memorial Lecture.
3. All workshops and seminars are to be funded by the college. NSS Unit 1 too would conduct programs with advanced funding from the college.
4. Members of IQAC suggested that a Green Audit be undertaken in the college including use of water sources, use of LED lamps etcetera in the college and to contact the Green Audit Cell of the University of Calcutta.
5. To conduct Academic AA for the college as soon as possible beginning with the Academic Session 2019-20 and to collect all the information to this effect.
6. The Chairperson informed the cell about the unused caution money not claimed by the students and suggested that we the college utilize it fruitfully.
7. The college would motivate the final year students for Alumni Registration by not reclaiming the caution money.
8. A regular drive against single-use plastic within the college premises would be conducted by the themselves with poster display.
9. To continue with Blood Donation and Health Check-up Initiatives.
10. Utilize RUSA 2.0 funds
11. To facilitate and conduct group discussions and student presentation on a bi-monthly basis with regular maintenance of records.
12. To introduce Yoga as a regular training program.
13. To introduce a self-defense course such as Judo/ Karate and this would be initiated and managed by the Sports Committee.
14. It was decided that external analyst would be asked to submit the soft copy of the SSS Report of 2017-18 by 1st week of January 2020 and the hard copy of the full Stakeholders Report to the IQAC as soon as possible.

Members present as per list of signatories.

Dr. Sanchita Sen

Sanchita Sen (Coordinator)

Dr. Ivy De

Ivy De

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury

Dr. Goutam Mahata

Goutam Mahata

Dr. Nabamita Chakraborty

Nabamita Chakraborty

Chairperson
CHAIRPERSON



Minutes of IQAC Meeting held on 07.01.2020

Agenda

1. Confirmation of the minutes of meeting held on 13.12.2019
2. Making arrangements to hold a CAS workshop in the College
3. To discuss introduction of Yoga Training Classes for students

Proceedings –

Agenda 1 - A tentative date of the IQAC – CAS Workshop was decided upon as 27.02.2020 at 2:00 PM with Shri. Tushar Kanti Ghara, State Nodal Officer and ADPI, Higher Education Department, govt. of West Bengal, as the honorable Speaker. There would also be a one-hour question-answer session after the lecture.

- (a) Braindrops, the Web Developer of the college would be entrusted with the task of arranging online registration for both the internal faculty and external participants from other Colleges. Spot Registration would also be considered.
- (b) Principals of other Colleges would be formally invited
- (c) Programme schedule was drawn up and different committees formed with teachers with the IQAC Coordinator as overall coordinator-
 - (a) Online Registration
 - (b) Hall Management
 - (c) Reception
 - (d) Refreshment and Food
 - (e) Posters, Flex & Certificates
 - (f) Invitation & Program Coordination
- (d) The Registration Fee for external participants was fixed at Rs.150/-.
- (e) Tentative estimates of expenses were also made and it was decided that the shortfall found after collection of registration fees would be covered by the College.

Agenda 2 - The IQAC members discussed the possibility of introducing Yoga Training classes under the aegis of the World Yoga Society.

Members present as per list of signatories.

Dr. Sanchita Sen

Sanchita Sen (Coordinator)

CHAIRPERSON

Dr. Ivy De

Ivy De

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury

Dr. Goutam Mahata

Goutam Mahata

Dr. Sourabh Niyogi

Sourabh Niyogi

Dr. Nabamita Chakraborty

Nabamita Chakraborty



17 JAN 2023
Authenticated
Principal
Principal
Gokhale Memorial Girls' College

Minutes of Meeting held by IQAC with CAS Committee on 20.02.2020

Single Agenda – Discussion with CAS committee regarding the executive committees formed for conducting the CAS Workshop and the responsibilities of the Non-teaching staff.

Proceedings –

The responsibilities of the executive committees were discussed and finalized,

- (a) Hall Management would involve Hall Preparation as well as guiding the participants to their seats. The College Electrician was assigned to assist the committee.
- (b) Reception committee members would confirm the online registrations and assist spot registration.
- (c) Four members of the non-teaching staff would assist the Food Committee.
- (d) Two teaching members would write the participation certificates and hand them over to the Certificate Committee members for distribution to the participants.

Members present as per list of signatories.

Dr. Sanchita Sen	<i>Sanchita Sen (Coordinator)</i>	<i>Akarpas.</i> CHAIRPERSON
Dr. Ivy De	<i>Ivy De</i>	
Dr. Ballari Ray Chaudhury	<i>Ballari Ray Chaudhury</i>	
Dr. Goutam Mahata	<i>Goutam Mahata</i>	
Dr. Sourabh Niyogi	<i>Sourabh Niyogi</i>	
Dr. Nabamita Chakraborty	<i>Nabamita Chakraborty</i>	



Minutes of Online Meetings held by IQAC during the Covid-19 Pandemic Lockdown

Online Meet on 4th April 2020

All members present on Zoom Platform

Id - 529-512-804

Password – 176252

Agenda –

- Discussion on future academic planning
- Organizing Counselling sessions for Staff and Students, especially the 3rd Year and final batch of students to be conducted by Counsellor Dr. Shatabhisha Chatterjee.

Proceedings –

Members discussed ways and means to ensure regular online teaching by faculty to complete the syllabus and ensure preparedness of students for examination. Members discussed the state of mind of the outgoing 3rd year students waiting anxiously for direction from the Government and University regarding the conduct of examinations in the light of the pandemic.

Members discussed the necessity and feasibility of conducting counselling sessions to help students cope with the uncertainty as classes remain suspended and exams stalled.

Members discuss the compulsion regarding the use of digital tools for smooth and regular conduct of online classes during the period of lockdown.


Members discuss the difficulties faced by students pertaining to internet connectivity and accessibility particularly in case of financially weak students.

Members resolve to encourage faculty to deliver as much as possible for the benefit of students.

Members resolve to encourage departments to organize online lectures/webinars.

Members discuss the possibility of providing Google Feedback Forms to current and past students to assess the efficacy of the curriculum designed for the degree courses for both the old 1+1+1 system and the new CBCS system.


CHAIRPERSON


IQAC COORDINATOR



Online Meet on 28th April 2020

All members present on Zoom Platform

Link -

<https://us04web.zoom.us/j/79669973968?pwd=MGI1SmRnYWk2NDRUaXlDVXhDc1QwQT09>

Agenda – Discussion on cultural program to commemorate the Birth anniversary of Rabindranath Tagore

Counselling sessions for 3rd Year students finalized and scheduled to be conducted from 11.05.2020 to 15.05. 2020

CHAIRPERSON *Arpita*

Sanchita Sen
IQAC COORDINATOR



Online Meet on 18th June 2020

All members present on Zoom Google Meet Platform

Meeting URL: <https://meet.google.com/mgw-gisq-baw>

Single Agenda – To discuss the possibility of collaborating with Malda College to organize an online national workshop on of ICT tools and techniques for the benefit of Faculty and Administrative staff

Proceedings –

- At the outset, Chairperson Dr. Karpha pointed out the necessity of using digital tools in teaching-learning and administrative work and particularly because of the lock down of allofflinesystems due to the Covid-19 pandemic. She opined that it would be appropriate for a premier institution as Gokhale Memorial Girls' College to take the initial step by organizing a national workshop for disseminating the knowledge of the use of ICT tools not only to the Staff of the College but also to teachers and administrative staff of institutions across the country. She also suggested that the College collaborate with another institution to organize such a workshop.
- Members of IQAC resolved to accept the proposal of Chairperson IQAC to collaborate with Malda College regarding the ICT workshop.
- It was decided that the workshop would be held for three consecutive days covering all aspects of Google tools and video capturing and video editing with OBS, website development and such others.
- The dates would be decided in consultation with Dr. Manas Baidya, Principal, Malda College
- The tentative title of the workshop would be – "How to use ICT in Teaching, Learning and Administrative Work in Higher Education System"
- Dr. Karpha requested the members to go through the program plan tentatively prepared and forwarded to her by Malda College and put in the suggestions regarding how to conduct the event.
- It was decided that since this would be a training program, the trainers would demonstrate online and participant would practice simulataneously. Thus they would get a hands on training and this would require every participant to keep a proper device in hand, laptop or an android phone.
- A program flyer would be prepared for circulation.
- The College web developer Braindrops would be asked to give the online logistic support before and after the event, make arrangements for online registration and payment, host and monitor the online meet, provide feedback forms and keep the record of participation for providing e-certificates.
- A feedback form would be provided for each day and participation certificates would be provided on submission of feedback for each day.

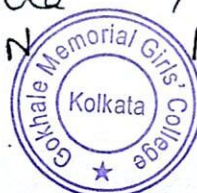
17 JAN 2023

Authenticated.

Karpha
Principal
Gokhale Memorial Girls' College



Karpha
CHAIRPERSON



Sanchita Sen
IQAC COORDINATOR

Online Meet of IQAC GMGC with Principal, Malda College on 28 th June 2020

All members present on Google Meet Platform.

Meet Link – <https://meet.google.com/vcf-dive-bxp>

Single Agenda – Discussion in continuation of the online meeting held on 18.06.2020

Proceedings –

- Dr. Karpha confirmed that the dates of the three-day ICT workshop as decided in consultation with the Principal, Malda College would be from 2nd July 2020 to 4th July 2020 and the same had been communicated to the entire staff of the College.
- Dr. Manas Baidya, Principal, Malda College mentioned the names of the trainers who would facilitate and all trainers were the faculty and/or administrative staff of Malda college and competent to conduct the training workshop.
- The coordinator informed all that the event flyer had been circulate, registration was ongoing, feedback form and e-certificates designs were finalized.
- Dr. Baidya opined that it was necessary to give proper instructions to participants for successful hosting of the entire three-day event. Coordinator and members ensured that proper instructions would be given to the participants along with the meet links both via email and also in WhatsApp group created for the participants.

The meeting ended with thanks to the Chair and Dr. Baidya and on a positive and exuberant note as all were confident that the arrangements for hosting the event had been adequately made.

Karpha
CHAIRPERSON

Sanchita Sen
IQAC COORDINATOR



Principal
Gokhale Memorial Girls' College

ACTION TAKEN REPORT

- RUSA grant obtained and all processes initiated to utilize the grant for procurement, renovation and construction for enhancement of infrastructure. Initiatives for enhancing library resources with College Fund and RUSA 2.0 grant through e-tendering and initiatives taken for purchasing e-resources.
- SWAYAM-NPTEL enrolment continued.
- Capability enhancement measures - To ensure preparedness of students, Revision Classes, Mock Tests, Tutorials, Class Tests, Doubt-clearing classes, Peer -tutoring in some departments undertaken, student presentations conducted and self- inspection of answer scripts encouraged. Special Lectures arranged to enhance students' understanding of the subject.
- Career counselling facilitated by TCS and IBT.
- Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted.
- Free ship and Book Bank facilities for needy and deserving students continued as an important student welfare measure.
- Parent-teacher interface to inform guardians of their wards' progress.
- Two Day Yoga and Meditation Workshop cum Training class conducted for promotion of physical and mental wellbeing of students.
- Counselling sessions held online for the College Staff and the outgoing 3rd year (Old 1+1+1 Syllabus) students to help all to cope with the unprecedented lockdown situation.
- A Three-Day Online Workshop & Training Programme at National Level for the Professional Development of Faculty and Staff titled, "Developing Skills through ICT Tools and Techniques"
- Environment-friendly initiatives - Swaccha Drives undertaken – SwacchaPakhwada observed. No single-use plastic week observed; SWID, Govt. of West Bengal approached for initiating the installation of water-harvesting system on the roof of the Main Building.
- Several activities undertaken by the NSS Unit and Social Awareness Club such as blood donation, outreach activity in the time of natural calamity and especially Covid pandemic.
- An important motivational and counselling webinar conducted by NSS with eminent doctor Dr. Amitava Nandy on maintenance of personal and community health and hygiene during Covid times.
- A Faculty Exchange programme undertaken with Department of Economics of New Alipore College, Kolkata.
- Students facilitated by offsite hostel arrangement in collaboration with YWCA only upto mid-March 2020 due to covid situation.
- Prompt commencement of online classes immediately after the declaration of nation-wide Covid 19 Pandemic Lockdown - G suite accounts created by college for all departments to facilitate online teaching-learning. Faculty encouraged to use ICT

Akarpia
CHAIR PERSON

17 JAN 2023
Authenticated

Akarpia
Principal

Sanchita Sen
IBAE COORDINATOR

ACTION TAKEN REPORT (CONTD.)

tools for teaching the syllabus. Faculty encouraged to upload study material in the College Website during Covid-19 lockdown to facilitate the students unable to access the College Library physically

- Stakeholders' feedback obtained - Comprehensive hard copy feedback obtained from the 3rd year students and their guardians for preparing the Student Satisfaction Survey 2019-20; Online feedback obtained from the Alumni. Feedback obtained from teachers and students on both Old (1+1+1 sys.) and CBCS Curriculum design.
- Online feedback obtained from teachers and students on both Old (1+1+1 sys.) and CBCS Curriculum design through Google Forms for assessing the efficacy of the course curriculum.
- Departments encouraged to organize lectures and webinars during the Covid-19 lockdown period to maintain and enhance academic quality.
- Online admission process continued. Strict Covid protocol maintained in the College premises during the June-July 2020 admissions.
- Hostel facility provided in collaboration with the YWCA, but only till mid-March 2020 because of the subsequent covid pandemic lockdown.



Arpita
CHAIR PERSON

Sanchita Sen
IBAC COORDINATOR



GOKHALE MEMORIAL GIRLS' COLLEGE



Minutes of the IQAC Meetings & Action Taken Report

2020-21



17 JAN 2023

Authenticated .

Principal

Principal

Gokhale Memorial Girls' College

Minutes of the Online Meet of IQAC on 18th June 2020

All members present on Google Meet Platform at 6:00 PM

Meeting URL: <https://meet.google.com/mgw-bisq-baw>

All members present in the meeting.

Single Agenda – To discuss the possibility of collaborating with Malda College to organize an online national level workshop on of ICT tools and techniques for the benefit of Faculty and Administrative staff

Proceedings –

- At the outset, Chairperson Dr. Karpha pointed out the necessity of using digital tools in teaching-learning and administrative work and particularly because of the lock down of alloffline systems due to the Covid-19 pandemic. She opined that it would be appropriate for a premier institution as Gokhale Memorial Girls' College to take the initial step by organizing a national workshop for disseminating the knowledge of the use of ICT tools not only to the Staff of the College but also to teachers and administrative staff of institutions across the country. She also suggested that the College collaborate with another institution to organize such a workshop.
- Members of IQAC resolved to accept the proposal of Chairperson IQAC to collaborate with Malda College regarding the ICT workshop.
- It was decided that the workshop would be held for three consecutive days covering all aspects of Google tools and video capturing and video editing with OBS, website development and such others.
- The dates would be decided in consultation with Dr. Manas Baidya, Principal, Malda College
- The tentative title of the workshop would be - "How to use ICT in Teaching, Learning and Administrative Work in Higher Education System"
- Dr. Karpha requested the members to go through the program plan tentatively prepared and forwarded to her by Malda College and put in the suggestions regarding how to conduct the event.
- It was decided that since this would be a training program, the trainers would demonstrate online and participant would practice simultaneously. Thus they would get a hands on training and this would require every participant to keep a proper device in hand, laptop or an android phone.
- A program flyer would be prepared for circulation.
- The College web developer Braindrops would be asked to give the online logistic support before and after the event, make arrangements for online registration and payment, host and monitor the online meet, provide feedback forms and keep the record of participation for providing e-certificates.
- A feedback form would be provided for each day and participation certificates would be provided on submission of feedback for each day.

Dr. Atashi Karpha

Dr. Atashi Karpha

18/6/20

(Chairperson)

Dr. Sanchita Sen

Dr. Sanchita Sen

18/6/2020

(Coordinator)



Online Meet of IQAC GMGC with Principal, Malda College 28.06.2020

All members of IQAC were present on Google Meet Platform. Dr. Manas Baidya, Principal, Malda College also was present. Meet Link – <https://meet.google.com/vef-dive-bxp>

Single Agenda – Discussion in continuation of the online meeting held on 18.06.2020

Proceedings –

- Dr. Karpha confirmed that the dates of the three-day ICT workshop as decided in consultation with the Principal, Malda College would be from 2nd July 2020 to 4th July 2020 and the same had been communicated to the entire staff of the College.
- Dr. Manas Baidya, Principal, Malda College mentioned the names of the trainers who would facilitate and all trainers were the faculty and/or administrative staff of Malda college and competent to conduct the training workshop.
- The coordinator informed all that the event flyer had been circulate, registration was ongoing, feedback form and e-certificates designs were finalized.
- Dr. Baidya opined that it was necessary to give proper instructions to participants for successful hosting of the entire three-day event. Coordinator and members assured that proper instructions would be given to the participants along with the meet links both via email and also in WhatsApp group created for the participants. Participants would also be verbally told during the ongoing sessions to mandatorily keep their Audio and video tabs in the off mode.
- All participants would require google accounts for the hands-on training and that this account need not be the one used for registration.
- It would be necessary for all participants to have access to laptops/computers (with Windows 10 operating system) and download the Open Broadcaster Software. The link to this software download would also be provided by Mr. Chandan Sarkar through WhatsApp to the participants.
- Participants would also be required to download the following Apps –
 - 1) Google Meet
 - 2) Google Slide
 - 3) Google Sheet
 - 4) Google Class room
 - 5) Google Docs
- Dr. Baidya informed all, that he himself along with other faculty members from Malda College, namely Dr. Indrajit Chakraborty, Mr. Chandan Roy, Md. Rafikul Alam and Mr. Kankan Sarkar would speak on Google Tools and other ICT applications. They would be assisted by Technical Assistants, Shri. Biprateep Mondal and Shri Somnath Dutta. The speakers suggested that it would be beneficial if participants did a revision of the tools learnt by practicing during the lunch break.
- Dr. Karpha informed that the google platform would support 250 participants
- Faculty of Malda College cautioned that in case a particular speaker faced technical problem at his end then his technical session would be taken over by another faculty member to keep the session uninterrupted.

The meeting ended with thanks to the Chair and Dr. Baidya, Principal, Malda College.

Dr. Karpha 17 JAN 2023
Dr. Atashi Karpha 28/6/20
(Chairperson)

Dr. Karpha
Principal
Gokhale Memorial Girls' College

Sanchita Sen
Dr. Sanchita Sen 28/06/2020
(Coordinator)



Emergency Online Meeting of IQAC called by the Chairperson on 01.07.2020

Meet Link: <https://meet.google.com/ovk-uuze-vus>

All members present in the online meet.

Single Agenda– Discussion on preparedness of the IQAC for the Three-Day ICT workshop organized in collaboration with Malda College

Proceedings

- Members went through the instructions forwarded to participants regarding what to do and what not to do for successful completion of the workshop.
- The IQAC members' individual assignments during the ongoing workshop was finalized. It was decided that, members would remain alert and keep track of the digital proceedings alongside the facilitator host Web developer Braindrops for smooth conduct of the three-day workshop.
- The necessity of tools such as video capturing and editing was confirmed. This digital tool was to be discussed by the collaborator college on the 3rd day and it was decided that IQAC would request the participants to download the OBS Studio app well beforehand in their devices, preferably laptops.
- Since the workshop would involve hands-on training, it was resolved that participants' queries would be carefully monitored not only to facilitate uninterrupted training sessions but also participant satisfaction.
- Feedback forms would be essential for assessing the level of success of the workshop. Since each day new digital tools would be discussed, IQAC decided to have separate feedback for each day from the participants who attended that day's session.
- The fields to be included the feedback forms were finalized.
- E-certificate design discussed.

Dr. Atashi Karpha

Dr. Atashi Karpha

(Chairperson)

1/7/20

Sanchita Sen

Dr. Sanchita Sen

(Coordinator)

01/07/2020



Minutes of Online Meeting on 21.07.2020 at 4.30 pm on Google Meet Platform

Meet Link: <https://meet.google.com/vzu-fuqj-wtw>

All members present.

Agenda 1: Confirmation of minutes of meetings held on 18.06.2020, 28.06.2020 and 01.07.2020

Agenda 2: Discussion on matter to be included in AQAR 2017-18

Agenda 3: Discussion on College Academic Journal

Proceedings

Agenda 1: Minutes of meetings held on 18.06.2020, 28.06.2020 and 01.07.2020 were confirmed


Agenda 2 – Filling in the online AQAR 2017-18 format was discussed.


The quality initiatives and action taken report of 2016-17 were read out. The Future Plans as mentioned in AQAR 2016-17 were read. Members held discussion on the whether and how much these plans were put into action in 2017-18 and quality initiatives taken in 2017-18 were in tandem with the formulated plans.

The plan of action for 2017-18 and quality initiatives undertaken were identified. It was decided that accurate data on students' scholarships would be collected from the college office and included in the metric on quality initiatives of AQAR 2017-18. The initiative on health check-up of staff and students and off-site facilities were also mentioned. Dr. Mahato mentioned that full time post vacancies be properly mentioned. Members agreed that the newly acquired PTTI rooms be renovated and turned into proper classrooms.

Agenda 3—Members held discussion on College Academic Journal. Coordinator requested the Chairperson, Dr. Karpha to re-initiate the College Academic Journal, Academia: GMGC. The procedures related to publication were discussed.

Dr. Bellari Ray Chaudhury agreed to hold a meeting with the student members of Literary Club to initiate the publication of the club magazine "Monochrome". She also suggested that this magazine be published online given the continuing pandemic lockdown situation.


Dr. Arashi Karpha 21/7
(Chairperson)


Dr. Sanchita Sen 21/07/2020
(Coordinator)

17 JAN 2023

Authenticated.


Principal
Gokhale Memorial Girls' College



Minutes of Online Meeting on 18.08.2020 at 11.30 am on Google Meet Platform

Meet Link: <https://meet.google.com/upj-kbdb-xwo> All members present in the meeting.

Agenda 1: Confirmation of minutes of meeting dated 21.07.2020

Agenda 2: Departmental class related discussion

Agenda 3: Uploading of AQAR 2018-19 discussed

Agenda 4: Miscellaneous other discussions

Proceedings

Agenda 1

- Discussion continued on smooth delivery of the curriculum by the faculty for ensuring maximum possible benefit to the students confined to online learning in the Covid-19 pandemic lockdown and maintain the academic standard of the college. Members admitted that Student attendance and response in online classes were not as good as in offline classes and it was necessary to ascertain how much they were being able to assimilate in online classes.
- Members admitted that there were internet connectivity issues which caused problems for the students. Members opined that if internet data is provided free of charge by the college to the students, then online classes can be conducted smoothly.
- For formative evaluation, coordinator suggested that weekly assessment tutorials be introduced. Some members suggested monthly assessments, viva voce, written tests etc. to assess students' progress and to decide what further was required to be done for the students' academic benefit.

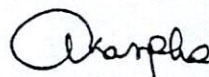
Agenda 2

- Compilation of data for uploading of AQAR 2018-19 was discussed. Coordinator informed that data compilation up to Criterion III was completed.
- Checking of financial data was still incomplete and this would be done with the help of the office personnel.
- Coordinator informed that it was necessary that the College Academic Calendar be uploaded in the college website duly signed by the Principal. The departments would be asked to maintain and update their departmental academic calendars and send a soft copy to the college mail for college records.

Agenda 3

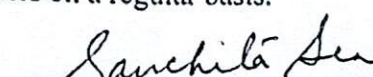
Miscellaneous issues relating particularly to quality maintenance and improvement were discussed and suggestions given.

- Provision of more student-friendly infrastructure
- Provision of incentives in the form of freeship and scholarships. Free ship was already being provided. It was decided that students would be informed about the various state and national scholarships available through workshop and lectures by competent authority.
- More online Club activities to be encouraged to infuse students locked up at home in pandemic times and engage them in fruitful and refreshing activities. It would encourage students to showcase their talents. Such activities would be conducted within the college once the pandemic time was over.
- The medicine shop owners Roy & Sen would be approached as was done earlier to draw up an understanding regarding provision of medicines to staff and students at concessional rates.
- A doctor-on-call to be brought in to look into the health matters on a regular basis.


Dr. Atashi Karpha
(Chairperson)

18/8




Dr. Sanchita Sen
(Coordinator)

18/08/2020

Minutes of Online Meeting on 10.11.2020 at 6:00 PM on Google Meet Platform

Meet Link: <https://meet.google.com/xgs-gjph-rtz>

All IQAC members present in the meeting.

Agenda 1: Confirmation of minutes of online meeting held on 18.08.2020

Agenda 2: Discussion on completion of compilation of the AQAR 2017-18

Agenda 3: Quality Initiatives to be taken in view of the continuing lockdown situation

Proceedings

Agenda 1- Minutes of online meetings held on 18.06.2020, 28.06.2020, 01.07.2020 were confirmed

Agenda 2

IQAC Coordinator informed all members that compilation of AQAR 2017-18 was almost complete except for some metrics of Criterion 7 which would need further discussion. She informed all that the AQAR mentioned had already been communicated to the members and they would need to look into the existing gaps that are still there. Thereafter the said AQAR would be forwarded to the chairperson for placing in a statutory body. Coordinator pointed out that there were gaps in the available information which members would need to discuss with the Chairperson. Metrics such as on e-governance, decentralization etc. would be required to be discussed in the AQAR as per the conduct of administration in the institution. Moreover, among many best practices, the two most important needed to be identified and posted with details in the College Website. The metric on future plans of the institution was to be filled in, keeping in mind the necessity of undertaking new quality initiatives for advancement of the institution.

The chairperson said that she had read the AQAR 2017-18 as far as it had been compiled. She inquired about the existing blanks. The Co-ordinator sought the Chairperson's help in providing the necessary information which was provided and the following information was obtained.

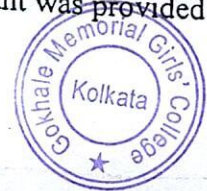
- Accounts were managed with Tally software ERP 9.
- Software 21st Century GIS was used in Geography
- Data on number of applicants from Office 2 had been obtained to determine the demand ratio.
- CIE in Criterion I would include remedial classes, tutorials, Peer tutoring and such others
- Two classrooms were ICT enabled.
- There were no smart class rooms in the college
- Student mentoring had continued to remain informal in 2017-18 but customarily there was guidance and counselling by subject teachers in place.
- There was little scope for introducing innovation systems or incubation center in the institution
- No incentives were given to teachers for academic pursuits by the institution and incentives like career development opportunities were provided by external agencies such as UGC, state government and such others
- Scholarships and other forms student support were facilitated
- Teachers would be again asked to confirm their publications
- College does not have PG course. It had earlier applied to the University of Calcutta for affiliation for PG course in Human Rights. University had conducted an inspection but the affiliation was not provided.
- College had applied to the government for a land grant. The grant was provided but the price was unaffordable and the college could not avail the opportunity.

17 JAN 2021

Authenticated

Chandra
Principal

Gokhale Memorial Girls' College




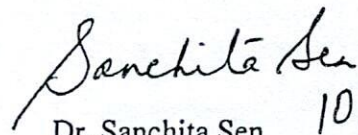
It was resolved that the rest of the data would be duly obtained and inserted to complete the AQAR 2017-18 compilation at the earliest and placed in the meeting of a statutory body, the Teachers' Council or the Governing Body

Agenda 3

IQAC Coordinator informed all that it was necessary to take more quality initiatives particularly during the ongoing pandemic lockdown situation when teaching-learning and extra-curricular activities were adversely affected. Some such initiatives suggested were –

- Continuance of online lectures, webinars, student activities as much as feasible
- Creation of more class room space by using the RUSA 2.0 funds. Chairperson informed all the college was repeatedly approaching the concerned authority for resumption of the PWD construction work which had been stopped in March 2020 because of unforeseen reasons. She expressed hope that work would resume with the intervention of the government authorities.
- MGNCRE SES REC Cell to function alongside the NSS Unit in social engagement and community work. Coordinator informed that such a cell had been already formed with a few teachers.
- Formation of an IT committee/cell.
- To have a dedicated placement cell
- To encourage Alumni participation
- To introduce formal Student Mentoring as soon as possible when the pandemic situation ends.


Dr. Atashi Karphe 10/11/20
(Chairperson)


Dr. Sanchita Sen 10/11/2020
(Coordinator)



Noted

Principal

Minutes of Meeting on 10.02.2021 at 12:30 PM in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 10.11.2020

Agenda 2: Planning for new quality initiatives in the remaining half of academic session 2020-21

Agenda 3: Collection of data for AQAR 2018-19 and compilation

Proceedings

Agenda 1 - Minutes of meeting dated 10.11.2020 were confirmed.

The following was discussed -

- To undertake Academic and Administrative Audit annually from session 2020-21 onwards
- To improve quality of learning through assessments such as peer-tutoring, peer-assessments, self-assessment.
- To install wi-fi facility for the entire college/campus for use by teachers.
- Full digitalization of data maintained by office through software/App-based system
- Dr. Sourabh Niyogi explained the usefulness of digital tools in lecture preparation. Reviving the ICT enabled rooms of Psychology and Physics department would have to be the initial step.
- To open media center, encourage digital teaching-learning
- To again approach the authorities for installation of water harvesting and solar power systems
- To organize e-content development workshop in college in collaboration with MOOCS or e-Pathshala etc.
- To install Solar Panels on roof top of main building.

Agenda 2

The AQAR 2018-19 format was discussed and responsibilities of compilation of metrics distributed among the members. It was decided that the departments would be asked to provide the data as early as possible by filling in the metrics already sent to their department mail. Compilation would be initiated as soon as the data was provided by the departments. Compilation of AQAR 2018-19 would take time. Uploading was tentatively fixed for August 2021 in view of the fact that teachers were committed to taking classes online and were not visiting the College frequently.

Criterion I and II would be compiled by Dr. Sanchita Sen and Dr. Ivy De

Criterion III by Dr. Goutam Mahata and Dr. Nabamita Chakraborty

Criterion IV by Dr. Sanchita Sen

Criterion V by Dr. Sourabh Niyogi, Dr. Ivy De and Dr. Ballari Ray Chaudhury

Criterion VI by Dr. Nabamita Chakraborty and Dr. Ballari Ray Chaudhury

Criterion VII by Dr. Sanchita Sen

Coordinator informed all that the format of metrics to be filled in by the departments was almost ready and could be sent to the teachers after modification.

Members present as per list of signatories

Dr. Sanchita Sen (Coordinator)

Dr. Ivy De

Dr. Goutam Mahata

Dr. Ballari Ray Chaudhury

Dr. Sourabh Niyogi

Dr. Nabamita Chakraborty

Dr. Atashi Karpha
(Chairperson)

Goutam Mahata

Ballari Ray Chaudhury

Sourabh Niyogi

Nabamita Chakraborty

Principal

Gokhale Memorial Girls' College



17 JAN 2023

Minutes of Meeting on 31.03.2021 at 11:30 PM in Principal's Room

Single Agenda: Discussion on the SOP of SSR to be submitted for 3rd Cycle Accreditation

Proceedings

- The Manual of Standard Operating Procedure of SSR submission was downloaded and read.
- Nature, Sources and Filling in of data on various metrics were identified and discussed.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 31/03/2021* Dr. Atashi Karpha *Atashi Karpha*

Dr. Ivy De *Ivy De 31/3/21* (Chairperson)

Dr. Goutam Mahata *Goutam Mahata 31/3/21*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 31/3/2021*

Dr. Sourabh Niyogi *Sourabh Niyogi 31/3/21*

Minutes Meeting on 01.04.2021 at 10:30 PM in Principal's Room

Single Agenda: Continuation of discussion on SOP

Proceedings

- Different metrics were put in different categories and data sources identified.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 01/04/2021* Dr. Atashi Karpha *Atashi Karpha*

Dr. Ivy De *Ivy De 1/4/21* (Chairperson)

Dr. Goutam Mahata *Goutam Mahata 01/04/21*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 1/4/2021*

Dr. Nabamita Chakraborty *N. Chakraborty 01/04/21*

Dr. Sourabh Niyogi *Sourabh Niyogi 1/4/21*

Minutes of Meeting on 08.04.2021 at 10:30 PM in Principal's Room

Single Agenda: Continuation of discussion on SOP

Proceedings

- The templates for quantitative data were discussed. Members present -

Dr. Ivy De *Ivy De 8/4/21* Dr. Atashi Karpha *Atashi Karpha*

Dr. Goutam Mahata *Goutam Mahata 08/04/21* (Chairperson)

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 8/4/2021*

Dr. Nabamita Chakraborty *Nabamita Chakraborty 08/04/21*

Dr. Sourabh Niyogi *Sourabh Niyogi 08/04/21*



Minutes of Online Meeting on 29.06.2021 at 10:30 AM in Principal's Room

All IQAC members were present in the meeting.

Single Agenda: Discussion on upcoming mega event "Infinite Ray"

Proceedings

Chairperson informed all that the Departments of English and Communicative English had completed the arrangements for the upcoming three-day mega event, "Infinite Ray" to be held from 1st July 2021 to 3rd July 2021 in association with the IQAC. This would include-

- International Academic Webinar titled, "Satyajit Cinema and Modernity on 1st July 2021 followed by presentations by the winners of the Inter-college Essay Competition.
- Inter-college Quiz Competition "Magajatra" would be held on 2nd July 2021 with Quiz Master Rajiv Sanyal
- A Panel discussion titled, "Jalshaghar", on 3rd July 2021 with eminent film personalities such as Sharmila Tagore, Aparna Sen, Dhritiman Chatterjee, Barun Chanda and Siddhartha Chatterjee and film expert Dr. Madhura Mukherjee with Ashoke Vishwanathan as Moderator.

Chairperson informed all that the entire event was planned and designed by the two departments. IQAC members would be involved in assisting the faculty of both departments in various capacities on the days on which the events were to be conducted. IQAC members Dr. Nabamita Chakraborty Dr. Sourabh Niyogi would assist in assessment of the essays submitted by participants in the Essay competition held prior to 1st July 2021.

Members present as per list of signatories.

Dr. Sanchita Sen (Coordinator)

Sanchita Sen 29/06/2021

Atashi Karpha
Dr. Atashi Karpha

Dr. Ivy De

Ivy De 29/6/21

(Chairperson)

Dr. Goutam Mahata

Goutam Mahata 29/6/21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 29/6/2021

Dr. Nabamita Chakraborty

Nabamita Chakraborty 29/06/21

Dr. Sourabh Niyogi

Sourabh Niyogi
29/06/21

17 JAN 2023

Authenticated

Atashi Karpha
Principal

Gokhale Memorial Girls' College

Minutes of Meeting on 09.08.2021 at 10:30 PM in Principal's Room



Minutes of Meeting on 09.08.2021 at 10:30 PM in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 10.02.2021, 31.03.2021, 01.04/2021, 08/04/2021 and 29/06/2021

Agenda 2: To check AQAR 2018-19 and upload the same on the NAAC portal

Agenda 3: To initiate the process for uploading of AQAR 2019-20

Agenda 4: Some issues of future Planning

Proceedings

Agenda 1 – The filled in AQAR 2018-19 was checked by the members and then uploaded by the Chairperson on the NAAC portal. Coordinator pointed out that it would be opened for edit by the NAAC personnel in two or three days' time and members would need to stay alert.

Agenda 2

- It was discussed that AQAR 2019-20 was required to be uploaded as soon as possible. In this regard, it was decided to circulate the blank format of metrics pertaining to the departments and request them to submit the data within a two-week period. The departments would be asked to follow the same procedure as they did while filling in the formats for the previous AQARs submitted online.

Agenda 2

- There was a discussion on whether it was necessary to continue publishing a hard copy of the College Magazine. Dr. Saurabh Niyogi opined that in pandemic times when everything was been conducted online it would suffice to have a Web Magazine managed by students themselves, creation of student blog would become possible and contributions of external writers could be included too. Other members maintained that screening of articles written by students and proof checking to maintain an evaluative control of matter to be published for public reading would require monitoring by the faculty members and cannot be left to the students' discretion.
- Members maintained that it was necessary to reorganize the College Website. Chairperson agreed to meet the website committee for the purpose.
- Chairperson maintained that the Anti-ragging Cell and the Sexual Harassment Cell which were already constituted would function as the Grievance Redressal Cell too. These committees would meet the students at stipulated dates to look into their problems if any.
- Chairperson maintained that the SC/ST Cell would adequately serve as the Equal Opportunity Cell.
- Chairperson informed all that formation of Information Technology Cell with the teachers as members was necessary for conducting all online teaching-learning, extra-curricular and teachers' career advancement initiatives as well as for maintenance of records. Three of the faculty were recommended namely Sri Sudipto Mondal of English Department, Smt. Priti Rajak of Economics Department and Dr. Newton Biswas of Education Department.
- It was proposed that a workshop on e-content development would be conducted for the benefit of teachers.
- Gender-sensitization would be undertaken for the students. The Alumni Association of the College would be requested to conduct a workshop. The Social Awareness Club of the College would organize invited lectures.
- A Formal Mentoring System would be planned by the IQAC.
- A qualified counsellor would be recruited for conducting formal psychological counselling of students once the pandemic times were over and normal offline mode of activity was restored.



- Chairperson suggested that Nobel Laureate Abhijit Banerjee be contacted for conducting a webinar on contemporary issues.
- The Research Cell would be revived and student participation enhanced.
- The RED Cell of the SES REC under MGNCRE would be constituted and MOUs signed with NGOs to involve the students and faculty in community work on a regular basis. It was understood that it was not possible for the women-oriented institution to adopt a far-away village for social engagement. Instead, MOUs would be drawn up with local institutions engaged in community work and adopt local low-income areas such as city slums for social work.
- Classroom facilities would be extended. Wi-fi systems for teaching would be installed in the event that institutions reopened, attendance restricted for maintaining covid protocol and necessity arose for conducting classes in a blended mode from the College itself.
- Discussion was held regarding finding a better venue for sports and introducing newer opportunities for the students when college reopens.

Members present as per list of signatories

- Dr. Sanchita Sen (Coordinator) *Sanchita Sen 9/8/21*
 - Dr. Ivy De *Ivy De 9/8/21*
 - Dr. Goutam Mahata *Goutam Mahata 9/8/21*
 - Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 9/8/2021*
 - Dr. Nabamita Chakraborty *Nabamita Chakraborty 9/8/21*
 - Dr. Sourabh Niyogi *Sourabh Niyogi 9/8/21*
- Atashi Karpha*
(Chairperson)

Minutes of Meeting on 16.08.2021 at 10:30 AM in Principal's Room

Single Agenda: Final edit of AQAR 2018-19 submitted on 09.08.2021

All members present.

Proceedings

The HEI portal of the college was opened and edit page read. All metrics which required editing, changes etc. were noted and procedures discussed. Members resolved to edit and resend within 15 days of AQAR edit open as stipulated by NAAC

Members present as per list of signatories

- Dr. Sanchita Sen (Coordinator) *Sanchita Sen 16/08/2021*
 - Dr. Ivy De *Ivy De 16/8/21*
 - Dr. Goutam Mahata *Goutam Mahata 16/8/21*
 - Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 16/8/2021*
 - Dr. Nabamita Chakraborty *Nabamita Chakraborty 16/8/21*
 - Dr. Sourabh Niyogi *Sourabh Niyogi 16/8/21*
- Atashi Karpha*
(Chairperson)



17 JAN 2023

Authenticated.

Atashi Karpha
Principal
Gokhale Memorial Girls' College

Minutes of Meeting on 31.08.2021 at 12:00 Noon in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 16.08.2021

Agenda 2: SACT related discussion

Agenda 3: Conduct of offline classes after college reopens post-pandemic and maintenance of records

Agenda 4: Training for the teaching and non-teaching staff

Proceedings

Agenda 1 - Minutes of meeting dated 16.08.2021 confirmed.

Agenda 2

- Members resolved that the College authority would meet the State Approved College Teachers (Contract) in subsequent Teachers' Council meeting and discuss their responsibilities regarding their college hours and other assignments. Dr. Chakraborty suggested that it would be appropriate for HODS to provide a report on monthly performance as regards the duties assigned to the SACT by the department and the College.

Agenda 3

- Members suggested that the college authority should obtain a feedback on syllabus completion planning from the HOD.
- Hods would be advised to submit a compiled report at the end of the month, of classes allotted and taken by the faculty mentioning the percentage of syllabus completion.
- Offline practical classes would be started for the lab-based subjects from November 2021 onwards. Students would be asked to attend college in groups and group-wise student attendance maintained – an innovative teacher endeavor.
- The college authority would decide in consultation with the teachers how to conduct regular classes in blended mode from November 2021 when the college reopens.
- Chairperson informed all that college would provide personal Gsuite accounts to all teachers for smooth conduct of classes, meetings and evaluations.

Agenda 4

- Simplified software-based training programs would be conducted for office staff. These programs would be kept open for the participation by the non-teaching staff of other colleges too
- Officials of Vigyan Chetana Bhavan would be visited by the members for conducting IPR workshops for the benefit of the teaching staff
- E-content development training programs would be conducted for the teachers.
- New Foreign Language certificate courses would be introduced for the students
- College would try to arrange for Google tools training classes for the non-teaching staff to equip them to perform administrative functions easily.

Members present -

Dr. Sanchita Sen (Coordinator)

Sanchita Sen 31/08/21

Atashi Karpha 31/8

Dr. Atashi Karpha

Dr. Ivy De

Ivy De 31/8/21

(Chairperson)

Dr. Goutam Mahata

Goutam Mahata 31/8/21

Dr. Ballari Ray Chaudhury

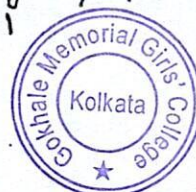
Ballari Ray Chaudhury 31/8/2021

Dr. Nabamita Chakraborty

Nabamita Chakraborty 31/8/21

Dr. Sourabh Niyogi

Sourabh Niyogi 31/8/21



Minutes of online meeting with SACT, CNDV on 15.09.2021 at 8.00 PM on Google Meet Platform

Meet Link: <https://meet.google.com/hzq-lppk-jee> All members present.

Single Agenda: Discussion on conduct of Rashtriya Poshan Maah 2021 by the CNDV Department

It was proposed by Smt. Pratyasha Agarwal, SACT, Dept. of CNDV that the Rashtriya Poshan Maah 2021 be observed during the entire month of September by the Department of Clinical Nutrition and Dietetics in collaboration with the IQAC of the College. Several events were suggested by her. However, since the college was still in a lockdown situation all events selected would be conducted online.

The following events were tentatively selected -

- An intra-departmental student competition Webinar with presentations by students of the CNDV department
- Expert Talk on dietary needs of infants by Retd. Prof. Bela Bose, President of NGO Ekatma and on Medicine and Diet by Mr. Aritra Khan, Nutrition Educator
- Inter-college Poster-making Competition on the Topic – Combating Hidden Hunger
- Video Compilation by students on health benefits of Yoga, Kitchen Gardening and Career Prospects of the CND course

Smt. Agarwal said that she would contact all the external experts who would be required to assess the presentations and posters. She also requested the IQAC members to extend their help when required. IQAC members would be present in the online events.



Dr. Atashi Karpaha

(Chairperson)



Dr. Sanchita Sen

(Coordinator)

17 JAN 2023

Authenticated



Principal

Gokhale Memorial Girls' College



Minutes of IQAC meeting with Academic Audit Committee on 30.11.2021 at 11:45 AM in Room LT2

Single agenda: Discussion on the conduct of AAA for the College for the session 2019-20

Proceedings

IQAC met with the teacher members of the Internal Academic Audit Committee to discuss the procedure of conducting AAA for session 2019-20. IQAC members discussed the metrics of Academic Audit and pointed out that these metrics would be the same as those applicable for filling in the Annual Quality Assurance Reports (AQARs) submitted by the institution for each academic session. Departments would need to comply. They would need to collect data as required. All supporting documents would be required. But both hard and soft copies of documents would be considered valid. Members of the Audit Committee would need to distribute the responsibility of checking all data of all departments conveniently among themselves as time was a constraint. The metrics were read out, it was decided that departments would prepare their reports tentatively by 14th December 2021 and submit the same to the Audit Committee for checking and evaluation.

Members of Audit Committee would complete the review, sign a report for their respective departments and submit to the IQAC. Shortfalls would be mentioned and departments would be made aware.

After all departments were evaluated by the internal auditors, IQAC would prepare a report of the AAA and submit it to the college authority. The report would then be placed before the auditors from the Governing Body.

Members present -

Dr. Sanchita Sen (Coordinator)

Sanchita Sen 30/11/2021 Dr. Atashi Karpha

Dr. Ivy De

Ivy De 30/11/21

(Chairperson)

Dr. Goutam Mahata

Goutam Mahata 30/11/21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 30/11/2021

Dr. Nabamita Chakraborty

Nabamita Chakraborty 30/11/21

Dr. Sourabh Niyogi

Sourabh Niyogi 30/11/21



Minutes of meeting on 03.12.21 at 2:45pm in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 09.08.2021, 16.08.2021, 31.08.2021, 15.09.2021 and 30.11.2021

Agenda 2: Discussion on the conduct of AAA

Agenda 3: Discussion on mentoring and feed back

Proceedings

Agenda 1 - Minutes of meeting dated 09.08.2021, 16.08.2021, 31.08.2021, 15.09.2021 and 30.11.2021 confirmed.

Agenda 2

- Process of result analysis for inferring on course learning outcomes discussed. Result analysis would be considered for batch of 2019. Score 60 and above would be 1st Class Honours and 40 to 59 would be regarded as 2nd class Honours. Score 30-35 would qualify as general only.
- For Academic Audit, all student related data on activities, research publications of teachers, Alumni contribution, Staff and Student welfare would be highlighted. It would be mandatory to provide the minutes of departmental meetings. For Administrative Audit information on staff, infrastructure and facilities and student activities were to be highlighted.
- Student facilitation in the period prior to the introduction of formal mentoring would be highlighted.
- It was resolved that Student Feedback Forms meant for the Student Satisfaction Survey must be anonymous. Required changes to be made in the existing frame. Hard copies of the same to be maintained. These feedbacks would be obtained as earlier done from the current last batch of students (admitted in 2019). They would now be Semester V students from whom feedback would be obtained at the end of Semester VI around May 2022. Cross subject feedback metric already included in the original form as student assessment of General subject teachers. Members suggested that a metric on student welfare be included but Chairperson opined that this metric would fetch widely varying responses.

Agenda 3:

- IQAC members agreed that it was necessary to make further study on how to construct a mentoring feedback form to make one easier for the student mentee to respond.
- It was resolved that mentoring be started immediately with the current Odd Sem students of Semester I, III and V. Chairperson suggested that there be at least two sessions of mentoring in one semester. Guidelines of mentorship to be discussed in a Teachers' council meeting with the mention of previous IQAC resolutions regarding introduction of formal mentorship.
- Coordinator proposed that it would be convenient to merge mentorship sessions with tutorial periods.
- Mentorship feedback would be obtained from the current Semester V students in April / May 2022 when the same students would be in Semester VI with prior notification. It was proposed that tentatively one mentoring session for Honours students of Sem I, III and V would be done in December 2022 and 2 mentoring sessions for generic subject students in January 2023.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 3/12/21* Dr. Atashi Karpha *Atashi Karpha 3/12*
Dr. Ivy De *Ivy De 3/12/21* (Chairperson)
Dr. Goutam Mahata *Goutam Mahata 3/12/21*
Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 3/12/21*
Dr. Arijit De *Arijit De 3/12/21*
Dr. Sk. Sariful Islam *SK Sariful Islam*
Dr. Nabamita Chakraborty *Nabamita Chakraborty 3/12/21*
Dr. Sourabh Niyogi *Sourabh Niyogi 3/12/21*



17 JAN 2023

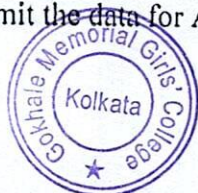
Authenticated
Atashi Karpha
Principal
Gokhale Memorial Girls' College

Minutes of Meeting on 07.12.2021 at 2.45 PM in Principal's Room

Single Agenda: Discussion on Mentorship prior to its introduction in a subsequent TC meeting

Proceedings

- IQAC met to discuss the proposal of mentorship to be put in the upcoming TC meeting with a presentation on how to mentor. A broad outline of the methods of mentoring was chalked out which would include mentoring the students on - Academics, Life skills, Career skills, Social skills, Personality and Extra-curricular activities. Teachers would be informed that the IQAC had discussed the introduction of formal mentorship in previous meetings held both online and in the college. Teachers would be made aware that mentoring could not be formally introduced as the institution was in a lockdown situation and students were not coming to college and in-person mentoring was not possible. But that it had been previously resolved by the IQAC that mentoring would be introduced as soon as the college re-opened (*Ref. Minutes of meeting dated 10.11.2020 and 09.08.2021*). Now that the College had reopened on 16.11.2021, it would be necessary to introduce formal mentoring sessions for all current students of the College. Since students of different semesters would attend on different days in accordance with a blended mode of teaching, all departments would accordingly assign mentees to mentors (full-time teachers) to conduct mentoring sessions for both Honours students as well as the Generic subject students. Honours students would be directly mentored by their Honours subject teachers. Parallely, they would also be mentored by their respective Generic subject teachers. It was clarified that mentoring by generic subject teachers would ensure the working of a cross-mentoring system.
- Teachers would be informed that it was necessary to obtain a mentorship feedback from the students and this should be obtained from the last batch of students in an academic session. There would be two separate mentorship feedbacks – (i) an Honours mentorship feedback to be obtained from the last batch of honours students student at the end of Semester VI before the Sem-end exam begins. (ii) a feedback from Semester IV (even Semester) for Generic subject Mentorship after they had completed two years of mentorship by generic subject teachers.
- Current Semester V students would experience only Honours mentorship. Mentorship activities would then be duly included in the AQAR 2020-21.
- Departments would submit a comprehensive report of all mentoring sessions to the IQAC
- Student facilitation/counselling undertaken in the period prior to the introduction of Formal Mentoring would be highlighted in the AAA of 2019-20 and departments would prepare their own reports to be included in their profiles for the AAA. The same would be done for academic sessions 2015-16 to 2018-19.
- Departments would submit the data for AAA by 14th December 2021 to the Academic Audit Committee.



- Departments would select tutorial dates or other convenient dates for mentoring and conduct mentoring with proper notification. They would also send comprehensive reports to the IQAC form academic session 2020-21 onwards.
- Departments would be notified by the Principal to complete 1st Odd Sem mentoring for all honours and generic students by 23rd December 2021, prepare mentorship reports and send them to IQAC by mail.
-
- Chairperson of IQAC Dr. Karpha requested the teachers to complete at least one session of mentoring of all Odd Semester students (Honours and Generic) by 23rd December 2021.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 07/12/2021*

Dr. Atashi Karpha *Atashi Karpha 7/12*

Dr. Ivy De

Ivy De 7/12/21

(Chairperson)

Dr. Goutam Mahata

Goutam Mahata 7/12/21

Dr. Arijit De

Arijit De 7/12/21

Dr. Sk. Sariful Islam

SK Sariful Islam

Dr. Nabamita Chakraborty *Nabamita Chakraborty 7/12/21*

Dr. Sourabh Niyogi

Sourabh Niyogi 7/12/21

17 JAN 2023

Authenticated.

Atashi Karpha

Principal
Gokhale Memorial Girls' College



ACTION TAKEN REPORT 2020-21

Academic Quality

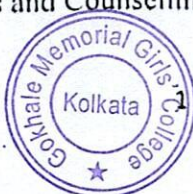
- Enrolment in SWAYAM-NPTEL courses continued.
- Provision of personal G-suite accounts to the faculty members for facilitating smooth online teaching-learning; formative and summative evaluations; conduct of departmental and college administrative functions.
- Library Orientation Programmes (LOPs) conducted online for faculty and students for disseminating information regarding availability, remote access and use of e-resources available on Nlist (INFLIBNET) and those purchased for the Central Library from well-known publishing companies.
- National and International Level Webinars conducted.
- Online feedback on Curriculum Design obtained from Students and Faculty through Google Form.
- Online Alumni Satisfaction Feedback obtained through Google Form.
- Online Guardian Satisfaction Feedback obtained through Google Form.
- Reports on conduct of classes and syllabus completion obtained by the College authority from the Faculty to maintain the academic standard.
- Parent-Teacher interface continued in the online mode.
- The process of conducting Administrative and Academic Audit (AAA) of 2019-20 initiated.

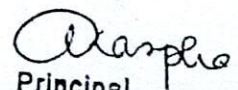
Infrastructure Augmentation

- Full utilisation of RUSA 2.0 fund of Rs 1 Crore - (a) on new 'Construction' ongoing till date with PWD, Govt. of West Bengal (b) procurement of books, e-resources and laboratory equipment under "Procurement" (c) construction of Computer Room, renovation in classrooms and renovation of Principal's Room and College Offices under "Renovation" by WBSIDC.
- Utilisation of College fund for repair of damages caused to the building due to super cyclone AMPHAN.

Student Benefit and Welfare

- Needy students identified during the Covid Pandemic Lockdown. Students provided with mobile devices for uninterrupted attendance in online classes. Special student assistance in the form of Tuition Fee waivers and reductions provided.
- Career and counselling workshops for students – (i) Career Counselling Orientation Programme for the Students of Semester V organized by the Placement Cell of the College by Catalyst, West Bengal. (ii) A Career Awareness and Counselling Programme titled, "Building a Cutting Edge




Principal
Gokhale Memorial Girls' College

Career for 21st Century", conducted online by Presidency University, Bengaluru on 27th November 2021 for students of Semester 5;

- Workshop conducted by competent authorities for generating basic awareness among students on the eligibility of obtaining State and National Scholarships.
- An online Webinar on Post-Graduation and Doctoral Opportunities Abroad in association with Jamboree Education Pvt. Ltd. to disseminate information on eligibility requirements to apply for MS and Ph.D programs in USA and UK, other affordable degree options, how to apply for scholarships, living costs, settlement options etc. on 29th September, 2021
- A formal student mentoring system introduced for Even-semester 2021 (June- December) students.
- College collaborates with Young Women's Christian Association (YWCA) to provide offsite Hostel facility to outstation students. However, during the covid pandemic lockdown starting 16th

Professional Development of Staff

- A Three-Day Online National Workshop & Training Programme at National Level for the Professional Development of Faculty and Administrative Staff titled, "Developing Skills through ICT Tools and Techniques" in collaboration with Malda College, Malda, West Bengal.
- State-Level Workshop conducted on 28th June 2021 on Career Advancement Scheme (CAS) for the benefit of the Teaching staff by Shri Tushar Kanti Ghara, ADPI, Dept. of Higher Education, Govt. of West Bengal and State Nodal Officer, AISHE.

Institutional Social & Community Responsibility

- World Environment Days observed - On 5th of June, 2020 through planting of saplings by the Staff and Students in their own homes to counter the destruction wrought by super cyclone AMPHAN in the State, while maintaining Covid-19 lockdown protocol and on 5th June 2021 by the NSS student volunteers in their own homes.
- Online Workshop and Lecture conducted on 14.08.2020 by NSS Unit-1 with eminent physicians and oncologist Dr Amitabha Nandy to raise health awareness and hygiene during pandemic times.
- The GMGC Covid Helpline launched in May 2021 by the Faculty and Student members of NSS Unit-1 to provide 24X7 online facilitation to the covid affected people of West Bengal and neighbouring states during the devastating second wave of Covid-19 pandemic.
- The MGNCRE SES REC Cell formed with faculty members for the improvement and enhancement of campus environment quality and off-campus community engagement.
- Psycho-social Support (PSS) activities conducted the Department of Psychology under the Beat Covid Campaign of the SES REC Cell with assistance by the faculty and student members of NSS Unit-1 of the College.

17 JAN 2023

Authenticated

Akanpha

Principal

Gokhale Memorial Girls' College

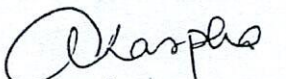


Akanpha

Principal

Gokhale Memorial Girls' College

- Psychological interactive sessions conducted by the Department of Psychology -Specialised interaction addressing the grief experiences of students who have suffered from a loss of beloved one in the Covid-19 pandemic time.
- Relief work initiated by the NSS unit-I members in May 2021 in super-cyclone YAAS affected areas of Gosaba, South 24 Parganas District.
- The College Covid-19 Cell formed to monitor the observance of Covid-19 protocol in the college premises following the reopening of the institution on 16th November 2021. Students of all semesters and their guardians invited to an online lecture "E Classrooms to Real Classrooms - the Road Ahead" by Dr. Kunal Sarkar, eminent Cardiac Surgeon on 11.12.2021.
- Negotiation started with Calcutta Ekatma, an NGO for signing MOU for conducting social work and two slums of Kolkata visited by NSS students for surveying dietary needs of mother and child - in tune with the objectives of the MGNCRE SES-REC Cell of the College under the guidance of Calcutta Ekatma.


 Principal
 Gokhale Memorial Girls' College



GOKHALE MEMORIAL GIRLS' COLLEGE



Date
Time
Online / offline

2017-18
2018-19
2019-20
2020-21

Minutes of the IQAC Meetings & Action Taken Report

2021-22

Minutes of Online Meeting on 29.06.2021 at 10:30 AM in Principal's Room

Single Agenda: Discussion on upcoming mega event "Infinite Ray"

Proceedings

Chairperson informed all that the Departments of English and Communicative English had completed the arrangements for the upcoming three-day mega event, "Infinite Ray" to be held from 1st July 2021 to 3rd July 2021 in association with the IQAC. This would include-

- International Academic Webinar titled, "Satyajit Cinema and Modernity on 1st July 2021 followed by presentations by the winners of the Inter-college Essay Competition.
- Inter-college Quiz Competition "Magajashtra" would be held on 2nd July 2021 with Quiz Master Rajiv Sanyal
- A Panel discussion titled, "Jalshaghar", on 3rd July 2021 with eminent film personalities such as Sharmila Tagore, Aparna Sen, Dhritiman Chatterjee, Barun Chanda and Siddhartha Chatterjee and film expert Dr. Madhuj Mukherjee with Ashoke Vishwanathan as Moderator.

Chairperson informed all that the entire event was planned and designed by the two departments. IQAC members would be involved in assisting the faculty of both departments in various capacities on the days on which the events were to be conducted. IQAC members Dr. Nabamita Chakraborty and Dr. Saurabh Niyogi would assist in assessment of the essays submitted by participants in the Essay competition held prior to 1st July 2021.

Members present as per list of signatories.

Dr. Sanchita Sen (Coordinator)

Sanchita Sen
Co-ordinator 29/6/21
IQAC

Atashi Karp 29/6
Dr. Atashi Karp (Chairperson)

Dr. Ivy De

Ivy De 29.6.21
Gokhale Memorial Girls' College

Dr. Goutam Mahata

Goutam Mahata 29.6.21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 29.6.21

Dr. Nabamita Chakraborty

Nabamita Chakraborty 29.6.21

Dr. Saurabh Niyogi

Saurabh Niyogi 29/6/21

Principal
Gokhale Memorial Girls' College



Minutes of Meeting on 09.08.2021 at 10:30 PM in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 10.02.2021, 31.03.2021, 01.04/2021, 08/04/2021 and 29/06/2021

Agenda 2: To check AQAR 2018-19 and upload the same on the NAAC portal

Agenda 3: To initiate the process for uploading of AQAR 2019-20

Agenda 4: Some issues of future Planning

Proceedings

Agenda 1 – The filled in AQAR 2018-19 was checked by the members and then uploaded by the Chairperson on the NAAC portal. Coordinator pointed out that it would be opened for edit by the NAAC personnel in two or three days' time and members would need to stay alert.

Agenda 2

- It was discussed that AQAR 2019-20 was required to be uploaded as soon as possible. In this regard, it was decided to circulate the blank format of metrics pertaining to the departments and request them to submit the data within a two-week period. The departments would be asked to follow the same procedure as they did while filling in the formats for the previous AQARs submitted online.

Agenda 2

- There was a discussion on whether it was necessary to continue publishing a hard copy of the College Magazine. Dr. Saurabh Niyogi opined that in pandemic times when everything was been conducted online it would suffice to have a Web Magazine managed by students themselves, creation of student blog would become possible and contributions of external writers could be included too. Other members maintained that screening of articles written by students and proof checking to maintain an evaluative control of matter to be published for public reading would require monitoring by the faculty members and cannot be left to the students' discretion.
- Members maintained that it was necessary to reorganize the College Website. Chairperson agreed to meet the website committee for the purpose.
- Chairperson maintained that the Anti-ragging Cell and the Sexual Harassment Cell which were already constituted would function as the Grievance Redressal Cell too. These committees would meet the students at stipulated dates to look into their problems if any.
- Chairperson maintained that the SC/ST Cell would adequately serve as the Equal Opportunity Cell.
- Chairperson informed all that formation of Information Technology Cell with the teachers as members was necessary for conducting all online teaching-learning, extra-curricular and teachers' career advancement initiatives as well as for maintenance of records. Three of the faculty were recommended namely Sri Sudipto Mondal, English Department, Smt. Priti Rajak, Economics Department and Dr. Newton Biswas, Education Department.
- It was proposed that a workshop on e-content development would be conducted for the benefit of teachers.
- Gender-sensitization would be undertaken for the students. The Alumni Association of the College would be requested to conduct a workshop. The Social Awareness Club of the College would organize invited lectures.
- A Formal Mentoring System would be planned by the IQAC.
- A qualified counsellor would be recruited for conducting formal psychological counselling of students once the pandemic times were over and normal offline mode of activity was restored.
- Chairperson suggested that Nobel Laureate Abhijit Banerjee be contacted for conducting a webinar on contemporary issues.
- The Research Cell would be revived and student participation enhanced.



- The RED Cell of the SES REC under MGNCRE would be constituted and MOUs signed with NGOs to involve the students and faculty in community work on a regular basis. It was understood that it was not possible for the women-oriented institution to adopt a far-away village for social engagement. Instead, MOUs would be drawn up with local institutions engaged in community work and adopt local low-income areas such as city slums for social work.
- Classroom facilities would be extended. Wi-fi systems for teaching would be installed in the event that institutions reopened, attendance restricted for maintaining covid protocol and necessity arose for conducting classes in a blended mode from the College itself.
- Discussion was held regarding finding a better venue for sports and introducing newer opportunities for the students when college reopens.

Members present as per list of signatories

- Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 9/8/21 **Co-ordinator**
IQAC
Gokhale Memorial Girls' College
- Dr. Ivy De *Ivy De* 9.8.21 (Chairperson)
- Dr. Goutam Mahata *G. Mahata* 9.8.21
- Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 9.8.21
- Dr. Nabamita Chakraborty *Nabamita Chakraborty* 9.8.21
- Dr. Saurabh Niyogi *Saurabh Niyogi* 9/8/21

Atashi Karp

Principal
Gokhale Memorial Girls' College

Minutes of Meeting on 16.08.2021 at 10:30 PM in Principal's Room

Single Agenda: Final edit of AQAR 2018-19 submitted on 09.08.2021

All members present.

Proceedings

The HEI portal of the college was opened and edit page read. All metrics which required editing, changes etc. were noted and procedures discussed. Members resolved to edit and resend within 15 days of AQAR edit open as stipulated by NAAC

Members present as per list of signatories

- Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 16/8/21 **Co-ordinator**
IQAC
Gokhale Memorial Girls' College
- Dr. Ivy De *Ivy De* 16.8.21
- Dr. Goutam Mahata *G. Mahata* 16.8.21
- Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 16.8.21
- Dr. Nabamita Chakraborty *Nabamita Chakraborty* 16.8.21
- Dr. Saurabh Niyogi *Saurabh Niyogi* 16/8/21

Atashi Karp 29/8
Dr. Atashi Karp

(Chairperson)

Principal
Gokhale Memorial Girls' College



Minutes of Meeting on 31.08.2021 at 12:00 Noon in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 16.08.2021

Agenda 2: SACT related discussion

Agenda 3: Conduct of offline classes after college reopens post-pandemic and maintenance of records

Agenda 4: Training for the teaching and non-teaching staff

Proceedings

Agenda 1 - Minutes of meeting dated 16.08.2021 confirmed.

Agenda 2

- Members resolved that the College authority would meet the State Approved College Teachers (Contract) in subsequent Teachers' Council meeting and discuss their responsibilities regarding their college hours and other assignments. Dr. Chakraborty suggested that it would be appropriate for HODS to provide a report on monthly performance as regards the duties assigned to the SACT by the department and the College.

Agenda 3

- Members suggested that the college authority should obtain a feedback on syllabus completion planning from the HOD.
- HoDs would be advised to compile a report at the end of the month, of classes allotted and taken by the faculty mentioning the percentage of syllabus completion.
- Offline practical classes would be started for the lab-based subjects from November 2021 onwards. Students would be asked to attend college in groups and group-wise student attendance maintained – an innovative teacher endeavor.
- The college authority would decide in consultation with the teachers how to conduct regular classes in blended mode from November 2021 when the college reopens.
- Chairperson informed all that college would provide personal Gsuite accounts to all teachers for smooth conduct of classes, meetings and evaluations.

Agenda 4

- Simplified software-based training programs would be conducted for office staff. These programs would be kept open for the participation by the non-teaching staff of other colleges too
- Officials of Vigyan Chetana Bhavan would be visited by the members for conducting IPR workshops for the benefit of the teaching staff
- E-content development training programs would be conducted for the teachers.
- New Foreign Language certificate courses would be introduced for the students
- College would arrange for the training the non-teaching staff in use of Google Tools to equip them to perform administrative functions easily and efficiently

Members present

Dr. Sanchita Sen (Coordinator)

Sanchita Sen
Co-ordinator
31/8/21 IQAC
Gokhale Memorial Girls' College

Dr. Ivy De

Ivy De 31.8.21

Dr. Goutam Mahata

Gv - Mahata 31.8.21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 31.8.21

Dr. Nabamita Chakraborty

Nabamita Chakraborty 31.8.21

Dr. Saurabh Niyogi

Saurabh Niyogi 31/8/21

Dr. Atashi Karpha

(Chairperson)

Atashi Karpha 31/8

Principal
Gokhale Memorial Girls' Coll



Minutes of online meeting with SACT, CNDV on 15.09.2021 at 8.00 PM on Google Meet Platform

Meet Link: <https://meet.google.com/hzq-hppk-jee> All members present.

Single Agenda: Discussion on conduct of Rashtriya Poshan Maah 2021 by the CNDV Department

It was proposed by Smt. Pratyasha Agarwal, SACT, Dept. of CNDV that the Rashtriya Poshan Maah 2021 be observed during the entire month of September by the Department of Clinical Nutrition and Dietetics in collaboration with the IQAC of the College. Several events were suggested by her. However, since the college was still in a lockdown situation all events selected would be conducted online.

The following events were tentatively selected -

- An intra-departmental student competition Webinar with presentations by students of the CNDV department
- Expert Talk on dietary needs of infants by Retd. Prof. Bela Bose, President of NGO Ekatma and on Medicine and Diet by Mr. Aritra Khan, Nutrition Educator
- Inter-college Poster-making Competition on the Topic – Combating Hidden Hunger
- Video Compilation by students on health benefits of Yoga, Kitchen Gardening and Career Prospects of the CND course

Smt. Agarwal said that she would contact all the external experts who would be required to assess the presentations and posters. She also requested the IQAC members to extend their help when required. IQAC members would be present in the online events.



Dr. Atashi Karpha

(Chairperson)

Principal
Gokhale Memorial Girls' College



Dr. Sanchita Sen

(Coordinator)
Co-ordinator
IQAC

Gokhale Memorial Girls' College



Minutes of IQAC meeting with Academic Audit Committee on 30.11.2021 at 11:45 AM in Room LT2

Single agenda: Discussion on the conduct of AAA for the College for the session 2019-20

Proceedings

IQAC met with the teacher members of the Internal Academic Audit Committee to discuss the procedure of conducting AAA for session 2019-20. IQAC members discussed the metrics of Academic Audit and pointed out that these metrics would be the same as those applicable for filling in the Annual Quality Assurance Reports (AQARs) submitted by the institution for each academic session. Departments would need to comply. They would need to collect data as required. All supporting documents would be required. But both hard and soft copies of documents would be considered valid. Members of the Audit Committee would need to distribute the responsibility of checking all data of all departments conveniently among themselves as time was a constraint. The metrics were read out. It was decided that departments would prepare their reports tentatively by 14th December 2021 and submit the same to the Audit Committee for checking and evaluation.

Members of Audit Committee would complete the review, sign a report for their respective departments and submit to the IQAC. Shortfalls would be mentioned and departments would be made aware.

After all departments were evaluated by the internal auditors, IQAC would prepare a report of the AAA and submit it to the college authority. The report would then be placed before the auditors from the Governing Body.

Members present - *Sanchita Sen*
Dr. Sanchita Sen (Coordinator) *30/11/21* Co-ordinator
IQAC
Gokhale Memorial Girls' College

Atashi Karpha
Dr. Atashi Karpha (Chairperson)

Dr. Ivy De

Ivy De 30.11.21

Principal
Gokhale Memorial Girls' College

Dr. Goutam Mahata

G. Mahata 30.11.21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 30.11.21

Dr. Nabamita Chakraborty

Nabamita Chakraborty 30/11/21

Dr. Saurabh Niyogi

Saurabh Niyogi 30/11/21



Minutes of meeting on 03.12.21 at 2:45 pm in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 09.08.2021, 16.08.2021, 31.08.2021, 15.09.2021 and 30.11.2021

Agenda 2: Discussion on the conduct of AAA

Agenda 3: Discussion on mentoring and feed back

Proceedings

Agenda 1 - Minutes of meeting dated 09.08.2021, 16.08.2021, 31.08.2021, 15.09.2021 and 30.11.2021 confirmed.

Agenda 2

- Process of result analysis for inferring on course learning outcomes discussed. Result analysis would be considered for batch of 2019. Score 60 and above would be 1st Class Honours and 40 to 59 would be regarded as 2nd class Honours. Score 30-35 would qualify as general only.
- For Academic Audit, all student related data on activities, research publications of teachers, Alumni contribution, Staff and Student welfare would be highlighted. It would be mandatory to provide the minutes of departmental meetings. For Administrative Audit information on staff, infrastructure and facilities and student activities were to be highlighted.
- Student facilitation in the period prior to the introduction of formal mentoring would be highlighted.
- It was resolved that Student Feedback Forms meant for the Student Satisfaction Survey must be anonymous. Required changes to be made in the existing frame. Hard copies of the same to be maintained. These feedbacks would be obtained as earlier done from the current last batch of students (admitted in 2019). They would now be Semester V students from whom feedback would be obtained at the end of Semester VI around May 2022. Cross subject feedback metric already included in the original form as student assessment of General subject teachers. Members suggested that a metric on student welfare be included but Chairperson opined that this metric would fetch widely varying responses.

Agenda 3:

- IQAC members agreed that it was necessary to make further study on how to construct a mentoring feedback form to make one easier for the student mentee to respond.
- It was resolved that mentoring be started immediately with the current Odd Sem students of Semester I, III and V. Chairperson suggested that there be at least two sessions of mentoring in one semester. Guidelines of mentorship to be discussed in a Teachers' council meeting with the mention of previous IQAC resolutions regarding introduction of formal mentorship.
- Coordinator proposed that it would be convenient to merge mentorship sessions with tutorial periods.
- Mentorship feedback would be obtained from the current Semester V students in April / May 2022 when the same students would be in Semester VI with prior notification. It was proposed that tentatively one mentoring session for Honours students of Sem I, III and V would be done in December 2022 and 2 mentoring sessions for generic subject students in January 2022.

Members present - Sanchita Sen Co-ordinator

Dr. Sanchita Sen (Coordinator) 3/12/21 IQAC
Gokhale Memorial Girls' College

Dr. Atashi Karpha

Dr. Ivy De

Ivy De 3.12.21

(Chairperson)

Dr. Goutam Mahata

Goutam Mahata 3.12.21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 3.12.21

Dr. Arijit De

Arijit De 3.12.21

Dr. Sk. Sariful Islam

SK Sariful Islam 3/12/21

Dr. Nabamita Chakraborty

Nabamita Chakraborty 3/12/21

Dr. Saurabh Niyogi

Saurabh Niyogi 3/12/21

Principal
Gokhale Memorial Girls' College



Minutes of Meeting on 07.12.2021 at 2.45 PM in Principal's Room

Agendum: Discussion on Mentorship prior to its introduction in a subsequent TC meeting

Proceedings

IQAC met to discuss the proposal of mentorship to be put in the upcoming TC meeting with a presentation on how to mentor. A broad outline of the methods of mentoring was chalked out which would include mentoring the students on - Academics, Life skills, Career skills, Social skills, Personality and Extra-curricular activities. Teachers would be informed that the IQAC had discussed the introduction of formal mentorship in previous meetings held both online and in the college. Teachers would be made aware that mentoring could not be formally introduced as the institution was in a lockdown situation and students were not coming to college and in-person mentoring was not possible. But that it had been previously resolved by the IQAC that mentoring would be introduced as soon as the college re-opened (*Ref. Minutes of meeting dated 10.11.2020 and 09.08.2021*). Now that the College had reopened on 16.11.2021, it would be necessary to introduce formal mentoring sessions for all current students of the College. Since students of different semesters would attend on different days in accordance with a blended mode of teaching, all departments would accordingly assign mentees to mentors (full-time teachers) to conduct mentoring sessions for both Honours students as well as the Generic subject students. Honours students would be directly mentored by their Honours subject teachers. Parallely, they would also be mentored by their respective Generic subject teachers. It was clarified that mentoring by generic subject teachers would ensure the working of a cross-mentoring system.

- Teachers would be informed that it was necessary to obtain a mentorship feedback from the students and this should be obtained from the last batch of students in an academic session. There would be two separate mentorship feedbacks – (i) an Honours mentorship feedback to be obtained from the last batch of honours students student at the end of Semester VI before the Sem-end exam begins. (ii) a feedback from Semester IV (even Semester) for Generic subject Mentorship after they had completed two years of mentorship by generic subject teachers. Current Semester V students would experience only Honours mentorship. Mentorship activities would then be duly included in the AQAR 2020-21. Departments would submit a comprehensive report of all mentoring sessions to the IQAC Student facilitation/counselling undertaken in the period prior to the introduction of Formal Mentoring would be highlighted in the AAA of 2019-20 and departments would prepare their own reports to be included in their profiles for the AAA. The same would be done for academic sessions 2015-16 to 2018-19. Departments would submit the data for AAA by 14th December 2021 to the Academic Audit Committee. Departments would select tutorial dates or other convenient dates for mentoring and conduct mentoring with proper notification. They would also send comprehensive reports to the IQAC form academic session 2020-21 onwards. Departments would be notified by the Principal to complete 1st Odd Sem mentoring for all honours and generic students by 23rd December 2021, prepare mentorship reports and send them to IQAC by mail. Chairperson of IQAC Dr. Karpha requested the teachers to complete at least one session of mentoring of all Odd Semester students (Honours and Generic) by 23rd December 2021. Members present -

Dr. Sanchita Sen (Coordinator) 7/12/21 IQAC
Gokhale Memorial Girls' College

Dr. Atashi Karpha

Dr. Ivy De

(Chairperson)

Dr. Goutam Mahata

Dr. Arijit De 7.12.21

Dr. Sk. Sariful Islam

Dr. Nabamita Chakraborty

Dr. Saurabh Niyogi

SK Sariful Islam 7/12/21
Nabamita Chakraborty 7/12/21
Saurabh Niyogi 7/12/21

Principal
Gokhale Memorial Girls' College



Minutes of Meeting on 19.02.2022 at 10:45 am in Principal's Room

Agenda 1 – Confirmation of minutes of meeting held on 07.12.2021

Agenda-2 – Discussion on different aspects of Academic & Administrative Audit 2019-20

Agenda 3 – To discuss completion of AQAR 2019-20 and submission

Agenda 4 – A.O.B.

Proceedings

Agenda 1- Minutes of meeting held on 07.12 2021 confirmed.

Agenda 2 –

- The AAA of 2019-20 was reviewed. All departments had adequately furnished data on the relevant metrics. There was one common metric for which there was a shortfall in data and the metric was related to ex-student data. Members were requested to suggest methods for maintaining ex-student data on progression and placement. Dr. Arijit De suggested that a department-wise data collection base be created and google forms be used to for obtaining ex-student data on progression and placement. Dr. Karpha enquired whether a Facebook page could be opened for this purpose. Members discussed the inclusion of fields such as progression, placements, success in competitive examinations and such others with relevant document upload in google form. Members agreed that the internal AAA of 2019-20 should be compiled at the earliest.
- Members agreed that the college would seek the ranks obtained by students in final university examination for the years 2016-17 to 2019-20 for assessment of student performance and outcomes that would be relevant not only for the academic audit but also for the preparation of overall self-study report of the college.
- Members agreed about the necessity of continuing the academic journal of the college and that the Journal Committee would be requested to take up the matter of ISBN number of the existing journal- whether the existing one would still be admissible or that the college should apply for a new ISBN number for the academic journal.

Agenda 3 – The procedure to be followed for completion of compilation of AQAR 2019-20 was discussed.

Agenda 4 – Members discussed the necessity of meeting at least twice a week for completing the compilation of AQAR 2019-20 and for preparation of the institution SSR for the 3rd cycle NAAC accreditation. It was resolved that the members would meet as frequently as possible to complete the compilation of AQAR 2019-20 at the earliest.

Members present -

Dr. Sanchita Sen (Coordinator) 19/2/22 Co-ordinator
IQAC

Dr. Atashi Karpha (Chairperson)

Dr. Goutam Mahata

Gokhale Memorial Girls' College
G. Mahata 19.2.22

Principal
Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 19.2.22

Dr. Arijit De

Arijit De 19.2.22

Dr. Sk. Sariful Islam

SK Sariful Islam 19/02/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 19/02/22

Dr. Saurabh Niyogi

Saurabh Niyogi 19/02/22



Minutes of meeting held on 23.02.22 at 11:45 am in Principal's Room

Agenda 1 – Confirmation of the minutes of the meeting held on 19.02.2022

Agenda 2 – Filling up the AQAR of 2019-20

Agenda 3 – A.O.B.

Proceedings

Agenda 1 – Minutes were read and confirmed by the Coordinator.

Agenda 2 – The discussion of AQAR 2019-20 was undertaken. Several quantitative and qualitative metrics were discussed. Coordinator informed that the reference period for AQAR for 2019-20 would be June 2019 to December 2020.

- It was decided that the previous filled in AQAR will be consulted.
- Water Audit that was conducted in December 2020 would be included in quality initiatives for the period
- The following metrics were discussed.

- Coordinator informed that feedback on curriculum design has already been obtained through Google forms
2.3.2 – student mentoring system had been drawn up.

2.5.2 - continuous internal evaluation carried out through the online mode would also be included.

2.5.3 - academic calendar disrupted due to Covid-19 pandemic would be re-instated

2.4.2 – procedures for maintaining support facilities would be included

6.1.1 – participative management through several committees to be emphasized

6.2 – strategy development and deployment method would be adopted

6.2.2 – e-governance methods to be examined. Dr. Arijit De suggested the creation and maintenance of an Event Diary to keep track of college events

7.1.6 - NSS Unit -1 would be asked to provide information on activities undertaken during covid lockdown.

7.1.7 – campus would be described as an eco-friendly one

- It was resolved that webinars conducted and successful operation of the GMGC Covid Helpline would be highlighted as two best practices and institutional distinctiveness of the institution during the period in question.

Agenda 3 – A. O. B.

- It was resolved a mentoring session of Semester VI students would be conducted in the 1st week of April 2022

Members present -

Dr. Sanchita Sen (Coordinator) 23/2/22 Co-ordinator IQAC Gokhale Memorial Girls' College

Dr. Atashi Kapha (Chairperson)

Dr. Goutam Mahata

23.2.22

Principal Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury 23.2.22

Dr. Arijit De 23.2.22

Dr. Sk. Sariful Islam 23/02/22

Dr. Nabamita Chakraborty 23.2.22

Dr. Saurabh Niyogi 23/2/22



Minutes of meeting on 16.03.2022 at 11:30 am in Principal's Room

Agendum – discussion on filling in of AQAR 2019-20 for submission

Proceedings

- It was resolved that AQAR of the college for 2019-20 would be compiled timely for submission at the earliest. The entire online format was examined by the members criterion-wise and the method of compilation decided. It was decided that different members would take up task of collecting and compiling the metrics of the criterion assigned to them.
- Members chose the best practices to be highlighted for the academic session 2019-20
- Members deliberated on future planning initiatives to be undertaken by the IQAC.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 16/3/22 Co-ordinator
IQAC
Gokhale Memorial Girls' College

Atashi Karpha
Dr. Atashi Karpha

Dr. Ivy De

Ivy De 16.3.22

(Chairperson)

Dr. Goutam Mahata

Goutam Mahata 16.3.22

Principal
Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 16.3.22

Dr. Arijit De

Arijit De 16.3.22

Dr. Sk. Sariful Islam

SK Sariful Islam 16/03/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 16/3/22

Dr. Saurabh Niyogi

Saurabh Niyogi 16/3/22



Minutes of meeting on 21.03.2022 at 11:30am in Principal's Room

Agendum – Presenting the compiled AQAR 2020-21 to a statutory body

Proceedings

Members met to examine all the metrics of the compiled AQAR 2019-20 of the college to decide on the necessary rectifications /modifications.

After reading the entire compiled format, members agreed that the AQAR 2019-20 was now ready and resolved to place it in a Teachers' Council meeting on 22.03.2022.

Members present

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 21/3/22 Co-ordinator
IQAC
Gokhale Memorial Girls' College

Atashi Karp
Dr. Atashi Karp (Chairperson)

Dr. Ivy De

Ivy De 21.3.22

Principal
Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 21.3.22

Dr. Arijit De

Arijit De 21.3.22

Dr. Sk. Sariful Islam

SK Sariful Islam 21/3/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 21/3/22

Dr. Saurabh Niyogi

Saurabh Niyogi 21/3/22



Minutes of meeting on 28.03.2022 at 12:30 pm in Principal's Room

Agenda 1 – Confirmation of minutes of meetings held on 23.02.22, 16.03.2022 and 21.03.2022

Agenda 2 - Discussion on some of the revised metrics of online AQAR 2020-21 format

Agenda 3 – Discussion of future quality initiatives of IQAC

Proceedings

Agenda 1 - Minutes of meetings read and confirmed

Agenda 2 – The following aspects of the revised metrics and templates were taken up. It was resolved that information on these metrics would be furnished in the best possible manner.

- 1.4.1 – institution will continue to obtain curriculum design feedback from teachers and final batch of students through google form.
- 2.1.2 -number of seats filled in against the total seats reserved for the Reserved Category of students would be obtained from admission records
- 2.3.3 – departments would prepare and submit their mentor-mentee list to IQAC for determining the mentor-mentee ratio
- 2.3.3 – all details of teaching-staff would be obtained as per the require of the relevant template
- 2.5.1 – methods of internal assessment to be indicated as transparent and robust
- 2.5.2 –mechanism to deal with grievances related to internal examinations developed
- 2.6.1 – all course outcomes to be described within 200 words
- 2.6.2 – method of measurement of attainment level would be drawn up.

Agenda 3 – the IQAC members put forward the following quality initiatives to be undertaken subsequently

- (i) Stakeholders' meeting to be held in April 2022
- (ii) Employers' Feedback to be obtained
- (iii) Yoga and Meditation programme to be undertaken in June 2022
- (iv) Water harvesting installation to be pursued with concerned government department
- (v) Foreign language certificate courses such as French and German to be introduced as Value-added courses.
- (vi) Women's Cell created
- (vii) To increase the number of activities under the SES REC Cell of MGNCRE
- (viii) To initiate the process to obtain NIRF rank for the College. Dr.Karpha mentioned that obtaining ISO certificates for the institution is also desirable.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 28/3/22 Co-ordinator IQAC
Gokhale Memorial Girls' College

Dr. Ivy De

Ivy De 28.3.22

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 28.3.22

Dr. Goutam Mahata

Goutam Mahata 28.3.22

Dr. Arijit De

Arijit De 28.3.22

Dr. Sk. Sariful Islam

SK Sariful Islam 28/3/22

Dr. Saurabh Niyogi

Saurabh Niyogi 28/3/22

Dr. Karpha
Dr. Atashi Karpha (Chairperson)

Principal
Gokhale Memorial Girls' College



Minutes of meeting on 13.04.22 at 1:45 pm in Principal's Room

Agenda 1 – Confirmation of minutes of meeting held on 28.03.2022

Agenda 2 - Two-day National Seminar related discussion and resolutions

Agenda 3 – A.O.B..

Proceedings

Agenda 1 – Minutes of previous meeting confirmed.

Agenda 2 - The College Librarian Dr. Sarama Das informed all members that the Raja Ram Mohan Roy Library Foundation (RRRLF) had offered the college a grant of Two and a half lakhs of rupees for a Two-Day National Seminar titled, "ICT-enabled User Driven Library Services – Issues and Challenges".

The following resolutions were taken regarding the Seminar –

- Chairperson suggested that the seminar be held in Rotary Sadan because of its proximity to the College
- Programme schedule discussed, revised and finalized by Dr. Sarama Das.
- Registration Fees would Rs. 600/- .
- College Faculty would be allowed to register at lower fees of Rs. 300/-
- Students from all departments would be given the opportunity to attend the Seminar but on a limited basis because of paucity of seats in Rotary Sadan. It was resolved that only Semester VI students would be invited.
- Formation of different committees to take care of all aspects of the Seminar – Registration Desk, Decoration, Food, Certificates, Transportation, Printing, Photography, Felicitation, Logistics and such others.
- Other matters such as student volunteers, invitation letters, program brochure, banner, kit items, certificates etc. would be taken care of by other committee members were discussed and resolutions taken.

Agenda 3 – A.O.B.

- The tentative date for the lecture on "Gerontology" to be delivered by Sourabh Sarkar was fixed on 27th May, 2022. Document upload for AQAR 2020-21 would be in google drive links and departments would go to the relevant link of the metric and drop his/her document.
- Assignments of faculty members would be compiled carefully.

Members present -

Dr. Sanchita Sen (Coordinator) 13/4/22
Co-ordinator IQAC
Gokhale Memorial Girls' College

Dr. Ivy De

Ivy De 13.4.22

Dr. Goutam Mahata

Goutam Mahata 13.4.22

Dr. Arijit De

Arijit De 13/4/22

Dr. Sk. Sariful Islam

SK Sariful Islam 13/4/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 13/4/22

Dr. Saurabh Niyogi

Saurabh Niyogi 13/4/22

Dr. Atrash Karpha (Chairperson)
Principal
Gokhale Memorial Girls' College



Minutes of meeting on 25.04.2022 at 11:00am in Principal's Room

Agenda 1 – Confirmation of previous meeting held on 13.04.2022

Agenda 2–Discussion on postponement of National Seminar

Agenda 3 – A.O.B

Proceedings

Agenda 1 – Minutes confirmed.

Agenda 2 –

- Coordinator proposed that all event dates be placed with the Teacher's Council before being finalized.
- Dr. Arijit De disagreed saying that some decisions have to be taken centrally (by the IQAC or the Principal) and need not be placed before all the teachers.
- Dr. Islam opined that it would be more appropriate to defer the National Seminar from 2nd May 2022 and 6th May 2022 to other convenient dates because the date was close to Id-ul-Fitr which would be celebrated on 3rd May 2022. It was pointed out by the Dr. Karpha that these dates had been initially fixed as per the convenience of the Governing Body President.
- Dr. Karpha informed that Prof. Kamalini Dasgupta had been already asked to keep the job order for flyer, brochure and invitation card on hold.
- Dr. Islam suggested that the college could apply for a bunch of ISBN numbers to be listed for availability during any publication affiliated to the college.
- Members proposed that the National Seminar dates be deferred to 23rd-24th May 2022 or to 30th-31st May 2022 and with deferment, the National Seminar be held for two days as per the requirement of RRRLF. It was resolved that the changed alternative date schedules would be conveyed to the RRRLF for their consent and approval.

Members present

Sanchita Sen 25/4/22 Co-ordinator
Dr. Sanchita Sen (Coordinator) IQAC
Gokhale Memorial Girls' College

Dr. Karpha

Dr. Atashi Karpha (Chairperson)
Principal

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 25.4.22
Gokhale Memorial Girls' College

Dr. Arijit De *Arijit De* 25/4/22

Dr. Sk. Sariful Islam *SK Sariful Islam* 25/4/22

Dr. Saurabh Niyogi *Saurabh Niyogi* 25/4/22

Dr. Sarana Das (Librarian) *Sarana Das* 25/04/2022



Minutes of the meeting held on 27.04.2022 at 11:00 am in Principal's Room

Agendum – Discussion related to the postponement of National Seminar

Proceedings

In continuation of the meeting held on 25.04.2022, the Chairperson and Principal Dr. Karpha informed all present that there was a confusion regarding the date of National Seminar. Originally the National Seminar was scheduled to be held for only one day and the event date fixed was 2nd May 2022. Dr. Karpha informed all that a few members had opined that this date would be inconvenient because it was just one day prior to Id-ul-Fitre, a National Holiday. Members had expressed their displeasure regarding the fact that the date had not been decided upon through discussion involving all the members and maintained that a change was certainly warranted.

After much deliberation, all members agreed that it would be convenient to defer the Seminar to the end of May 2022. Chairperson also informed that the grant being offered by the prestigious RRRLF was for a Two-day National Seminar and it was necessary for the college to comply with this stipulation. Thus, the members continued to hold the discussion on the probable dates on which the Two-day National Seminar would be conducted. The final dates decided were 23rd and 24th May 2022 and a second set of dates 30th May and 31st May 2022 were suggested as alternatives. 15th May 2022 was stipulated as the last date of submission of abstracts for the Seminar compendium.

Members present-

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 27/4/22 Co-ordinator
IQAC
Gokhale Memorial Girls' College

Dr. Karpha
Dr. Atashi Karpha (Chairperson)

Dr. Ivy De

Ivy De 27.4.22

Principal
Gokhale Memorial Girls' College

Dr. Goutam Mahata

G. Mahata 27.4.22

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 27.4.2022

Dr. Arijit De

Arijit De 27.4.22

Dr. Sk. Sariful Islam

SK Sariful Islam 27/4/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 27/4/22

Dr. Saurabh Niyogi

Saurabh Niyogi 27/4/22



Minutes of meeting on 29.04.2022 at 2:00 pm in Principal's Room

Agenda 1 – Confirmation of minutes of meetings held on 25.04.2011 and 27.04.2022

Agenda 2 – Compilation of Minutes of IQAC meetings of 2020-21

Agenda 3 – Discussion on metric-wise compilation of AQAR 2020-21 and required documents

Agenda 4 – Discussion regarding method of document upload to be adopted

Proceedings

Agenda 1- Minutes confirmed

Agenda 2 - It was resolved that coordinator would compile the minutes of IQAC meetings of 2020-21 as soon as possible and get them signed by teacher members and the Chairperson.

Agenda 3 – Coordinator informed the house that Criterion I had been partially completed. For unfinished metrics the following were to be noted –

Dr. Arijit De suggested that a separate Gmail account should be created for collecting documents on internship, project work, on-job-training etc for subjects such as CNDV, ASPV, CMEV, GEOA and ECOA. For metric 1.1.3 – documents of university assignments were to be scanned and sent to the IQAC mail by concerned faculty.

1.3.2 - the first page of the syllabus would be scanned and sent to the data folders created in new G mail accounts. Metric 3.1 would be taken care of by Dr. Islam

For 2.3.3 – notification on mentoring, list of mentor and mentees and mentoring report details would be required from all departments

Coordinator would do the editing in Metric 3.2.1, and finally required links to documents would be created. She would also edit metric 3.2.2.

3.1.4 – links to documents to be created by ASPV and ECOA departments

3.4.1 – Relevant documents to be provided by ASPV and ECOA

5.2.1 – relevant documents and other details to be provided by CEMA, CMEV, MTMA, ASPV, PSYA and PHSA

5.2.2 - Student progression compilation has been completed.

5.2.3 – Supporting documents would be required from departments

Agenda 4 - It was resolved that Dr. Saurabh Niyogi would create a new google account and set up a folder system for document upload for different metrics as required in Google Drive. He would share the relevant metric-wise folder links to all the departments. All departments would upload their documents according to the relevant metric in the folders. The folder links would then be uploaded in the online AQAR 2020-21 format according as required for the particular metric. For the benefit of the departments, Dr. Niyogi would conduct a demonstration on 05.05.2022 on how to upload the documents in the Google Drive folders.

Members present

Dr. Sanchita Sen (Coordinator)

Co-ordinator

IQAC

Gokhale Memorial Girls' College

Dr. Atashi Karcha (Chairperson)

Dr. Ivy De

Principal

Dr. Goutam Mahata

Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 29.4.20.22

Dr. Arijit De

Arijit De 29.4.22

Dr. Sk. Sariful Islam

SK Sariful Islam 29/4/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 29/4/22

Dr. Saurabh Niyogi

Saurabh Niyogi 29/4/22



Minutes of the meeting held on 18.05.2022 at 11.00 am in Principal's Room

Agenda 1 - Confirmation of minutes of meetings held on 25.04.2011 and 27.04.2022

Agenda 1 – Opening the edit option provided by NAAC AQAR Review Officer for the submitted AQAR 2020-21 and required modification/addition

Agenda 2 – Discussion on Curriculum Design feedback

Proceedings

Agenda 1 - Dr. Arijit De initiated the discussion by stating that the AQAR 2020-21 which had been submitted on 13.05.2022 had been opened again for edit by NAAC on 14.05.2022 and several rectifications/revisions would be necessary before re-submission of the same. Members indicated that the 'edit open' option indicates that some of the documents are to be signed by the Principal and posted in the website and the link uploaded in the online AQAR 2020-21 format. Hence criterion-wise listing of such documents would be necessary. The following was listed accordingly

➤ *Criterion I*

1.3.1 - Data template to be compiled

1.3.2 – Required active link to the document to be posted in the certificate and signed by the Principal for upload and Coordinator would check the link.

1.4.1 – Relevant document to be signed by Principal and uploaded. Teachers' Feedback on Curriculum Design to be analyzed by the Coordinator.

➤ *Criterion II*

2.3.1 – excel template, notices etc. to be compiled and uploaded

2.3.1 – document to be prepared and uploaded.

➤ *Criterion IV*

- It was resolved that a common certificate would be drafted and signed by the Principal indicating that there is no additional information to upload in quite a few of the metrics.

➤ *Criterion V*

5.1.2 – attested documents of scholarships to be uploaded

5.1.3 – supporting documents on soft skill development initiatives to be uploaded. Institutional weblinks to be created and uploaded. Placement Cell report to be provided by convener. MGNCRE activity information to be provided by Coordinator. Psycho-social Support document to be printed and signed by the Principal.

5.1.4 -template to be uploaded by coordinator, video link of career counselling workshop to be provided by :Placement Cell convener for uploading

5.2.2.1 – supporting documents of student progression to be uploaded. Coordinator to upload relevant PG admission documents.

5.2.3.2 & 5.3.1.1 – Coordinator to send request for documents to the HoDs.

➤ *Criterion VI*

6.1.2 - Organogram to be signed by Principal and then uploaded

6.2.1 – Action Taken Report to be drafted separately and then signed by the Principal for upload. To include information such as Swayam-NPTEL Course enrolment, provision of personal Gsuite accounts to teachers, Library Orientation and list of webinars and special lectures conducted. It was indicated that a weblink for Quality Initiatives would also be created for uploading.

6.3.3.1 – Principal would issue a document certifying non-existence of academic staff college and human resource development centre in the College

6.3.4 -Coordinator to prepare the IQAC Report summary

6.5.3 – Link to Annual Report would be generated for upload and Accreditation Details filled in as required in the metric.



➤ *Criterion VII*

7.1.1 – Document on Safety & Security to be uploaded. Relevant document of the service provider NIS Management Limited would be scanned for uploading. The gender sensitization action plan document needed to be signed by the Principal.

7.1.2 – the KMC certificate of maintenance (e.g. waste and garbage removal document) to be obtained from college office. Geotagged photographs of washroom bins, floor bins and garden bins to be collected for uploading.

7.1.4 – geotagged photo of water tanks (college ground and roof top) to be collected for uploading

7.1.6 – Water Audit Report to be signed by Principal

7.1.7 – Principal Madam would provide a document certifying that the college has a wooden ramp and wheelchair facility to cater to the requirements of differently-abled students and that an elevator system is presently under construction.

7.1.8 – to upload photos of e-magazine, covid relief and YAAS super-cyclone relief work conducted by the students of the college.

7.2.1 – Anti-Ragging Cell and Internal Complaints Cell reports to authenticated by the Principal before uploading

Agenda 2 - IQAC coordinator presented an analysis of the data on Teacher Feedback on CBCS Curriculum for the session 2020-21 obtained in Google Form. The following were the salient points:

- Majority of the teachers felt that the CBCS syllabus can be delivered within the stipulated time
- The ratio of percentage of teachers is **54:46** in favour of the fact that the CBCS curriculum can help the students to pursue the career of choice after graduation.
- Large percentage of teachers felt that the current CBCS syllabus is not quite comprehensible to weak students.
- 48 % teachers stated that the CBCS curriculum was partially life-centric, 22 % stated that the aspect was not relevant for their specific subject and 31 % found it to be largely so.
- Majority observed that the CBCS curriculum would provide flexibility in the use of ICT methods of teaching-learning.
- Majority agreed that it was possible to take added assignments.
- Only 3 % of the teachers were members of their respective Board of Studies (BOS).
- Majority of teachers stated that it was not possible for them to reach their respective BOS and give suggestions.
- 28 % of the teachers stated that college infrastructure needed improvement.
- There was a general positive response indicating that the CBCS curriculum is likely to assist teachers to develop e-contenton platforms such as Swayam-NPTEL/MOOCs etc.

Members present

Dr. Sanchita Sen (Coordinator)

Sanchita Sen
18/5/22
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Dr. Ivy De

Ivy De
18.5.22

Dr. Goutam Mahata

Goutam Mahata
18.5.22

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury
18.5.22

Dr. Arijit De

Arijit De
18/5/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty
18/5/22

Dr. Saurabh Niyogi

Saurabh Niyogi
18/5/22

Dr. Sk. Sariful Islam

SK Sariful Islam
18/5/22

Dr. Atashi Karpha (Chairperson)

Atashi Karpha
18/5/22
Principal
Gokhale Memorial Girls' College



Minutes of IQAC Meeting held on 16.08.2022 with the External Members

Agendum: Self Study Report Submission and related discussion

Proceedings and Resolutions:

Members identified the requirements crucial for successful accreditation and suggested the ways and means to fulfil the same. Several suggestions were made by the external members and resolutions taken by all as follows:-

- College would seek clarification from NAAC helpdesk regarding the exact duration of the SSR and specify the period accordingly.
- A team should be built for SSR data collection and compilation. In this regard, the external members suggested micro-teams be built to work under each criterion coordinator.
- Heavy emphasis be laid on cross-mentoring (across departments) as it would be the appropriate process of mentorship. Members agreed to build mentoring teams for initiating the process of cross-mentorship. External members advised that geo-tagged photographs of the on-going mentoring sessions be maintained.
- HOI would need to sign the Mentors' reports on the demand-satisfaction ratio and upload the same in the college website.
- Mentoring resolution-related meetings be held and student-friendly actions be taken.
- Students be groomed during the mentoring sessions regarding their participation in the accreditation process.
- Appointment of a NAAC Coordinator would be desirable.
- Room measurements for each classroom would be taken as one of the SSR metric requirement.
- Student and guardian representation in the IQAC would be desirable.
- Statistics as a General Course be started at the earliest.
- Rooms with Room numbers be displayed in geo-tagged photographs.
- Internal and external academic audit shall be done.
- To have one open-air class, water harvesting, gardening, solar panel, and No-plastic Zone.
- Best Practices would need to be ongoing practices and the percentage of students benefiting from them ought to be considered. Provision of lunch box /one meal to the socio-economically challenged students of the institution was cited as an example of a Best Practice by Dr. Siuli Sarkar, Principal, Lady Brabourne College.
- Best Practices - One student-related and one environment-related practice could be shown as two Best Practices of the institution.
- Some other practices admissible as Best Practices could be (i) psychological counselling of students"
 - (ii) enrolment in Add-on Courses (of at least 30 hours duration),
 - (iii) a fee-waiver system for the students



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[Signature]
Principal
Gokhale Memorial Girls' College



- (iv) awareness drives for the students and staff for the development of environmental friendly behaviour
- (v) blood donation,
- (vi) social outreach and
- (vii) health and medical benefits to under-privileged students.

Internal members inquired whether the YWCA hostel provision - a collaborative effort for student aid could be shown as a best practice. External members emphasized that such practices would count as Best Practices if the monetary contribution against these were made by the faculty and not from the college fund.

- Alumni Association would organise endowment and commemorative lectures.
- Lectures and webinars organized by the Alumni would be considered as their academic contribution for the benefit of the college students
- All endowment prizes ought to be cash prizes and deemed as cash incentives to students. College prizes would also be awarded to the students receiving endowment prizes.
- The power-point presentation of the HOI should, along with college achievements and other college-related data, also present the comments and suggestions offered by the previous (2nd Cycle) NAAC Peer Team members and also the subsequent action taken by the college in compliance of the same.
- A steering committee could be created for SSR preparation and submission.
- Redress of students' grievances or sexual harassment and policy documents for all cells such as Counselling, Anti-Ragging, Sexual harassment Cell and Placement Cell should be drawn up and uploaded in the college website, in the About Us section.
- Code of Conduct for Students, Teachers and Non-teaching staff would be put up in the website.
- Institutional Website be upgraded.
- College to participate in NIRF, ISO and any other quality enhancing process under a government organisation. Certificates/Reports obtained for any two of such processes be uploaded in the institution's website.
- Environmental Committee would be created to supervise green audit.
- Membership of e-Shodh Shindhu be taken.
- Activities of Departments and Cells would need to be uploaded in the website.
- Membership of Alumni Association would be made compulsory for students,
- Authenticated seal to be created.
- Departmental data would be collected through Google Forms.



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[Signature]
Principal
Gokhale Memorial Girls' College



GOKHALE MEMORIAL GIRLS' COLLEGE

Members present in the IQAC meeting held on 16.08.2022 Time: 2.00 PM

SL. NO.	NAME	SIGNATURE
1	DR. ATASHI KAPHA	<i>Atashi Kapha 16/8/22</i>
2	DR. MITA BANERJEE	
3	DR. PRATIP CHOWDHURY	<i>Pratip Chowdhury 16.8.22</i>
4	DR. SIULI SARKAR	<i>Siuli Sarkar 16.8.2022</i>
5	DR. RUMA BHATTACHARYA	<i>Ruma Bhattacharya 16/8/22</i>
6	DR. HIMADRISH CHATTERJEE	<i>Himadrish Chatterjee 16/8/2022</i>
7	SMT. DEBASHREE ROY	
8	SMT. SANGEETA SEN	<i>Sangeeta Sen 16.8.2022</i>
9	DR. SANCHITA SEN (online)	
10	DR. IVY DE	<i>Ivy De 16.8.2022</i>
11	DR. BALLARI RAY CHAUDHURY	<i>Ballari Ray Chaudhury 16.8.2022</i>
12	DR. GOUTAM MAHATA	<i>Goutam Mahata 16/8/22</i>
13	DR. NABAMITA CHAKRABORTY	<i>Nabamita Chakraborty 16/8/22</i>
14	DR. SOURAV NIYOGI	<i>Sourav Niyogi 16/8/22</i>
15	DR. SARAMA DAS	<i>Sarama Das 16/08/2022</i>
16	DR. ARIJIT DE	<i>Arijit De 16/8/22</i>
17	DR. SK. SARIFUL ISLAM	<i>SK Sariful Islam 16/08/22</i>



Authenticated.
Atashi Kapha
 Principal
 Gokhale Memorial Girls' College

Action Taken Report - 2021-22

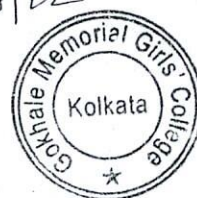
Academic Quality Initiatives

- AQARs for academic sessions 2019-20 and 2020-21 submitted.
- The process of conducting Administrative and Academic Audit (AAA) of 2019-20 initiated and completed. Report prepared and approved by the external members of the Audit Committee,
- Enrolment in SWAYAM-NPTEL courses continued.
- Provision of personal G-suite accounts to the faculty members for facilitating smooth online teaching-learning; formative and summative evaluations; conduct of departmental and college administrative functions.
- Library Orientation Programmes (LOPs) conducted online for faculty and students for disseminating information regarding availability, remote access and use of e-resources available on Nlist (INFLIBNET) and those purchased for the Central Library from well-known publishing companies.
- National and International Level Webinars conducted.
 1. *Two-day International Seminar of the Department of Economics – 9th & 10th July 2021*
 2. *College level Seminar on “India-Sri Lanka relations : evolving trends & trajectories” conducted by the Department of Political Science on 17th May 2022.*
 3. *One Day International Seminar on “SDG 4: Quality Education and the Future of South Asia” conducted by the Department of Education, Gokhale Memorial Girls’ College in collaboration with Department of Economics, Dwijendralal Education College, Krishnagar, Nadia on 18th May 2022.*
 4. *Department level Special Lectures and Student Seminars conducted by several departments. Lecture series “An Evening with an Expert” continued by the Department of English for the benefit of its students.*
- Remedial classes, mock tests and revision classes conducted by several departments.
- Online Alumni Satisfaction Feedback obtained through Google Form.
- Online Guardian Satisfaction Feedback obtained through Google Form.
- Feedback obtained from faculty on quality enhancement.
- Feedback on curriculum design obtained from students and faculty through google forms.
- Reports on conduct of classes and syllabus completion obtained by the College authority from the Faculty to maintain the academic standard.
- Parent-Teacher interface continued in the online mode.
- The process of conducting Administrative and Academic Audit (AAA) of 2019-20 initiated and completed. Report prepared and approved by the external members of the Audit Committee,
- The process for reinstating the College academic journal initiated.



Arpita 29/8/22
Principal
Gokhale Memorial Girls' College

29/8/22
Sanchita Sen
Co-ordinator
IQAC
Gokhale Memorial Girls' College



Infrastructure Augmentation

- Full utilisation of RUSA 2.0, fund of Rs 1 Crore on procurement, renovation and construction-work ongoing with PWD, procurement of books, e-resource and laboratory equipment completed under "Procurement", computer laboratory room constructed under "Renovation" by WBSIDC with RUSA funds and the 2nd instalment of RUSA 2.0 Funds applied for.

Student Benefit and Welfare

- Needy students identified during the Covid Pandemic Lockdown. Students provided with mobile devices for uninterrupted attendance in online classes. Special student assistance in the form of Tuition Fee waivers and reductions provided.
- Career and counselling workshops for students – (i) Career Counselling Orientation Programme for the Students of Semester V organized by the Placement Cell of the College by Catalyst, West Bengal. (ii) A Career Awareness and Counselling Programme titled, "Building a Cutting Edge Career for 21st Century", conducted online by Presidency University, Bengaluru on 27th November 2021 for students of Semester V.
- Career counselling sessions conducted by faculty for the students of ASPV.
- Workshop conducted by the College by engaging competent authorities for generating basic awareness among students on the eligibility of obtaining State and Student Scholarships.
- An online Webinar on Post-Graduation and Doctoral Opportunities Abroad in association with Jamboree Education Pvt. Ltd. to disseminate information on eligibility requirements to apply for MS and Ph.D programs in USA and UK, other affordable degree options, how to apply for scholarships, living costs, settlement options etc. on 29th September, 2021
- A One-day National Level Webinar and Panel Discussion event titled "Academic and Professional Opportunities after Graduation in Pure Science" conducted jointly by the Departments of Chemistry, Mathematics on 10th July, 2021 with the objective of making their students aware of the diverse career opportunities and prospects after graduating in these various science streams.
- A formal student mentoring system introduced for Even-semester 2021 (June- December) students and continued on a larger scale form January 2022 to May 2022. Faculty mentored the students of their own disciplines as well those from other disciplines who were their generic students. In this way cross-mentoring of students was ensured.
- An inaugural awareness campaign on Student Credit Card Scheme conducted on 23rd December 2021 and followed by further campaigns on 27th December 2022 and 3rd January 2022 to create awareness regarding the particular scheme launched by the State Government.
- A "Student Activity Week" observed and conducted by the teacher-members of the Student Welfare Sub-Committee from 1st to 7th January 2022 under the aegis of the Govt. of West Bengal to encourage students to showcase their talents.



Danchita Sen
29/8/22
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Arpita 29/8/22
Principal
Gokhale Memorial Girls' College



- Online Parent-Teacher meetings conducted on 1st and 2nd January 2022 by all departments for students of all semesters as part of the “Student Activity Week”.
- Initiative taken by the Faculty of the Department of Psychology, members of the Counselling Cell of the college to organize group counselling of students in batches on a regular basis from 22nd February 2022 onwards on every Tuesday and with special counselling session on the same day as required in special cases and to engage the services of Ms. Yashabanti Sreemany as College Counsellor.
- Annual College Sports held on 9th March 2022.
- An online orientation programme, “WBPS College Counselling Session” on ‘Job Opportunities in Government Sector’ conducted by Unacademy on 3rd March 2022, for the students of the College.
- Students continued to be guided and facilitated for availing State and National Scholarships such as Kanyashree, Aikyashree, SVMCM and such others.
- To introduce foreign language courses for the students.

Professional Development of Staff

- State-Level Workshop conducted on 28th June 2021 on Career Advancement Scheme (CAS) for the benefit of the Teaching staff by Shri Tushar Kanti Ghara, ADPI, Dept. of Higher Education, Govt. of West Bengal and State Nodal Officer, AISHE.
- Lecture delivered on, 'Submission of SSR' in the new 2020-21 format by Sri Tushar Kanti Ghara, JDPI, Higher Education department Govt. of West Bengal and State Nodal Officer, AISHE on 5th April 2022 to disseminate information to the staff on filling in of SSR for the 3rd cycle Accreditation of the institution.

Institutional Social & Community Responsibility

- World Environment Day observed on 5th June 2021 by the NSS student volunteers in their own homes. Students of the Department of Chemistry observed the day with a video presentation on the antiviral, antibacterial and antifungal properties of various medicinal plants and their importance in the Earth's ecosystem.
- The GMGC Covid Helpline launched in May 2021 by the Faculty and Student members of NSS Unit-1 continued to provide 24x7 online facilitation to the covid affected people of West Bengal and neighbouring states during the devastating second wave of Covid-19 pandemic.
- The MGNCRE SES REC Cell formed with faculty members for the improvement and enhancement of campus environment quality and off-campus community engagement.
- Psycho-social Support (PSS) activities conducted the Department of Psychology under the Beat Covid Campaign of the SES REC Cell with assistance by the faculty and student members of NSS

Unit-1 of the College.
Sanchita Sen
 Co-ordinator
 IQAC
 Gokhale Memorial Girls' College

Akash
 Principal
 Gokhale Memorial Girls' College



- Psychological interactive sessions conducted by the Department of Psychology -Specialised interaction addressing the grief experiences of students who have suffered from a loss of beloved one in the Covid-19 pandemic time.
- Relief work initiated by the NSS unit-1 members in June 2021 in a super-cyclone YAAS affected area of South 24 Parganas District.
- The College Covid-19 Cell formed to monitor the observance of Covid-19 protocol in the college premises following the reopening of the institution on 16th November 2021. Students of all semesters and their guardians invited to an online lecture "E Classrooms to Real Classrooms - the Road Ahead" by Dr. Kunal Sarkar, eminent Cardiac Surgeon on 11.12.2021.
- Negotiation started with Calcutta Ekatma, an NGO for signing MOU for conducting social work and two slums of Kolkata visited by NSS students for surveying dietary needs of mother and child - in tune with the objectives of the MGNCRE SES-REC Cell of the College under the guidance of Calcutta Ekatma.
- Significant gender sensitization efforts undertaken through workshops conducted by well-known practitioners.
- A workshop titled, "Understanding the Psycho-Sociological Aspects of Gerontology - The Audio-Visual Approach" conducted by filmmaker Sourav Sarkar on 27th April 2022. through screening of his film – Solitary Soul, to promote awareness among students regarding the life and problems of aged citizens.
- Decision taken by IQAC that departments should invite their Alumni to their current aspiring to progress to higher degree studies or placements. First of these was conducted by the Department of Physics as "Alumni Speak".

Special Observances

- A three-day mega event, "Infinite Ray"(1st to 3rd July 2021) conducted to pay homage to the protean film-maker Satyajit Ray on his Birth Centenary Year conducted by the Departments of English and CMEV in association with the IQAC. The entire event was covered by the institution's digital media partner ABP Education and included -
 1. Academic webinar on Ray's Cinematic Modernity, "Satyajit o Chalachitra Adhunikata"
 2. Inter-college Essay Competition, "My Tryst with Satyajit" / "Amar Satyajit", and
 3. Inter-college quiz competition, "Magajastra".
 4. "Jalsaghar", a digital interface of the stalwarts who have engaged with Ray in multiple ways
- Observance of a month-long programme in September 2021 to celebrate the "Rashtriya Poshan Maah 2021" with the following events-
 1. Intra-Department Student Webinar/
 2. Expert Talk on "Nutrition" by Prof. Bela Bose, President, Calcutta Ekatma and on "Medicine and Diet" by nutrition educator Mr. Aritra Khan.
 3. Inter-college Poster Making competition on "Combating Hidden Hunger".
 4. Video compilation by the students of CNDV on the 'Health Benefits of Yoga', 'Kitchen Gardening' and on the prospects of the under-graduate Clinical Nutrition and Dietetics course.



- Online programme conducted by students to commemorate the 125th birth anniversary of Netaji Subhas Chandra Bose.
- Online programme conducted by students to commemorate the Nation's 73rd Republic Day.
- An elaborate whole-day programme conducted in the college premises to celebrate International Women's Day on 8th March 2022, by the students of NSS Unit-1 and the Departments of Bengali, Economics, Political Science and Philosophy.
- World Health Day observed through participation in a Health Camp by the college NSS Unit-1 students and faculty members in collaboration with NGO 'Calcutta Ekatma' on 9th April 2022.
- A Two-Day National Seminar titled, "ICT Enabled User Driven Library Services: Issues and Challenges" conducted under the auspices of the Raja Ram Mohan Roy Library Foundation (RRRLF) and funded by the Ministry of Education, Govt. of India on Raja Ram Mohan Roy's 250th birth anniversary and in remembrance of the legacy of the father of Modern Indian Renaissance on 30th and 31st May 2022.

Arpha 24/8/22
(DR. ATASHI KARPHA)
CHAIRPERSON

Principal
Gokhale Memorial Girls' College



Sanchita Sen 24/8/22
(DR. SANCHITA SEN)
IQAC COORDINATOR

Co-ordinator
IQAC
Gokhale Memorial Girls' College

FUTURE ACTION PLAN

1. Construction of new building and installation of elevator system undertaken by PWD, under RUSA 2.0, to be completed.
2. To continue maintaining academic discipline by developing more effective internal evaluation procedures.
3. To upgrade the Website, the wi-fi system and the teaching-learning infrastructure.
4. To continue with cross-mentoring of students.
5. ISO certification to be obtained.
6. To conduct Academic and Administrative Audit.
7. To continue working with NGOs Calcutta Ekatma and Mother Earth Foundation with whom the college has signed MOU for community engagement of staff and students.
8. To conduct more student-centric academic and co-curricular activities.
9. Online Swayam-NPTEL Courses to continue to enhance employability.
10. To introduce distance learning courses in tandem with NEP 2020.
11. To introduce more skill enhancement courses such as Spoken English, Communicative Foreign languages, French and German.
12. To continue encouraging students to engage in advanced academic pursuits.
13. To adopt direct student welfare schemes with faculty initiatives.
14. To facilitate placement opportunities through exposure to various career options through job and career fairs conducted in the college campus.
15. To continue counselling activities through the services of the College Counsellor
16. To continue facilitating the students in campus affairs.
17. To engage the services of a Yoga expert to ensure mental and physical wellbeing of the students.
18. To initiate eco-friendly installations and better waste management.
19. To obtain ISO Certification for the institution.
20. To initiate the process of NIRF ranking for the institution.
21. To adopt direct student welfare schemes with faculty initiatives.



IQAC Quality Initiatives 2021-22

- Enrolment in NPTEL courses continued both during Covid-19 pandemic lockdown and after college had reopened.
- G suite accounts provided to teachers for smooth curriculum delivery and administrative work.
- Maintenance of academic discipline and quality.
- Psycho-Social Support activity initiated in association with the Department of Psychology and the SES REC Cell.
- Rigorous Library Orientation Programmes conducted for faculty and students to facilitate use of remote access of e-resources.
- State, National and International Webinars organized.
- Special commemorative events organised.
 1. A three-day mega event curated by the Dept. of English and Communicative English to celebrate the centenary year of protean film-maker Satyajit Ray.
 2. A Two-day National Seminar on Library Services organized in collaboration with RRRLF, Ministry of Culture, Govt. of India to commemorate the 250th birth anniversary of the great social reformer, Raja Ram Mohan Roy.
- Special observances held online to motivate students and instil national pride – 125th birth anniversary of Netaji Subhas Chandra Bose and 73rd Republic Day.
- Promotion of health and nutrition awareness through observance of the “Rashtriya Poshan Maah 2021” planned by the Department of Clinical Nutrition and Dietetics.
- Anonymous feedback obtained from students for the Student Satisfaction Survey.
- Guardian feedback obtained with google form.
- Online feedback obtained from students and teachers on CBCS curriculum design.
- Formal student mentoring initiated and conducted within a structured schedule.
- AAA conducted.
- Full utilisation of RUSA 2.0 funds on new construction, renovation and procurement.
- Needy students facilitated with Fee waivers and Fee reductions.
- Mobile devices provided to needy students by the faculty to help them in the online learning process.
- Workshop conducted by competent authority to promote awareness about various Scholarship schemes.
- CAS workshop conducted by ADPI, Dept. of Higher Education, Govt. of West Bengal.
- Workshops conducted by the Placement Cell for career development of students.
- Student counselling introduced as a regular practice for all the students of the institution by engaging the services of a college counsellor.
- Electronic version of the college magazine 'Miscellany' launched.
- Publication of “Monochrome” – a Literary Club endeavour.
- International Women’s Day observed with vigour and conviction.
- Workshop on active ageing to create awareness about the psycho-sociological aspects of Gerontology.
- A Workshop and a Seminar conducted on gender sensitization with special emphasis on prevention of sexual harassment in educational institutions and work places and issues related to “third gender” rights.
- Encouragement to students for community engagement.
- MOU drawn with reputed NGOs for involving the students in community work and environmental initiatives of the institution.
- Maintenance of strict environment principles and campus health and hygiene.
- Initiatives for better waste management.
- Initiative undertaken for obtaining ISO Certification.
- Initiatives for eco-friendly installations such as Solar panels.
- Initiatives for introducing new value-added language Spoken English and Communicative German and French.
- Initiative taken for engaging the services of an expert to take care of students’ physical fitness.



Report on Student and Teacher Feedback on Curriculum Design

Academic Session 2021-2022

The Feedback on CBCS Curriculum Design for academic session 2021-2022 was obtained through Google forms separately from the Faculty and the Students of Semester VI, the final batch of students. The data was analyzed by IQAC and the results conveyed to the Head of the Institution.

The questions put to the students included several aspects regarding whether the syllabus

- i. had topics that provided an overall idea about the subject
- ii. could be completed on time
- iii. was capable of enhancing skills and competencies
- iv. facilitated progression to higher academic study
- v. was able to generate interest in research
- vi. enhanced the capability of appearing in competitive examinations
- vii. helped in getting a job after graduation
- viii. helped in inculcation of universal values and ethics and in awareness about rights
- ix. had portions that involved team work
- x. had portions that would make students environment-conscious
- xi. design with scope for use of ICT tools to achieve curriculum outcomes

Responses were obtained through a Google Form and there were 281 responses. Analysis of the feedback revealed that on the whole, majority of the students had provided positive responses to the queries but there were some aspects that needed attention. A major percentage of students felt that

- (a) there was not enough time to complete the CBCS syllabus within the stipulated time of a Semester.
- (b) the topics covered would help in building an overall understanding of the subject.
- (c) the syllabus design was capable of enhancing skills only moderately.
- (d) the syllabus design generated interest for research only moderately.
- (e) the syllabus design was moderately helpful in preparing for competitive examinations.
- (f) the syllabus was not very much job-oriented.
- (g) The curriculum would be able to inculcate ethics and values.
- (h) The design could encourage students to work in teams and collaborate.
- (i) that syllabus should be made more conducive to the use of digital tools.



The Feedback provided by the Faculty through Google Forms for the academic session 2021-2022 was also analyzed and the results conveyed to the HOI. There were 64 responses.

Teachers' responses were obtained on general queries on whether the syllabus

- (i) could be completed within the stipulated time
- (ii) was compatible with changing socio-economic conditions
- (iii) enabled students to pursue a career of choice



Arpita 29/8
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Gokhale Memorial Girls' College

- (iv) was comprehensible to weak learners
- (v) was life -centric
- (vi) would be able to inculcate values and ethics
- (vii) was flexible enough for the use of ICT teaching-learning tools
- (viii) permitted teachers to take up added assignments for students' benefit
- (ix) could be delivered with the available infrastructure of the College
- (x) was helpful for teachers to deliver on platforms such as Swayam NPTEL, e-Pathshala etc.
- (xi) A further query included was whether teachers had membership of the Under-graduate Board of Studies (UGBOS) and whether it was possible for them to provide feedback to the affiliating University regarding the CBCS Curriculum Design.

Analysis of Faculty responses revealed certain issues-

- a) 61 % teachers stated that it was possible to deliver the syllabus on time.
- b) 45 % stated that the curriculum would definitely allow students to pursue their career of choice while 55 % stated that it might, but only partially.
- c) 73 % stated that the syllabus was only partially comprehensible to weak learners
- d) 28 % stated that the college infrastructure needed improvement to allow teachers to deliver the curriculum effectively.
- e) Only 3 % stated that they were members of their respective UGBOS. As high as 52 % 38 % of teachers felt that it may not be possible to convey the feedback to the affiliating university regarding the CBCS curriculum design prescribed by it.
- f) 31 % teachers stated that it was possible to deliver the syllabus on e-platforms.

Department-specific responses on honours syllabus revealed varied responses regarding the syllabus designs. Some portions were identified as redundant while some others needed to be included. The general common opinion of all departments was that the CBCS Honours subject curriculum has a volume overload. It would not be possible to deliver the curriculum completely within the stipulated semester time.

Action Taken by the HOI

The College is affiliated to the University of Calcutta and is required to follow and deliver the curriculum prescribed by the University. Hence, after careful perusal, the HOI conveyed both the student feedback and the faculty feedback analyses to the Departments and suggested that the findings be submitted to their respective UGBOS.



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Academic and Administrative Audit (AAA) and follow-up action taken

Gokhale Memorial Girls' College

GOKHALE MEMORIAL GIRLS' COLLEGE



ADMINISTRATIVE AND ACADEMIC AUDIT REPORT

ACADEMIC SESSION 2019-20

Audit Team:

Internal Members

Sanchita Sen

Dr. Sanchita Sen,
Coordinator, IQAC &
Convener, Academic Sub-Committee

Internal Audit Cell,
Academic Sub-Committee

External Members

M. Bhattacharya
Prof. Maitreyee Bhattacharya,
C.U. Nominee, Governing Body

Lapita Sarkar

Dr. Lapita Sarkar,
Govt. Nominee, Governing Body



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Principal
Gokhale Memorial Girls' College

General Information

Courses Programs – B.A Honours, B.Sc. Honours, B.A Major, B.Sc. Major
(College offers only Pure Honours Courses and Major Courses)

Total Degree Programme: 16 [Hons-13 ; Major-3]

Number of subjects Taught: 18 [Honours – 13; Major – 3; Generic – 2]

Total number of Enrolled (Registered) Students: 1036

Total Teaching Staff: 81

Sanctioned Strength (Permanent substantive): 49; In Position: 45; Vacant Positions-4

[Principal-1; Associate Professor-15; Assistant Professor-29; Contract-6; Guest Lecturer-30]

Total Non-teaching Staff in: 34

[Females-13; Males-21]

Sanctioned Strength	In position	Vacant	Contract	Out sourced
20	9	11	17	8

Total students appeared for the Final Examination 2019: 279

Total passed: 278

Total 1st Division: 94 (34 %)

Financial Assistance (Freeship) Number of Beneficiaries: 23 students

(22 Freeship + 1 Shibani Chatterjee Memorial Financial Assistance for meritorious students)

Grants Received:

(a) From State Government for Salary, Bonus and Arrears

(b) From State Government for installation of Sanitary Napkin Vending Machine

(c) Research Grant for Faculty, Department of Chemistry

(d) UGC – RUSA Grant of Rs. 1 Crore for infrastructure development



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Principal
Gokhale Memorial Girls' College

Infrastructure

➤ *Infrastructural facilities existing -*

- Number of classrooms: 23
- Number of Laboratories: 13
- Number of classrooms equipped with computers and internet – 17
- Number of ICT-enabled Classrooms and Seminar Halls: 1
- Number of Administrative Offices: 2
- Number of computers in working condition: 54
- Library infrastructure: Books- 29441; Peer-reviewed Journals- 2, Magazines -4. All books bar-coded. Library Software LSease Version 14 operational. OPAC system operational. Resources enhanced with college funds and RUSA 2.0 grant.
- College canteen operational.
- Software CAS 7.1 for management of all student data .
- Internal accounts maintained with Tally. ERP. 9 software. Real time management, monitoring and control of all fund allocations and financial transactions in different government departments conducted through WBIFMS. Sub-module HRMS-IFMS used for implementation of Pay Roll Processing etc. and PFMS used for all e-tendering and financial transactions.
- Fire Safety System in place.
- Maintenance of infrastructure facilities through AMCs with companies

➤ *Infrastructure Development*

- Utilization of 1st instalment of RUSA 2.0 grants under the different heads of expenditure as mentioned in DPR, initiated; the first phase of new construction started under the supervision of PWDte, Govt. of West Bengal; procurement and renovation processes initiated.

Quality Initiatives of IQAC & Actions Taken

- ❖ Online Admission process continued. Admission conducted on basis of merit only
- ❖ Use of Office software CAS 7.0 for all student data related work.
- ❖ Enhancement of library resources with College fund and RUSA 2.0 grant through e-tendering and initiatives taken for purchasing e-resources.



- ❖ Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted on March 7, 2020.
- ❖ Capability enhancement measures undertaken – Swayam-NPTEL Courses continued; Special Lectures arranged by the departments to ensure quality teaching-learning and such lectures delivered by resource persons proficient in their respective fields; formative evaluations undertaken through mock tests, student presentations and class assessments; revision classes held; remedial classes held for weak learners; career-counselling workshop conducted; appropriate policies undertaken to facilitate the students during the Covid-19 lockdown.
- ❖ Social extension activities undertaken by the NSS Unit-1 and the Social Awareness Club for promotion of universal values, in adherence however to the Covid-19 pandemic protocol.
- ❖ College Magazine “Miscellany” published
- ❖ College Exhibition organized.
- ❖ Annual Cultural Function and Annual Prize Distribution Ceremony organized.
- ❖ Annual Sports held.
- ❖ Student facilitated with information regarding government scholarships and grants.
- ❖ Financial assistance given to needy and deserving students.
- ❖ Career counselling workshops conducted by TCS and IBT.
- ❖ Parent-Teacher meetings held by all the departments.
- ❖ Yoga and Meditation Workshop-cum-Training Classes organized to promote student awareness regarding the importance of maintaining physical and mental health.
- ❖ Environment-friendly initiatives - Swaccha Drives undertaken – Swaccha Pakhwada observed. No single-use plastic week observed; SWID, Govt. of West Bengal approached for initiating the installation of water-harvesting system on the roof of the Main Building.

Special measures undertaken during the Covid-19 pandemic lockdown

- ❖ Counselling sessions held online for the College Staff and the outgoing 3rd year (Old 1+1+1 Syllabus) students to help all to cope with the unprecedented lockdown situation
- ❖ College was prompt to start online classes after the imposition of the lockdown and departmental G Suite accounts were created to facilitate online teaching and smooth running of academics and examinations.
- ❖ Webinars organized by several departments during the Covid- 19 lockdown period to maintain and enhance academic quality.



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 Principal
 Gokhale Memorial Girls' College

Some of these webinars were as follows:

- *Department of English: An International Webinar series on Epidemics, Body and Medicines: Inquiries through Literary and Cultural Texts 13th, 14th and 15th June 2020.*
- *Department of Psychology: Two-day long Online Lecture Series and Interactive Sessions with Students and Parents - The Perception of Confinement: Psychological Connotations across Generations 17th and 18th June 2020*
- *Department of Political Science: A State-level webinar lecture series on "Politics in Pandemic Times" held on 17th and 22nd June 2020.*
- *Department of Chemistry and Physics - Emerging Trends in Chemical and Material Sciences, 28-29 June 2020.*
- *Department of Philosophy and Bengali: State-level Webinar on Feminism: Issues and Concerns through the Glasses of Philosophy and Literature on 30th June 2020.*

The following workshops were also conducted –

- *Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted on 7th March, 2020.*
- *Department of Geography: 5 days Online GIS-GNSS Evening Workshop from 10th February to 14th February 2020.*
- *A Three-day Workshop and Training Programme for the professional development of faculty and administrative staff was conducted from 2nd June 2020 to 4th June 2020. The title of the workshop was "Developing Skills through ICT Tools and Techniques"*
- ❖ *Periodic evaluation of online teaching and syllabus completion ensured during the Covid-19 lockdown period.*
- ❖ *Study material uploaded by Faculty in the College Website during Covid-19 lockdown to facilitate the students unable to access the College Library physically.*
- ❖ *Comprehensive use of appropriate digital tools by the Faculty for ensuring good and adequate curriculum delivery during the Covid-19 lockdown period.*
- ❖ *Students encouraged to participate in online extra-curricular activities during the Covid-19 lockdown.*
- ❖ *Feedback obtained from 3rd year students through hard copy questionnaire for preparing the Student Satisfaction Survey Report 2019-20.*
- ❖ *Due to 2019-2020 pandemic regulations and lockdown, the Alumni Feedback was obtained online through Google Form.*



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- ❖ Obtained feedback from teachers and students on old (1+1+1, Sys.) and new CBCS curriculum design through online mode, i.e. through Google Forms.
- ❖ Efforts made for providing regular canteen facility to the staff and students.
- ❖ RUSA 2.0 funds deployed for new construction to create more class room space.

Departmental Audit

Overall assessment of departments was conducted on the basis of the data provided by the departments on all the relevant metrics adopted for the Academic Audit as per NAAC guidelines. As reported by the Internal Audit Cell of the Academic Sub-committee, all departments were found to have provided the required data, barring that for one or two metrics pertaining to the ex-student data on progression/job placements.

Recommendations of the Audit Team

- ❖ To collect ex-student information on a regular basis through Google Forms, improve communication with the ex-students and find the ways and means to ensure their involvement in the activities of the College;
- ❖ To seek greater participation of the existing members of the College Alumni Association in college activities and interests (as may be admissible);
- ❖ To introduce Statistics as a generic subject;
- ❖ To introduce a formal Student Mentoring System;
- ❖ To revive the activities of the Research Cell;
- ❖ To continue with the online stakeholder-feedback system;
- ❖ To increase students' awareness regarding the various government scholarships available for them;
- ❖ To conduct more fruitful career counselling sessions, especially counselling pertaining to competitive exams;
- ❖ To initiate Faculty-Exchange programs;
- ❖ To undertake special measures for facilitating campus placements;
- ❖ To collaborate with reputed institutes for the introduction of new certificate courses, e. g. foreign language courses;
- ❖ To collaborate with institutes like IGNOU for introduction of distance learning;
- ❖ To initiate industry-academia collaboration and partnerships, an important metric of NAAC accreditation;



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- ❖ To identify the locational advantages of the college and take appropriate policy;
- ❖ To increase canteen space;
- ❖ To encourage community engagement by teachers and students alike;
- ❖ To continue approaching the concerned authorities for installation of eco-friendly systems in the College premises;
- ❖ To introduce certificate courses in Foreign Language in collaboration with reputed institutes;
- ❖ To enhance department-centric activities on a larger scale
 - Through Departmental Alumni Meets / Reunion
 - Through departmental excursions, study tours etc.
- ❖ To encourage student participation in various events / seminars / competitions / sports activities, both internal and external and involving a particular subject.

Signature :-

Internal Members

Sanchita Sen

**Dr. Sanchita Sen,
Coordinator, IQAC &
Convener, Academic Sub-Committee**

**Internal Audit Cell,
Academic Sub-Committee**

External Members

Maitreyee Bhattacharya

**Prof. Maitreyee Bhattacharya,
C.U. Nominee, Governing Body**

Lapita Sarkar

**Dr. Lapita Sarkar,
Govt. Nominee, Governing Body**



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[Signature]
Principal

Gokhale Memorial Girls' College





GOKHALE MEMORIAL GIRLS' COLLEGE



ADMINISTRATIVE AND ACADEMIC AUDIT REPORT

ACADEMIC SESSION 2020-21

Audit Team:

1. 
Prof. Maitreyee Bhattacharya
C.U. Nominee, Governing Body
2. 
Dr. Lapita Sarkar
Govt. Nominee, Governing Body
3. 
Dr. Atashi Karpfa
Principal,
Gokhale Memorial Girls' College
4. 
Dr. Sanchita Sen,
Coordinator, IQAC &
Convener, Academic Sub-Committee
5. Internal Audit Cell, Academic Sub-Committee



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Principal
Gokhale Memorial Girls' College

General Information

Courses Programs – B.A Honours, B.Sc. Honours, B.A Major, B.Sc. Major
(College offers only Pure Honours Courses and Major Courses)

Number of subjects: 18 [Honours – 13; Major – 3; Generic – 2]

Total number of Enrolled (Registered) Students: 1018

Total Teaching Staff: 70

Sanctioned Strength (Permanent substantive): 50; In Position: 47; Vacant Positions-3
[Principal-1; Associate Professor-15; Assistant Professor-30; SACT-23; Librarian-01]

Total Non-teaching Staff: 36

[Females-15; Males-21]

Total students appeared for the Final Examination 2020: 352

Total passed: 352 (100 %)

Total 1st Division: 231 (65.6 %)

Financial Assistance (Freeship) Number of Beneficiaries: 24 students
State Government Scholarships (SVMCM, Kanyashree, Aikyasree etc.) - 105

Grants Received:

- (a) From State Government for Salary, Bonus and Arrears
- (b) From State Government for installation of Sanitary Napkin Vending Machine
- (c) Research Grant for Faculty, Department of Chemistry
- (d) UGC – RUSA Grant of Rs. 1 Crore for infrastructure development

Infrastructure

➤ *Infrastructural facilities existing -*

- Number of classrooms: 23
- Number of Laboratories: 13
- Number of classrooms equipped with computers and internet – All
- Number of ICT-enabled Classrooms and Seminar Halls: 2
- Number of Administrative Offices: 2
- Number of computers in working condition: 40
- Library infrastructure: Books- 29441; Peer-reviewed Journals- 7
All books bar-coded. Library Software LSease Version 14 operational. OPAC system operational. Resources enhanced with college funds and RUSA 2.0 grant.
- College canteen operational.
- Software CAS 7.0 for management of all student data .
- Office Software Tally.ERP.9 for management of all financial data and processes.
- Fire Safety System in place.
- Maintenance of infrastructure facilities through AMCs with companies



➤ **Infrastructure Development**

- Utilization of 1st instalment of RUSA 2.0 grants under the different heads of expenditure as mentioned in DPR, initiated; the first phase of new construction started under the supervision of PWDte, Govt. of West Bengal; procurement and renovation processes completed. Second phase construction initiated.

Governance

Implementation of e-governance in areas of operation

1. Administration, 2. Finance and Accounts, 3. Student Admission and Support, 4. Examination

Areas of e-governance	Name of the Vendor with contact details
Administration	1. AIDNI INFOTECH PVT LTD & CAS 7.1(support@aidniinfotech.co.in, office@aidniinfotech.co.in) for proper systematic documentation of student related data.
Finance and Accounts	1. TALLY.ERP.9 SOFTWARE (esses@cal.vsnl.net.in) for maintaining internal accounts. 2. SUBMODULE HRMS-IFMS of WBIFMS for payroll processing etc. (WBifms.gov.in; Mobile - 9038003413/14/15/16/17 3. WBIFMS, the web portal of the Govt. of West Bengal for real time management, monitoring and control of all fund allocations and financial transactions in different government departments
Student Admission and Support	2. AIDNI INFOTECH PVT LTD (support@aidniinfotech.co.in, office@aidniinfotech.co.in) for online admission process. 3. LIBSYS Lsease and OPAC (Delhi office namrata.alani@libsys.co.in), for providing ICT enabled library services. Library is fully automated and barcoded. 4. N-List of INFLIBNET subscribed to facilitate access to e-resources. 5. UGC Network Resource Centre fully accessible to students and staff 6. RAZORPAY (reports@razorpay.com) for facilitating payment of application fees during admission. 7. Student fees collection scheme through banks such as SBI and ICICI. 8. A dedicated website for the instituion's central library at https://gmgclibrary.wordpress.com/
Examination	University of Calcutta (www.caluniv.ac.in) & Web-developer Braindrops (akash@braindropsindia.com) Internal examinations are conducted by the Internal Examination Committee. university examinations are conducted as per the guidelines of



the University of Calcutta. The Examination Data Management Committee supervises the University examination process from the time when exam related notices are circulated by the university till the final upload of awards on the University Exam Portal within the stipulated time. All exam-related issues are dealt with by this committee.

Strategic Planning, Development and Implementation

The institutional Strategic/ perspective plan is effectively deployed

- Ensure quality in curriculum delivery and academic support for student success. Increase access to quality learning by facilitation of the use of innovative and effective teaching methods - provision of personal GSuite accounts to teachers.
- Enhance student-centred processes - identifying needy students and providing Free Studentship and Fee Waivers; disseminating information about available National and State Scholarships; scheduling classes to meet student needs; easy access to study material through College Website; conducting Library Orientation Programmes for students to promote use of e-resources.
- Organizational Efficiency - Assessment and improvement of all college operations, programs, and activities; make data-informed decisions to maximize institutional efficiency, integration, and effectiveness; Obtain feedback from student and teachers on the effectiveness of the curriculum design; introduction of formal mentorship to guide them in curriculum preparedness and future academic pursuits.
- Increase professional development for the entire staff through Lectures and workshops.
- Ensure effective and full use of financial, physical, and technological resources to support student-centric activities and utilize technology that best serves the needs of the institution.
- Enhancing social outreach and community engagement activities.
- Upholding the value system as per the vision and mission of the Founders of the institution with due attention accorded to environment-related issues

The IQAC identified the requirements of academic and infrastructure development and of support facilities in consultation with the Head of the Institution. Execution of the plan projects and activities is facilitated by the Governing body. Several committees were formed to oversee the academic and non-academic activities to be undertaken throughout the academic session. All aspects of the admission process were deliberated on and decided months before the actual event. The Academic sub-Committee, the planning body of the college met at the beginning of the academic session and decided about the tentative dates of the observances and events. It also planned for student facilitation through arrangement of career counselling and socio-psychological counselling, particularly in the Covid period.

The Internal Quality Assurance Cell (IQAC) contributed significantly for institutionalizing the quality assurance strategies and processes through the following programmes -

- **Three-day Workshop and Training Programme on ICT tools** organized in collaboration with Malda College, for the teaching and non-teaching staff from 02/07/2020 to 04/07/2020.



- Personal G suite accounts provided to all teachers for smooth curriculum delivery and administrative work.
- Library Orientation Programmes conducted for faculty and students to facilitate use of remote access of e-resources.
- State, National and International Webinars organized.
- Online feedback obtained from students and teachers on CBCS curriculum design. Stakeholders' feedback obtained - Comprehensive feedback obtained from the 3rd year students for preparing the Student Satisfaction Survey 2020-21; feedback obtained from their guardians; feedback obtained from the alumni; feedback obtained from teachers and students on both Old (1+1+1 sys.) and CBCS Curricula.
- The process of AAA continued.
- Full utilisation of RUSA 2.0 funds on new construction, renovation and procurement.
- Needy students facilitated with Fee waivers and Fee reductions and mobile devices.
- Workshops conducted by the Placement Cell for Career development of students.
- 'Sharing experiences and finding ways to deal with GRIEF', A psychological interactive session was organised by the department of Psychology by a specialised interaction addressing the grief experiences of students who have suffered. The session began on 31.05.2021 and the concluding session was presided over by Dr Ankita Ghosh on 21.7.2021.
- Virtual Seminar on Kanyashree & Other State/National Scholarships for enhancing awareness about various Scholarship Schemes among undergraduate students, organized by IQAC, GMGC and conducted by Md. Farooque, Education Supervisor, District Office Minority affairs, Kolkata and Mr. Dipendu Bera, ACDA, Kanyashree, Kolkata on 06.12.2021.
- CAS workshop conducted by Shri. Tushar Kanti Ghara, ADPI, Dept. of Higher Education, Govt. of West Bengal & State Nodal Officer, AISHE for the benefit of the incumbents.
- Awareness programme on Students Credit Card on 24.12.2021, Ref. GMGC/ADMIN/21-22/No. 064 Date: 21/12/21 and an inaugural awareness campaign on Student Credit Card Scheme was held on 23/12/2021 in the college.
- Special initiatives to help students cope with illness and personal loss during the devastating second wave of Covid-19 pandemic.
- 'Sharing experiences and finding ways to deal with GRIEF', A psychological interactive session was organised by the department of Psychology by a specialised interaction addressing the grief experiences of students who have suffered. The session began on 31.05.2021 and the concluding session was presided over by Dr Ankita Ghosh on 21.7.2021.
- Covid Helpline launched and Psycho-Social Support activity initiated.
- Workshop conducted by NSS Unit on health and hygiene.
- Special observances held online.
- Enrolment in NPTEL courses continued.
- Water Audit conducted.
- Electronic version of the college magazine 'Miscellany' launched.
- Publication of "Monochrome" – a Literary Club endeavour

Measures initiated by the Institution for the promotion of gender equity during the year

- Safety and security of the girl students strictly maintained through outsourcing security personnel from reputed security provider, the NIS Security Management Ltd. registered with Kolkata (west Bengal) Registrar Office.
- Installation of CCTV cameras at vantage points.



- Teachers and staff: In all committees, male and female faculty members take part regularly and share equal responsibilities.
- Students are encouraged to participate in study tours/field trips organized by the departments
- The college organizes many Seminars, Workshops, and Special Lectures. Outdoor Sport is a pompous event in the college. Students participate in large numbers in such events, particularly in sports. Although, sports event was not held during the year 2021 due to the covid pandemic.
- A State-level Webinar on 30/06/2020 was organised by the Department of Philosophy and Bengali on "Feminism". Dr. Aditi Dasgupta and Prof. Sanat Kumar Naskar were the speakers at that event.

Observance of national and international commemorative days, events and festivals

- International Mother Language day was celebrated by the department of Bengali.
- Online Rabindra Jayanti (Celebration of 159th Birth anniversary of Gurudev Rabindranath Tagore) was presented by the college and also individually by the Department of Bengali.
- English Dept organized an online commemorative event "Infinite Ray" curated to pay homage to Satyajit Ray on his Birth Centenary.
- Teachers' Day Celebrated by the students of various departments in their individual capacities.
- World Environment Day observed by staff and students on 5th June 2021. Video Presentation by students of the Department of Chemistry on 'Medicinal Value of Herbs'.

Student Data 2020-21

➤ Admission

Programme name	Number of seats sanctioned	Number of Students admitted
Bengali Hons	28	15
Chemistry Hons	21	14
Economics Hons	61	30
Education Hons	34	20
English Hons	61	46
Geography Hons (BA)	47	7
Geography Hons (BSC)		30
Hindi Hons	28	7
History Hons	43	23
Mathematics Hons	34	18
Philosophy Hons	28	9
Physics Hons	16	10
Political Science Hons	61	38
Psychology Hons	58	24
Psychology Hons (BSC)		30
Advertising, Sales Promotion and Sales Management Major	52	7



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Advertising, Sales Promotion and Sales Management Major		7
Communicative English Major	34	19
Clinical Nutrition and Dietetics Major	28	23

➤ Reservation

Year	Number of seats earmarked for reserved category as per Government rule					Number of students admitted from the reserved category			
	SC	ST	OBC	Gen	Others	SC	ST	OBC	Gen
2020-21	136	40	105	353		53	5	35	284

➤ Pass percentage of Students 2020-21 (2020 pass outs)

Program Code	Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
8	BNGA	14	14	100
9	CEMA	9	9	100
9	ECOA	35	35	100
8	EDCA	14	14	100
8	ENGA	41	41	100
8	GEOA (BA)	3	3	100
9	GEOA (BSC)	39	39	100
8	HINA	10	10	100
8	HISA	20	20	100
9	MTMA	20	20	100
8	PHIA	2	2	100
9	PHSA	9	9	100
8	PLSA	27	27	100
8	PSYA (BA)	9	9	100
9	PSYA (BSC)	33	33	100
14	ASPV (BA)	5	5	100
15	ASPV (BSC)	14	14	100
14	CMEV	22	22	100
15	CNDV	26	26	100

Research projects funded by government and non government agencies during the year

Name of the Project/	Name of the	Department	Year of	Amount	Duration of	Name of the
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Endowments, Chairs	Principal Investigator/Co-investigator	of Principal Investigator	Award	Sanctioned	the project	Funding Agency
Development of small molecule catalysts for bio-inspired oxidation reactions and for degradation of organic pollutants	Dr. Anangamohan Panja	Chemistry	2019	615000	3 Years	Science & Technology and Biotechnology Govt. of WB

Seminars/conferences/workshops conducted by the institution

Webinar on Digital Survey makes it Easy	27.7.2020	Aditi Chatterjee, SACT, GMGC & VF, TIU (Dpt. Alumni)	Digital Survey makes it Easy
State Level Webinar on Feminism:	30th June 2020	Dr. Aditi Dasgupta- Assoc. Prof.	
Issues and Concerns through the Glasses of Philosophy and Literature	27/7/2020	Dr. Sanat Kumar Naskar- Assoc. Prof.	
Modern Education System and Future of India		Dr. Md. Sayeed Bhat Asst. Professor, Central University of Kashmir	Different Perspectives of Modern Higher Education System
		Mrs. Papori Handique Asst. Professor, Doomsdooa College, Assam	Journey of Indian Education System: Ancient to Modern Days

Journal Publications by Faculty

Title of paper	Name of the author/s	Department of the teacher	Name of journal	ISSN number
Iron(III) and cyano-bridged dinuclear copper(II) complexes: Synthesis, structures and magnetic property of the copper(II) complex	G. Mahata and A. Panja*	Department of Chemistry, Gokhale Memorial Girls' College	J. Chem. Sci.	0973-7103
Synthesis, crystal structure and supramolecular interactions in a bis(tetrachlorocatechol) chelated manganese(III) complex.	G. Mahata and A. Panja*	Department of Chemistry, Gokhale Memorial Girls' College	J. Struct. Chem.	0022-4766



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Syntheses, structures and magnetic properties of ferromagnetically / antiferromagnetically coupled penta- and hexa-nuclear azido-bridged nickel(II) coordination clusters.	A. Panja,* S. Adak, P. Brandão, L. Dlhánd and R. Boča	Department of Chemistry	Eur. J. Inorg. Chem.	1099-0682
The first report of a tetra-azide bound mononuclear cobalt(III) complex and its comparative biomimetic catalytic activity with tri-azide bound cobalt(III) compounds	A. Panja,* N. C. Jana, and P. Brandão	Department of Chemistry	New J. Chem.	1369-9261
Magneto-structural Studies in Double Chloro- and Pseudohalo-bridged Isomorphous Dinickel(II) Complexes	M. Patra, P. Brandão, A. P. Pikul, S. Adak, and A. Panja*	Department of Chemistry	ChemistrySelect	2365-6549
Macrocycle supported dimetallic lanthanide complexes with slow magnetic relaxation in Dy ₂ analogues	F.-X. Shen, K. Pramanik, P. Brandão, Y.-Q. Zhang, N. C. Jana, X.-Y. Wang and A. Panja*	Department of Chemistry	Dalton Trans.	1477-9234
A facile biomimetic catalytic activity through hydrogen atom abstraction by the secondary coordination sphere in manganese(III) complexes	N. C. Jana, P. Brandão, A. Frontera and A. Panja*	Department of Chemistry	Dalton Trans.	1477-9234
A simple triazole-linked bispyrenyl-based xylofuranose derivative for selective and sensitive fluorometric detection of Cu ²⁺	S. Hazarika, G. Mahata, P. Pahari, N. Pramanik, A. Atta	Department of Chemistry	Inorg. Chim Acta	0020-1693
Topology of corner vortices in the lid-driven cavity flow: 2D vis a vis 3D	Sougata Biswas, Jiten C. Kalita.	Department of Mathematics	Archive of Applied Mechanics	2201-2216

➤ **Publication of Books and Chapters in books and edited volumes/books published and papers published in national/ international conference proceedings**

Name of the teacher	Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	ISBN/ISSN number of the proceeding	
Dr. Ballari Ray Chaudhury		Kebol Madhyabartini			ISSN 2629-1452	onshumali.com
Dr. Ballari Ray Chaudhury		Sabina Spielrein: Bangla Sahitye Jighangsa O Jijibishar Notun Paath			ISSN 2629-1452	onshumali.com
Dr. Ballari Ray Chaudhury		Yang Lian er Kobita			ISSN 2629-1452	onshumali.com
Dr. Ballari Ray		Swamirakkhaser				



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		Khide				guruchandali
Dr. Ballari Ray Chaudhury		To me or not to me				guruchandali
Dr. Ballari Ray Chaudhury	Mrita Medhamanabir Proti					khosra khata
Dr. Ballari Ray Chaudhury		Tritiya Ayataner Alo O Alokranjan				Sukhpaath, the wall
Dr. Rakhi Mitra	Ei Samay, Supplement	Obituary: Amala Shankar				Ei Samay
Dr. Rakhi Mitra	Prohor. Puja Number	Kargil Girl: Chhakbandi Chhadmo				Prahor.in
Dr. Rakhi Mitra	Prohor, Web Portal	Narbadur Path, 'Shankar Sarani', Episode-1				Prahor.in
Dr. Rakhi Mitra	Prohor, Web Portal	'Shankar Sarani', Episode-2				Prahor.in
Dr. Rakhi Mitra	Prohor, Web Portal	'Shankar Sarani', Episode-3				Prahor.in
Dr. Rakhi Mitra	Prohor, Web Portal	'Shankar Sarani', Episode-4				Prahor.in
Dr. Lalita Agrawal	the Bulletin of the Ramkrishna Mission Institute of Culture	'Holistic Life: Hidden Treasure of Life'			ISSN 0971-2755	R.K.M. Institute of Culture
Dr. Lalita Agrawal	'Novel Coronavirus Disease-19: Unmasking the New Face of Education'	'Philosophising the Invisible Being: An Exploration unto Thyself',			ISBN: 978-93-90415-47-2	H.S.R.A Publications
Dr. Lalita Agrawal	'Celebrating The Mahatma',	'The Life Philosophy of Mahatma Gandhi: A Spiritual Perspective'			ISBN: 978-93-82120-76-6	Synod College, Shillong
Dr. Lalita Agrawal	'India Unbound: A Collection of Essays'	'Education: An Art of Inspiring and Developing and Enriching the soul for Wellbeing from the perspective of Mahatma'			ISBN: 978-93-88069-65-6	Levant Books, Kolkata
Dr. Lalita Agrawal	'Education and Culture', vol. II,	Developing and Enriching the soul for Wellbeing from the perspective of Mahatma			ISBN: 978-93-5407-223-9	Vivekananda College for Women, Progressive Publishers
Sarmistha Mondal Chowdhury	PANORAMA OF SOUTH ASIAN CULTURE LITEATURE AND SOCIETY	Influence on Tarashankar Bandyopadhyay's Novels and Short Stories - A New Turn in Bengali Literature?	SOUTH ASIAN CULTURE LITEATURE AND SOCIETY	IQAC Sponsored International Conference	ISBN - 978-81-8064-339-2	Women Progressive Publishers
Suvosree Bhattacharya	Understanding Mindfulness from a Functional Perspective. In: Psychopathology and Psychotherapy- A review of Causes, Consequences and Curative Measures, Eds Jeejeeboy et al, Levant Publisher				ISBN978-93-88069-40-3	Levant Publisher
Dr. Reshmi	Title of book- Harilal				ISBN-978-81-	Gyanoday



Panda Mukherjee	Milan ke sahitya ka mulyankan (BOOK)				948278-5-6	prakashan kanpur
Dr. Reshmi Panda Mukherjee	Yeh hai bundelkhand part-2 (book)/ pativrata dharma ka utkarsh: rajnartaki Raipraveen(chapter)				978-93-89341-78-2	Anugya Books
Dr. Reshmi Panda Mukherjee	Pravasi sahityakar pushpita awasthi (book)/chhinmul me vyakta surinam(chapter)				978-93-90688-79-1	Vikas Prakashan
Dr. Reshmi Panda Mukherjee	Bhartiya Loksahitya(book)/Bangal ke lokjivan ke vivid aayam(chapter)				978-81-8390-327-1	abhishek prakashan
Dr. Reshmi Panda Mukherjee	Bhartiya loksahitya(book)/prakriti ki gode me khelti asamiya vastukala(chapter)				978-81-8390-327-1	abhishek prakashan
Dr. Reshmi Panda Mukherjee	Bhartiya sahitya(book)/lokrang par thirakti saat bahnc(chapter)				978-81-8390-327-1	abhishek prakashan
Dr. Kuldip Kaur	Research chronicle(book)/manavta ke masiha GURU NANAK Ji(chapter)				978-81-947902-4-2	social research foundation kanpur
Dr. Goutam Mahata			Potential Pharmacological Importance of <i>Flacourtia indica</i> (Burn.f.) Merr.	International Seminar (ICBS-2020) on "INNOVATION , EXPANSION, IMPACTS AND CHALLENGES IN CHEMICAL AND BIOLOGICAL SCIENCES"		Department of Chemistry, Surendranath College, Kolkata
Dr. Goutam Mahata			Synthesis and study of Magnetic Properties of discrete, open, dimeric and 1D polymeric Ni-cubanes of a tripodal ligand [3.5-bis (2-amino-ethyl)-[1,3,5]triazin-1-yl]-methanol in presence of different counter organic and inorganic anions.	One Day National level Seminar on "Modern Trends in Chemistry for Sustainable Development"		Department of Chemistry, Vijaygarh Jyotish Ray College, Kolkata



Student Matter and Student Welfare

➤ *Internship, Field trip, On-the-job Training Linkages*

Linkages	Number of students	
Internship	36	
On-job Training	36	
Project	14	

➤ *Number of students benefited by scholarships and free ship*

Name of the scheme	Number of students benefited by government scheme and amount	
	Number of students	Amount
Financial Assistance for Needy Students (Freeship) Institutional Scheme	24	162815
Kanyashree 1	1	500
Kanyashree 2	36	900000
Post-Matric Scholarship to SC/ST/OBC	2	Rs. 11400/- (Direct payment in bank accounts of students)
Swami Vivekananda Merit-Cum-Means Scholarship (Funded by State Government)	59	Rs. 924000/- (Direct payment in bank accounts of students)
Aikyashree for Minority Communities (Funded by State Government)	7	Rs. 100000/- (Direct payment in bank accounts of students)

➤ *Capacity Building and Skills Enhancement Initiatives of IQAC*

Name of the capability enhancement program	Date of implementation	Number of students enrolled	Name of the agencies/consultants involved
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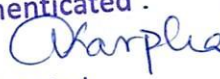
	(DD-MM-YYYY)		with contact details (if any)
Enrolment for Swayam-NPTEL Courses continued	June 2020 to December 2020	36	Swayam-NPTEL distance courses conducted by IIT Kharagpur
Enrolment for Swayam-NPTEL continued	Januray 2021 to April 2021	12	Swayam-NPTEL distance courses conducted by IIT Kharagpur
Workshop on Soft Skill development and the orientation programme organized by The Placement Cell, GMGC.	2021	13	Conducted by Catalyst, West Bengal
Techfest IIT Bombay HOPE Workshop for Mental Health Awareness	26-09-2020	50 college students	Gokhale Memorial Girls' College in association with Techfest IIT Bombay
MGNCRE - SES REC Business Plan Implementation Student Competition	18-01-2021	12 college students (2 from ECOA)	Gokhale Memorial Girls' College in association with Techfest IIT Bombay
MGNCRE - Higher Education- Each One Reach One Covid Mission Community Engagement Services	20-05-2021	44 college students (8 from ECOA)	MGNCRE, Ministry of Human Resource Development, Government of India - SES REC

➤ ***Number of students benefitted by guidance for competitive examinations and career counseling***

Activity	Number of students benefitted (Approx.)
Career Counseling Orientation Programme for the Students of Semester V oraganized by the Placement Cell of the College and conducted by Catalyst, West Bengal	170
Webinar on Post-graduation and Doctoral Opportunities, "MS/Ph.D Abroad" conducted for disseminating information on higher education and careers in UK and USA by IQAC in collaboration with Jamboree Education Pvt. Ltd. And	65

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initiated by IQAC	
A Career Awareness and Counselling Programme titled, "Building a Cutting Edge Career for 21st Century" conducted online by IQAC in collaboration with Presidency University, Bengaluru with Dr. Kunal Saxena as the speaker.	71

Special initiatives taken by IQAC to cope during the continuing Covid-19 pandemic lockdown

- General Awareness Workshop and Lecture organized by NSS Unit-1 and conducted by eminent physician and oncologist Dr Amitabha Nandy to raise health awareness and hygiene during pandemic times On 14.08.2020.
- Special Lecture on "Adolescence and its Problems" by Dr. Muktipada Sinha, Professor, Department of Education, Jadavpur University, Kolkata on 09.09.2020.
- "Online Library Orientation Programme on Remote Access of College Library Resources" for Faculty and Students on 16.09.2020 and 17.09.2020.
- Online revision classes conducted by all departments for Semester II and Semester IV.
- Online LOP for newly admitted students of Semester I on 31.03.2021.
- "Library Orientation Programme on "Accessing E-Resources" held for SEM II, SEM IV and SEM VI and Part III students of all departments on 28.05.2021 and 29.05.2021.
- Special initiatives undertaken to help students cope with illness and personal loss during the devastating second wave of Covid-19 pandemic and disseminating awareness through –
 - (i) Group Interactive Counselling Sessions under Covid-19 Psycho-Social Support Activity of MGNCRE SES REC conducted by the Department of Psychology conducted between 31.05.2021 and 28.06.2021.
 - (ii) Psychological interactive sessions conducted by the Department of Psychology - Special interaction addressing the grief experiences of students who lost a loved one in Covid-19 pandemic time conducted by Sm. Ankita Ghosh in a Counselling Session on: "Sharing experiences and finding ways to deal with GRIEF" on 21.07.2021.
- Formation of Covid-19 Committee to monitor maintenance of Covid-Protocol following reopening of College from 16/11/2021.
- An online lecture "E Classrooms to Real Classrooms - the Road Ahead" by eminent cardiologist Dr. Kunal Sarkar, organized by the Covid-19 Cell on 11.12.2021 for students of all semesters and their guardians.
- Appropriate steps initiated by the Covid-19 Committee to ensure maximum safety for staff and students after college reopening on 16.11.2021 – maintenance of safe distance, prevention of crowding, regular fumigation and maintaining general cleanliness.

Special Initiatives of NSS Unit-1



- General Awareness Workshop and Lecture organized by NSS Unit-1 and conducted by eminent physician and oncologist Dr Amitabha Nandy to raise health awareness and hygiene during pandemic times On 14.08.2020.
- Formation of the GMGC Covid Helpline through WhatsApp on 05.05.2021 to help Covid affected people through the social medium and also provide psycho-social support to the students and their families in association with the MGNCRE SES REC Cell and Psychology Department of the College with active participation by current and ex-students and faculty.
- Observance of World Environment Day on 5th June, 2021 by conducting a Tree Plantation Program
- Formation of Super-cyclone YAAS Relief Fund and Visit to the devastated Keorakahli Block of South 24 Parganas
- Visit for a pilot survey to Municipal Ward No. 70 and 85 by NSS Unit-1 in association with SES REC Cell members for disseminating information on nutrition and women empowerment.

Departmental Audit

Overall assessment of departments was conducted on the basis of the data provided by the departments on all the relevant metrics adopted for the Academic Audit as per NAAC guidelines. As reported by the Internal Audit Cell of the Academic Sub-committee, all departments were found to have provided the required data, barring that for one or two metrics pertaining to the ex-student data on progression/job placements. However, departments were found to have made positive strides in recording the progression and placement of the last batch of students.

Recommendations of the Audit Team

- To collect ex-student information on a regular basis through Google Forms
- To introduce Statistics as a generic subject
- To introduce a formal Student Mentoring System
- To revive the Research Cell
- To continue with the online stakeholder-feedback system
- To conduct more fruitful career counselling sessions, especially counselling pertaining to competitive exams
- To initiate Faculty-Exchange programs
- To undertake special measures for facilitating campus placements
- To collaborate with reputed institutes for the introduction of new certificate courses, e. g. foreign language courses
- To collaborate with institutes like IGNOU for introduction of distance learning
- To initiate industry-academia collaboration and partnerships, an important metric of NAAC accreditation
- To identify the locational advantages of the college and take appropriate policy



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- To increase canteen space
- To encourage community engagement by teachers and students alike
- To continue approaching the authorities for installation of eco-friendly systems in the College premises.
- To introduce Foreign Language Certificate Courses in collaboration with reputed institutes.
- To seek collaborations with NGOs, Calcutta Ekadma and Mother Earth Foundation for pursuing the objective of community and environmental sustainability activities.



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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

(Gokhale Memorial Girls' College)

(2021-2022)

Kinjalini Biswas
11.11.2022

DR. KINJALKINI BISWAS
Principal
Muralidhar Girls' College
Kolkata - 700029

Jayanti Das.
11.11.2022

Prof (Dr) Jayanti Das
Professor
Department of Education
University of Calcutta

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Kinjalini Biswas
Principal
Gokhale Memorial Girls' College



Academic Audit Committee:

On 27 September 2022, Gokhale Memorial Girls' College, Kolkata constituted a two members committee to conduct an Academic Audit of the College.

The Audit Committee is comprised of the following members:

- 1. Prof. (Dr.) Jayanti Das, Professor, Department of Education, University of Calcutta**
- 2. Dr. Kinjalkini Biswas, Principal, Muralidhar Girls' College**

Members of College Academic Audit Committee

- 1. Dr. Atashi Karpfa, Principal**
- 2. Dr. Sanchita Sen, Convener of Academic Sub-Committee, IQAC coordinator and HOD, Economics**

Other members -

- 1. Dr. Sarmila Sarkar, Associate Prof. History**
- 2. Dr. Krishnakali C. Banerjee, Associate Prof. Philosophy**
- 3. Dr. Sarmistha M. Chowdhury, Associate Prof. Political Science**
- 4. Dr. Rakhi Mitra, Associate Prof. Bengali**
- 5. Dr. Goutam Mahata, Assistant Prof. Chemistry**
- 6. Dr. Moon Moon Dutta, Assistant Prof. Psychology**
- 7. Dr. Sk. Sariful Islam, Assistant Prof. Education**
- 8. Dr. Gokul Saha, Assistant Prof. Mathematics**
- 9. Sri. Raj kumar Barman, Assistant Prof. English**
- 10. Dr. Saurabh Niyogy, Assistant Prof. Physics**
- 11. Dr. Md. Iqbal Sultan, Assistant Prof. Geography**
- 12. Dr. Palashi Biswas, Assistant Prof. Hindi**

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Academic Audit Report

Session: 2021 – 2022

Date of visit by the auditors: 27. 09. 2022

Date of report submission by the auditors to the college: 11. 11. 22

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Schedule for Academic Audit

<u>Time</u>	<u>Schedule</u>	<u>Venue</u>
11.00	Meet with Principal and other members attached with Academic Audit	Principal's Room
11.30	Meeting with different departments for academic audit purpose	Library and different departments
<u>2.00</u>	<u>LUNCHEON</u>	<u>Principal's Room</u>
2.45	Meeting with other departments	Different departments
4.00	Meeting with Office Staff	At Office
4.45	Meeting with Faculty members	Big Hall

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ACADEMIC AUDIT 2021 – 2022

Academic Audit is an integral part of the dynamics of higher education to achieve and maintain academic excellence. It aims to document evidence-based information related to the quality of academic programmes. It encourages a culture of continuous evaluation and quality improvement with sustenance of best practices of the different academic programs.

The Academic Audit was initiated during the academic year (2021-2022) by the IQAC to evaluate the UG curriculum, teaching, learning methodologies and to ensure continuous improvement for quality assurance.

A faculty-driven model of ongoing self-reflection, peer feedback, collaboration, and teamwork based on structured conversation to improve educational quality processes in teaching, learning and evaluation.

There is a need to relook and review the curriculum, teaching, learning and evaluation methods. The statutory reports (NAAC, UGC or University) are not able to give a detailed and critical look at the curriculum, teaching, learning and evaluation methods. We know that the Higher Education scenario has changed dramatically. New teaching and learning methods are needed in order to make Higher Education relevant to the current times and to suit it to the world at large be it industry or the larger (Civil) society.

The audit serves to

- ✓ Provide a faculty driven process for a continuous improvement process
- ✓ Promote dialogue among faculty, students, and administrators
- ✓ Provide self-assessment based on quality principles
- ✓ Promote integration across programs and disciplines

The Objective of the Academic Audit are:

- To subject every department to external scrutiny.
- To update the curriculum, teaching, learning and evaluation methods.
- To make suggestions for improvement to the Departments for necessary changes.
- To achieve the goal of updated curriculum and revised learning and evaluation methods.

(UGC and National Curriculum)

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Methodology

At the meeting with the Principal, Coordinator - IQAC, Members, faculties and other officials, a verbal presentation was made by the Principal which gave a general and broad profile of the facilities and activities of the College. The Audit team began their visit on September 27, 2022 at the College to visit the various departments and facilities, for brief interactions with the faculty of each department and the administrative staff. Visits to the laboratories, Computer facilities, the library and some of the other facilities of the College were accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the information gathered from the available documents and the interactions afforded with the different components of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

Profile of the College:

Gokhale Memorial Girls' College is a women's college in Kolkata, established in 1938. The college offers undergraduate degrees and is affiliated with the University of Calcutta. The name commemorates Gopal Krishna Gokhale, one of the founding social and political figures of the Indian Independence Movement. Greatly inspired by his ideals and educational aspirations for women, Sarala Ray founded the Institution as a memorial to Gokhale, to serve the cause of education of girls in the country. She served it from its inception in 1938 till her death on 18th November 1961. A true educationist and believer in woman's emancipation, she nurtured the Institution from an Intermediate College of Arts and Science to a Three-Year Degree College. Under her able guidance, the Institution gained a wide reputation and lived up to the expectations of Gokhale and Sarala Ray. It is often regarded as one of the best colleges in Kolkata and among the top 5 girl's colleges in Kolkata.

Present status (2022-23)

The college is having sixteen departments in Arts and science stream. At present there are total **forty-five (45)** full time faculties in teaching position. In this session, one is on lien, one left the job and another one has been retired. To meet up the shortages of teaching posts/position there are twenty-four (24) State Aided Contractual Teacher (SACT). The college is having one

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(1) librarian, and eight (8) administrative staff. NSS wing of the College is very active through which the students are engaged in giving service to the society.

Academic Strength

Number of full-time faculty

Sl No.	Name	Gender	Designation	Whether having Ph.D. qualification
1	Dr. Atashi Karcha	FEMALE	PRINCIPAL	Yes
2	Dr. Sharmi Chakraborty	FEMALE	ASSOCIATE PROFESSOR	Yes
3	Smt. Reba Bhattacharya (Retd. July 22)	FEMALE	ASSOCIATE PROFESSOR	<u>No</u>
4	Dr. Sarmila Sarkar	FEMALE	ASSOCIATE PROFESSOR	Yes
5	Dr. Mala Bhattacharjee	FEMALE	ASSOCIATE PROFESSOR	Yes
6	Smt. Kamalini Dasgupta	FEMALE	ASSOCIATE PROFESSOR	<u>No</u>
7	Smt. Krishnakali Banerjee	FEMALE	ASSOCIATE PROFESSOR	Yes
8	Dr. Sarmistha Mondal Choudhury	FEMALE	ASSOCIATE PROFESSOR	Yes
9	Dr. Sanchita Sen	FEMALE	ASSOCIATE PROFESSOR	Yes
10	Dr. Leena Nair Sengupta	FEMALE	ASSOCIATE PROFESSOR	Yes
11	Dr. Mausumi Mukherjee	FEMALE	ASSOCIATE PROFESSOR	Yes
12	Dr. Lalita Agrawal	FEMALE	ASSOCIATE PROFESSOR	Yes
13	Dr. Srabanti Mukhopadhyay	FEMALE	ASSOCIATE PROFESSOR	Yes
14	Dr. Ballari Roy Choudhury	FEMALE	ASSISTANT PROFESSOR	Yes
15	Dr. Rakhi Mitra	FEMALE	ASSOCIATE PROFESSOR	Yes
16	Dr. Jayjayanti Ray	FEMALE	ASSOCIATE PROFESSOR	Yes
17	Dr. Ivy De	FEMALE	ASSISTANT PROFESSOR	Yes
18	Sri. Biswajit Chowdhury	MALE	ASSISTANT PROFESSOR	<u>No</u>
19	Smt. Shampa Sarkar	FEMALE	ASSISTANT PROFESSOR	<u>No</u>
20	Dr. Goutam Mahata	MALE	ASSISTANT PROFESSOR	Yes
21	Dr. Reshmi Panda Mukherjee	FEMALE	ASSOCIATE PROFESSOR	Yes
22	Dr. Sarthak Roy Choudhury	MALE	ASSISTANT PROFESSOR	Yes

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23	Dr. Moon Moon Dutta	FEMALE	ASSISTANT PROFESSOR	Yes
24	Smt. Barnali Barman	FEMALE	ASSISTANT PROFESSOR	<u>No</u>
25	Dr. Kuldip Kaur	FEMALE	ASSOCIATE PROFESSOR	Yes
26	Dr. Nabamita Chakraborty	FEMALE	ASSISTANT PROFESSOR	Yes
27	Sri. Prasanta Kumar Pal	MALE	ASSISTANT PROFESSOR	<u>No</u>
28	Dr. Newton Biswas	MALE	ASSISTANT PROFESSOR	Yes
29	Dr. Sk. Sariful Islam	MALE	ASSISTANT PROFESSOR	Yes
30	Dr. Gokul Saha	MALE	ASSISTANT PROFESSOR	Yes
31	Sri. Rajkumar Barman	MALE	ASSISTANT PROFESSOR	<u>No</u>
32	Dr. Palashi Biswas	FEMALE	ASSISTANT PROFESSOR	Yes
33	Dr. Chandrima Ghosh	FEMALE	ASSISTANT PROFESSOR	Yes
34	Dr. Subham Dutta	MALE	ASSISTANT PROFESSOR	Yes
35	Dr. Saurabh Niyogi	MALE	ASSISTANT PROFESSOR	Yes
36	Dr. Md. Iqbal Sultan	MALE	ASSISTANT PROFESSOR	Yes
37	Dr. Krishnakali Roy	FEMALE	ASSISTANT PROFESSOR	Yes
38	Dr. Mahua Dutta	FEMALE	ASSISTANT PROFESSOR	Yes
39	Dr. Anangamohan Panja	MALE	ASSOCIATE PROFESSOR	Yes
40	Dr. Arijit De	MALE	ASSOCIATE PROFESSOR	Yes
41	Smt. Priti Rajak	FEMALE	ASSISTANT PROFESSOR	<u>No</u>
42	Sri Sudipta Mandal	MALE	ASSISTANT PROFESSOR	<u>No</u>
43	Dr. Debabrata Pal	MALE	ASSISTANT PROFESSOR	Yes
44	Dr. Oindri Roy (On Lien)	FEMALE	ASSISTANT PROFESSOR	Yes
45	Smt. Durba Mukherjee	FEMALE	ASSISTANT PROFESSOR	<u>No</u>

1.	Dr. Sarama Das (Librarian)	FEMALE	LIBRARIAN	Yes
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Number of State-aided contractual teacher

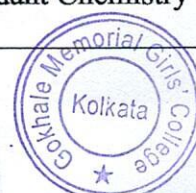
Sl No.	Name	Gender
1	Smt. Aditi Chatterjee	FEMALE
2	Sri. Dipankar Mukherjee	MALE
3	Smt. Sangeeta Sen	FEMALE
4	Sri. Ranamoy Sarkar	MALE
5	Sri. Sharadwat Manna	MALE
6	Sri. Santanu Samanta	MALE
7	Smt. Pratyasha Agrawal	FEMALE
8	Smt. Monami Ghosh	FEMALE
9	Smt. Sejuti Chowdhuri	FEMALE
10	Smt. Arjama Banerjee	FEMALE
11	Smt. Arpita Bose	FEMALE
12	Smt. Sneha Pan	FEMALE
13	Sri. Amar Kumar Choudhary	MALE
14	Sri. Deborshi Chakraborty	MALE
15	Smt. Sanjukta De	FEMALE
16	Smt. Nabanita Deb Ghosh	FEMALE
17	Smt. Tanushree Chandra Das	FEMALE
18	Dr. Gopa Dutta Pal	FEMALE
19	Dr. Shrabanti Dhar	FEMALE
20	Smt. Arunima Mitra	FEMALE
21	Smt. Nida Qasim	FEMALE
22	Smt. Suvosree Bhattacharya	FEMALE
23	Smt. Namrata Basu	FEMALE
24	Smt. Sheenjini Ghosh	FEMALE

List of administrative staff

Name	Gender	Designation
Smt. Mamta Ray	FEMALE	Cashier
Sri. Pradip Kumar Mondal	MALE	Accountant
Sri. Barun Kumar Das	MALE	Electrician-cum-Caretaker
Sri. Sudip Kumar Khan	MALE	Library Peon
Sri. Ranjit Ghosh	MALE	Lab Attendant Geography
Sri. Tapan Kumar Nag	MALE	Lab Attendant Geography
Sri. Samar Kumar Naskar	MALE	Lab Attendant Physics
Sri. Sankar Roy Chowdhury	MALE	Lab Attendant Chemistry

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Other Aspects: -

No. of courses offered	16 (13 Honours and 3 Major) + 2 Vocational Courses
Total Student Strength	946
Teacher student ratio	1: 21
No. of NSS Unit	One
College Magazine	One (Miscellany) Flip Book
Literary Club Magazine	One (Monochrome)
Computer Centre	One
Laboratory	Seven (Geography, Psychology, Physics -2, Chemistry, CND - 2)
Computer Lab	Five (Geography, Psychology and Mathematics, Physics and Chemistry)
Certificate courses	Value added courses (computer, HR associate and Supervisory skills, Business English, Communication skills, advertising-sales promotion and sales management)

Awards

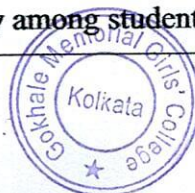
Year	Name of the award/ medal	Team / Individual	University/State /National/ International	Sports/ Cultural	Name of the student
12/1/2022	Quiz competition	Team	National Level	Quiz competition	Sucheta Ghosh
23/1/2022	Poster competition	Individual	National Level	Poster competition	Sucheta Ghosh
27.10.2021	Certificate	Individual	National Level E Quiz	Cultural	Pinaki Das (SEM 6)
2021	Placed within Top 100 in HOPE International poetry competition	Individual	International	Cultural	Shreya mandal
2021	3rd position in Baazayu National Debate competition	Individual	National	Cultural	Shreya mandal
10th July 2021	1st position in recitation competition at Bijaygarh Jotish Ray College, CU	Individual	University level	Cultural (Recitation)	Debadrita Dey

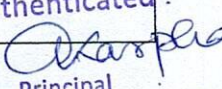


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Academic Audit Report (Criteria wise)

<u>Curricular Aspects: -</u>	
Curricular Planning and Implementation:	<p>CURICULUM AND SYLLABUS</p> <p>Syllabus is prepared by University of Calcutta in consultation with subject experts, taking inputs from external and internal faculty. Based on the feedback the syllabus is finalized and circulated to the colleges.</p> <p>Inputs to students are through:</p> <p>Lectures Chalk & Talk Power Point Presentation etc.</p> <p>Courses offered:</p> <p>B.A., B. Sc, various certificate courses</p>
Curricular design and Development:	<ol style="list-style-type: none"> 1. Follows curriculum provided by University of Calcutta. 2. VAC – Value added course on computer, HR associate and Supervisory skills, Business English, Communication skills. 3. Foreign Language Class- 6 months Spoken English Add-on introduced recently. 4. Skill Based papers – supervisory skill and computer related.
Academic flexibility:	<ol style="list-style-type: none"> 1. Faculty flexibility in add on, value added courses and extracurricular activities 2. Faculty has full freedom to plan and execute the outreach programmes.
Curriculum enrichment:	<ol style="list-style-type: none"> 1. Learning management system introduced and used – G-suit, Edmodo. Google Meet. online with 24X7 services made available to students. 2. Online interaction had taken place effectively.
Feedback System:	<ol style="list-style-type: none"> 1. Class mentoring – on going process 2. Feedback from placement – sometimes obtained 3. Feedback from alumni is obtained 4. Inter-disciplinary classes are offered in the form of open elective 5. Screening of deficiency among students



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Teaching-learning and Evaluation: -

	<ol style="list-style-type: none">1. Remedial classes conducted2. Workshop on soft skill development and orientation program conducted3. Placements provided through institution ad self-effort by the students.4. Mentoring and counselling5. Recognizing achievements6. Encourages students who take up competitive exams7. Parent teachers meet held
Teaching-learning process	<ol style="list-style-type: none">1. <u>Process adopted:</u> Lectures, Class room participation Assignments Debates among teams on subjects Changes in environment – technological (e- source of information and knowledge) Student presentations.2. <u>Best Practices:</u><ol style="list-style-type: none">a. Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty.b. Participatory learning methods employedc. Practices shared teaching methods
Teacher quality:	<ol style="list-style-type: none">1. Subject knowledge of the teacher is sound2. Faculty are engaged in research and to publish papers and books3. Monitoring of discipline and classroom participation of students4. Student-wise data collection5. Use of computerized presentations.6. Faculty feedback taken every semester7. Effective utilization of staff.

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	<p>8. Programmes are conducted for faculty members both in-house and outside with leave.</p> <p>These programmes are organized to support faculty development.</p>
Evaluation process and Reforms	<p>a) Class room interactions</p> <p>b) Tests and exams</p> <p>c) Assignments and presentations</p> <p>d) Internal assessment a. 20 marks through mid-term test b. 10 marks through internal assessment conducted by the subject teacher c. The best out of 3 tests is considered d. Industry institution interaction – done by placement and not by department head.</p> <p>e. Institutional Question Pattern design pattern: Easy 30%, Moderate 40% challenging – 30%.</p>
Students' performance and Learning outcome:	<p><i>Student oriented initiatives:</i></p> <p>a) Students' seminars and workshops</p> <p>b) Introduced CBCS</p> <p>c) Celebration of World Environment Day, Vriksha Raksha Bandhan Day, Rashtriya Poshan March through webinar-expert talk-poster making-video compilation, National Days, International Mother Language Day, World Health Day, Basanta Utsav (Festival of Holi), Film screening and workshop on gerontology, Academic webinar on Ray's Cinematic Modernity, College Foundation Day, Workshop on Gender Equality, Gender sensitization, Intra-department webinar, International Women's Day etc.</p> <p><u>Students Feedback</u></p> <p>a) Expectations met by the institution</p> <p>b) Academics – excellent</p> <p>c) Flexibility offered.</p> <p>d) Challenging assignments</p> <p>e) Good admission policy</p> <p>f) Fee structure – no grievance</p> <p>g) Certificate, Add-on courses – adequate</p>

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Research Consultancy and Extension: -

Promotion of research	<ol style="list-style-type: none">1. Funded Project: A project (Dr. Anangamohan Panja, Deptt of chemistry) is going on under Department. Of Science & Technology and Bio-technology, Govt of West Bengal.2. Research Publication: 8 (Eight)3. Seminar/workshop/Special Lecture: Total 11 by different departments including career counselling.
Research Facilities:	<ul style="list-style-type: none">• Institute has a well-planned library and internet facility including wi-fi to cater to the needs of research.• Online journal/E-content available
Consultancy	Not explored

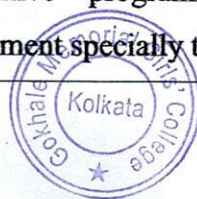
Library Facilities: -

Books/Journals	Total number of books: 28582 E books: 24 E Journals and E Books: UGC NLIST Package Membership: British Council Library Orientation Program for new comers to access books. Digitisation + Xerox + Scanner facilities. Separate Departmental Library
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Collaborations: -

Hostel Facility	College tied up with Young Women's Christian Association to provide hostel facility to its students.
Training in value added course	College has tied up with Pranavananda Institute of Management and technology on a) Supervisory Skill and HR Associate (3 Years certificate) b) Computer courses for the students.
Community welfare programmes	Memorandum of understanding drawn between College and "Calcutta Ekatma" a registered NGO (Reg No. S/733143 of 1993-94) to conduct different community welfare programmes jointly and involving students.
Environmental Awareness	Memorandum of understanding drawn between College and "Mother Earth Education" to stimulate and facilitate the development of collaborative programme to enhance awareness of natural environment specially the flora.

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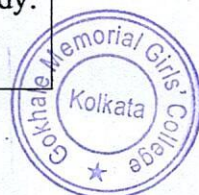
<u>Placement: -</u>	
Online mode	<p>The placement cell of the college organized online training cum counselling session with Catalyst Kolkata to accelerate value creation in the market.</p> <p>On campus placement – 8</p> <p>Off campus placement - 13</p>
<u>Infrastructure:</u> The College has infrastructure for academic activities. The infrastructure is well maintained. The library and IT facilities are also adequate. Hygienically maintained campus.	
<u>Student support and progression: -</u>	
Student Mentoring	<ul style="list-style-type: none"> • Identification of slow learning students. • Remedial measures taken and suggest remedies for non-performers. • Parent-teacher meet to aware the weak points.
Student Progression	Participation in NSS activities, seminars, cleanliness drives, awareness campaigns, Covid -19 combat initiative.
<u>Governance, Leadership and Management: -</u>	
Institutional Vision	<p>1. Vision statement is clear and noble</p> <ul style="list-style-type: none"> • To achieve academic excellence with social concern • Institute supports students from marginalized and poor segments of society <p>2. Investment on faculty:</p> <p>a) Approval from Principal for Faculty Development Programmes with demand</p> <p>b) Faculty motivation policy: encourage for higher studies</p>
Strategy Development	<p>1. Admission policy: Process conducted by admission Committee following merit criteria.</p> <p>2. Faculty encouragement: All HODs manage their departments with the help of departmental faculties.</p> <p>3. There are other committees take decision regarding related matters: Finance sub-committee, Purchase committee, Provident Fund committee.</p> <p>Collective efforts of the members of College Governing Body: for smooth functioning</p>

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Internal Assurance System	Quality	<ul style="list-style-type: none"> • Faculty performance is evaluated effectively • Student performance is evaluated effectively
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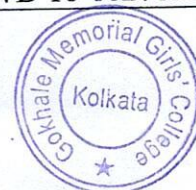
Enhanced Programme

Name of the capability enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (If any)
Workshop on Soft Skill development and orientation programme	170	170	Organized by the Placement Cell of Gokhale Memorial Girls' College (GMGC) in association with Catalyst Kolkata
A Career Awareness and Counselling Programme titled, "Building a Cutting-Edge Career for 21st Century" conducted online by IQAC in collaboration with Presidency University, Bengaluru with Dr. Kunal Saxena as the speaker.	27.11.2021	71	Organized online by IQAC GMGC in collaboration with Presidency University, Bengaluru with Dr. Kunal Saxena as the speaker.
GIS-GNSS Programme on QGIS	02.01.2022, 03.01.2022, 05.01.2022	41	NA (RESOURCE PERSON - MR AYAN GHOSH M-9836421525
A Webinar on Career Counselling titled, "Competitive Examination and Further Prospect"	04.01.2022	212	Organized by the Student Welfare Sub-Committee of GMGC and conducted by the eminent retired civil servant Shri. Nurul Haque, Chairman, West Bengal Public Service Commission.
Training in Health Check-up in observance of World Health Day	09.04.2022	11	NSS Unit-1 of GMGC and NGO Calcutta Ekatma
Group Counselling	Ongoing from 22.02.2022	All to be counselled	Yashbanti Sreemany, Crystal Minds & College Counselor
An online orientation programme, "WBPS College Counselling Session" on 'Job Opportunities in Government Sector'	03.03.2022	74	IQAC GMGC and Unacademy
Workshop on Social Gerontology (active-ageing) titled "Understanding the Psycho-Sociological Aspects of Gerontology - The Audio-Visual Approach" = Film screening of Nibhritochari, the Solitary Soul	27.04.2022	88	IQAC GMGC in association with Mr. Sourav Sarkar, Film-maker and Director, Fragrant Creation Tel - 9163275464 Email - sourav.ff@gmail.com Govt of India Udyam Reg. No. UDYAM-WB-10-0027858

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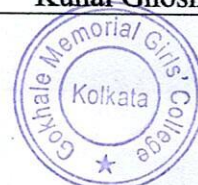


Department of Psychology, Gokhale Memorial Girls' College is organizing Weekly interactive counselling sessions for the students of the college organized by the Department of Psychology	31.05.2021, 07.06.2021, 14.0.2021, 26.06.2021, 28.06.2021	Students of all departments and all semesters	Organized by the Department of Psychology and conducted by Sm. Aparajita Chakraborty, Sm. Usri Sengupta, Sm. Sudarshana Dasgupta, Sm. Ayoleena Roy and Sm. Shyamali Sarkar
Virtual Special Lecture titled, "Education for Peace and Well Being"	09.06.2021		Department of Education, GMGC and conducted by Speaker Smt. Sumita Chatterjee, Assistant Professor and HOD, Department of Education, BHKM.
Virtual Special Lecture titled, "Inclusive Education"	12.06.2021		Organized by the Department of Education, GMGC and conducted by Prof. Bishnupada Nanda, Professor, Department of Education, Jadavpur University.
Virtual Students Seminar with PPT presentation by the Semester - 2 & 4 students (Honours) of Physics Department	19.06.2021	Sem 2 & 4 PHSA students – 14	Department of Physics, GMGC
Virtual Student Seminar through power point presentation (PPT)	21.06.2021	All CEMA students – 21	Department of Chemistry, GMGC
Virtual Psychological interactive session titled, "Session on: "Sharing experiences and finding ways to deal with GRIEF" for the students, by a specialised interaction addressing the grief experiences of students who have suffered from a loss of beloved one in this pandemic.	20.07.2021	27	Organized by the Department of Psychology, GMGC and conducted by Sm. Ankita Ghosh
Webinar titled, "The World of Advertising"	28.08.2021	All ASPV students - 32	Organized by the Department of Advertising, Sales Promotion and Sales Management, GMGC and conducted by Suneha Das, Sr. Account Executive, Wondernan Thompson, Gurgaon
Enrolment in Online certification courses by SWAYAM-NPTEL for the session January'22 to April'22.	starting 24.11.2021	July 21 to Dec. 21 - 28 enrolments Jan 22 to July 22 - 88 enrolments	SWAYAM-NPTEL
Virtual lecture "E Classrooms to Real Classrooms - the Road Ahead"	11.12.2021	68	Organized by the Covid-19 Cell of GMGC and conducted by the eminent cardiac surgeon Dr. Kunal Ghosh

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Group Counselling of Semester 6 students	22.02.2022, 08.03.2022, 15.03.2022, 29.03.2022, 05.04.2022, 12.05.2022	All Semester 6 Students - 300	Smt. Yashbanti Sreemany, Crystal Minds & College Counselor
Student Seminar and Student Presentation	08.03.2022	All PHIA students -14	Department of Philosophy, GMGC
Student Seminar and Student Presentation	10.03.2022	Semester 6 PSYA - 44	Department of Psychology, GMGC
Online Orientation programme on the Job Opportunities in Government Sector for the students of GMGC	11.03.2022	NA	Rice Group of Education https://forms.gle/NcPds9o1RV99bizw6
Student Seminar and Student Presentation	11.03.2022	Semester 6 GEOA - 39	Department of Geography, GMGC
Virtual lectures as part of their ongoing year-long online lecture series: An Evening with an Expert "The Tradition of Political Autobiography in Indian Literature" live streame don Youtube	12.03.2022	279	Organized by the Department of English, GMGC and conducted by Dr. Sayan Chattopadhyay
Presentation by students on - 1. Democratic Decentralization- an effective tool of empowerment'. 2. Do you think Citizenship is still important in the contemporary world?	12.03.2022	Semester 6 PLSA - 17	Department of Political Science, GMGC
Student Seminar and Student Presentation	15.02.2022	Semester 4 PHSA - 5	Department of Physics, GMGC
Special Lecture, "प्रयोजनमूलक हिन्दी" & Student Presentation	22.03.2022		Organized by the Department of Hindi, GMGC and conducted by Prof. (Dr.) Rajyashree Shukla, Department of Hindi, University of Calcutta
Student Seminar and Student Presentation	22.03.2022	Semester 6 MTMA - 5	Department of Mathematics, GMGC
Student Seminar and Student Presentation	24.03.2022	Semester 6 GEOA - 39	Department of Geography, GMGC
Student Seminar and Student Presentation	26.03.2022	Semester 2 CEMA - 4	Department of Chemistry, GMGC
Virtual lectures as part of their ongoing year-long online lecture series: An Evening with an Expert "Rabindranath Tagore: Nation and Theatre" live streamed on Youtube	26.03.2022	460	Organized by the Department of English, GMGC and conducted by Prof. Abhijit Sen Retired professor of English, Visva Bharati https://www.youtube.com/watch?v=IHtb5gP8AcM

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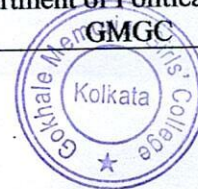
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Student group discussion session	02.04.2022	Semester 6 PLSA - 17	Supervised by Dr. Chandrima Ghosh, Assistant Professor, Department of Political Science, GMGC
Student Seminar and Student Presentation	04.04.2022	Semester 4 GEOA - 34	Supervised by Dr. Mahua Dutta, Assistant Professor, Department of Geography, GMGC
Student Seminar and Student Presentation	05.04.2022	Semester 4 MTMA - 13	Department of Mathematics, GMGC
Special Lecture titled, "Popular Art in Bengal"	06.04.2022	Semester 4 HISA - 17 Semester 6 HISA - 15	Organized by the Department of History, GMGC and conducted by Ms. Tanima Paul, Ph.D Scholar in Viswa Bharati University
Seminar presentation of Semester VI students Department of Clinical Nutrition and Dietetics	18.04.2022	All CNDV students - 71	Department of Clinical Nutrition and Dietetics
Student group discussion session on "Cold War and Post-Cold War".	09.04.2022	Semester 4 PLSA - 30	Supervised by Dr. Chandrima Ghosh, Assistant Professor, Department of Political Science, GMGC
Special Lecture titled, "Gender Inequality and Role of Education"	19.04.2022	All EDCA students - 49	Organized by the Department of Education, GMGC and conducted by Dr Mahfuz Alam, Assistant Professor, Department of Education, Rammohan College, Kolkata
Student Seminar and Student Presentation	20.04.2022	Semester 4 PSYA - 52	Department of Psychology, GMGC
Discussion session on "How to face an Interview"	20.04.2022	Semester 4 ASPV - 13 Semester 6 ASPV - 15	Organized by the Department of Advertising, Sales Promotion and Sales Management, GMGC and conducted by Sri Dipankar Mukherjee, SACT, ASPSM, GMGC
Students' seminar on 21/04/2022 as a part of celebration of Earth Day.	21.04.2022	Semester 4 GEOA - 34 Semester 6 GEOA - 35	Department of Geography, GMGC
Student Seminar of English honours Students on Conceptualization of India in H.L.V. Derozio's poem "To India - My Native Land".	21.04.2022	Semester 2 ENGA - 41	Supervised by Sm. Durba Mukherjee, Assistant Professor, Department of English, GMGC
Presentation of the NPTEL video of Dr. Merin Simi Raj (IIT Madras) on the partition novel <i>Shadow Lines</i>	22.04.2022	Semester 6 ENGA - 43	Presented by Sm. Durba Mukherjee, Assistant Professor, Department of English, GMGC
Student Seminar and Presentation on Topic: - 'Party System in India'.	23.04.2022	Semester 2 PLSA - 21	Supervised by Dr. Chandrima Ghosh, Assistant Professor, Department of Political Science, GMGC

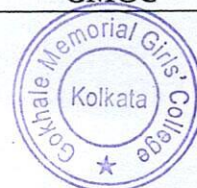
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Student Seminar and Presentation on "Was partition responsible for Jinnah's two nation theory"	23.04.2022	Semester 4 PLSA - 30	Supervised by Dr. Sarmistha Mondal Chowdhury, Associate Professor, Department of Political Science, GMGC
Student Seminar and Student Presentation	27.04.2022	Semester 2 MTMA - 5	Department of Mathematics, GMGC
Special Lecture titled, "Building an Inclusive School: Desired Changes in System, Structure, Practice and Culture"	27.04.2022	All EDCA students - 49	Organized by the Department of Education and conducted by Dr. Somnath Hazra, Assistant Professor, Department of Education Women's Christian College, Kolkata
A Workshop on Social Gerontology (active-ageing) titled "Understanding the Psycho-Sociological Aspects of Gerontology - The Audio-Visual Approach	27.04.2022	88	Organized by IQAC GMGC and conducted by Mr. Sourav Sarkar, Film-maker and Director, Fragrant Creation, Tel - 9163275464 Email - sourav.ff@gmail.com Govt of India Udyam Reg. No. UDYAM-WB-10-0027858
Special Lecture - Beyond Gender Binary - Understanding Gender Equality	29.04.2022	56	Organized by the Social Awareness Club, GMGC and conducted by Sri. Bappaditya Mukherjee
Interactive session with the students of Semester 2 of ASPSM on Pricing Methods and Strategies used by Top organizations	12.05.2022	Semester 2 ASPV - 15	Supervised by Smt. Aditi Chatterjee, SACT, Department of ASPSM, GMGC
Special Lecture titled, "Presenting Chemistry to the New Generation"	13.05.2022	All CEMA students - 21	Organized by the Department of Chemistry, GMGC and conducted by Dr. Shouvik Chattopadhyay, Professor, Department of Chemistry, Jadavpur University, Kolkata
Student Seminar and Presentation on Topic: - Israel-Palestine Conflict.	23.05.2022	Semester 4 PLSA - 30	Supervised by Dr. Chandrima Ghosh, Assistant Professor, Department of Political Science, GMGC
Group counselling	24.05.2022	Semester 4 ENGA - 47 Semester 4 HISA - 17	Organized by the Counselling Cell, GMGC with Counsellor Smt. Yashabanti Shreemany
Student Seminar and Presentation	25.05.2022	Semester 2 GEOA - 35	Department of Geography, GMGC

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Workshop on Career Counselling with Regard to Digital and Print Media for Semester 4 and Semester 6 students of ASPSM and Communicative English	26.05.2022	Sem4 and Sem 6 ASPV - 28 Sem 4 and 6 CMEV - 38	Organized by the Placement Cell, GMGC
Student Seminar and Presentation	27.05.2022	Semester 6 GEOA - 39	Department of Geography, GMGC
One day State Level Seminar on "Gender Sensitization: Rights and Challenges"	27.05.2022	140	Social Awareness Club and IQAC GMGC
Special Lecture on "The Narratives of Economics"	03.06.2022	All ECOA students - 66	Dr. Debabrata Datta Former Professor of Economics Institute of Management Technology, Ghaziabad & Nagpur and Asutosh College, Kolkata
Enrolment for 620 SWAYAM-NPTEL courses for the July - December 2022 semester	Starting 03.06.2022	Ongoing	SWAYAM-NPTEL

Overall Analysis: - Observation

Institutional Strengths: -

- Sound and value-based Management
- Efficient Administration
- Committed Faculty
- High Brand equity
- Industry based contemporary Curriculum
- ~~Good~~ ^{satisfactory} placement record
- Good quality of students
- Strong Alumni
- High degree of community intervention
- Healthy teacher student ratio
- Easy accessibility from the bus/train stations attracts students from the outskirts of the city
- ICT infrastructure with campus Wi-Fi (Teachers only)

Authenticated .

Chandra
Principal

Gokhale Memorial Girls' College



- Community outreach and extension activities by inculcating social responsibility among the students and equipping them with skills and life values to face the challenges of life thereby contributing towards nation-building
- The Career Guidance and Placement Cell facilitates counselling and placement opportunities
- Majority of the faculty members are qualified with Ph.D. degree
- Forward looking and visionary leadership of the College authority
- Willingness of leadership for all round continuous quality improvement
- Enforcement of discipline in a fair and just manner
- Apolitical ambience of the College
- Committed and supportive non-teaching staff
- Students are disciplined and well mannered

In general, the overall feeling of satisfaction on the part of stakeholders is a valuable strength of the Institution

Weakness of the Institution: -

- Limited physical space is a major limitation of the college. This has hindered the construction of an indoor stadium, recreational hall and has also limited the expansion of classrooms, laboratories, seminar rooms and library reading rooms
- Though skill oriented professional courses are the need of the hour, inadequate funds have forestalled the opening of more professional courses
- Lack of sufficient permanent non-teaching staff to manage the workload and administrative responsibilities
- The stagnation in permanent appointments of non-teaching staff has affected the dynamics of the professional growth of the discipline
- Lack of laboratory demonstrators is another limitation in the academic front
- Lack of own hostel is a hindrance for attracting students from outside the city
- No full-time officer for placement – full time faculty given additional responsibility
- Rigid routines take over academic work
- Limitation – for inter-disciplinary course
- Lack of playground

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 Gokhale Memorial Girls' College



- No lift facility
- One or two teachers are involved with research projects.
- Space for Canteen is not enough and the place of it is not proper.
- In some departments, number of students are very few.
- Lack of smart class rooms
- Lack of departmental office room.
- No separate IQAC room

Institutional Opportunities: -

- With qualified teachers and varied departments, there is scope and plans for interdisciplinary add on courses and research work.
- The addition of the new block which is under construction would facilitate opening of post graduate in some of the subjects.
- Students from Howrah and adjacent areas come to the institution opting for varied programs
- Well placed and highly qualified alumni of the institution are engaged in programs of career counselling, motivational and discipline specific activities and there lies wide opportunities in the context.
- The college despite having a small campus, tries to provide all the basic facilities for uplifting the academics that promises for better scope future
- The NSS unit of the college is very active and has hosted many programs for betterment of the students and nation building
- The college is a girl's institution which has always tried to encourage inclusiveness across language, economic diversities, etc.
- The College can easily raise the bar of its achievement if it takes care of Faculty and students exchange programme.
- Industry institution interface cell can enhance the quality of institution
- Collaboration with foreign universities for offering joint programmes can augment the status of this prestigious institution.

Institutional Challenges: -

- The introduction of CBCS promises to contemporize education with changing pedagogies but the restricted size of sanctioned teachers will hamper to fulfil the objectives of CBCS curriculum.

Authenticated .

Barsha

Principal

Gokhale Memorial Girls' College



- Unavailability of playgrounds, indoor stadium facilities, auditorium poses great challenge to manage the co-curricular activities
- Managing funds for academics, co-curricular academics and extension activities is a challenge to the institution with requirement to appoint full time non-sanctioned and part time faculties and non-permanent office staff
- The placement cell of the college has initiated no. of steps to facilitate student's placement but this could be done in favour of few disciplines only
- The institution has taken initiative in making sufficient MoUs with relevant institutions for the greater benefit of the students
- As the college has always attracted students, the pandemic situation in last two years has led to a decrease in the enrolment, mostly due to less mobility from suburb areas to the city.
- Location of the college in a populated area, surrounded by buildings, main busy road and hospital is a challenge to maintain the safety and also the academic environment of the college.

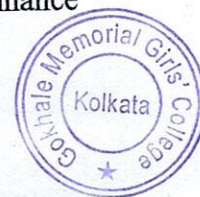
Recommendations: -

- ✓ Faculty be encouraged to go for more minor and major research projects funded by UGC/ICSSR/TISS etc.
- ✓ Infrastructural facilities and laboratories to be upgraded with latest equipment including ICT.
- ✓ More thrust on IT in teaching-learning be given.
- ✓ Collaborations with formal MOUs with reputed institutions be made for faculty development.
- ✓ Degree courses under Science faculty be more energized
- ✓ Need of courses like animation and graphics, web technology.
- ✓ Coaching for NET/SET, recruitment tests on regular basis be commenced
- ✓ Augmentation in ICT, library and sport resources is required
- ✓ Faculty be encouraged to go for membership of different bodies
- ✓ The placement cell of the institution may be strengthened
- ✓ Outdoor sports facility should be increased
- ✓ MoU may be formed to enhance the student support facilities such as playground
- ✓ Alumni association may be formalized with updated records. The data may be made accessible to the current students to foster their academic progression as well as enhance employment opportunities

Authenticated .

A. Karpha
Principal

Gokhale Memorial Girls' College



- ✓ Language lab may be introduced
- ✓ More faculties may be trained in using ICT facilities for teaching learning
- ✓ Internet facilities in the college is not adequate, it should be increased in more numbers
- ✓ Own hostel facility may be introduced for the students, not with other association.
- ✓ Separate reading room in the library may be introduced for the teacher and students
- ✓ Classes need to have white board and microphone.
- ✓ ~~The college may establish a language lab~~
- ✓ Research culture needs improvement and interdisciplinary research to be initiated
- ✓ Proper documentation is required for all activities
- ✓ Best practices of individual departments for various aspects need to be institutionalised.
- ✓ For effective delivery of curriculum, the course file to be assessed by IQAC
- ✓ Academic calendar to be prepared at department level following the affiliating University's calendar
- ✓ More students should be involved in the extension activities
- ✓ More collaborations need to be established for faculty exchange, students exchange, internship etc.
- ✓ More teachers should participate in FDP programmes
- ✓ Necessary initiative to be taken to fill up the vacant faculty position
- ✓ Online feedback system needs to be introduced.
- ✓ The college may be opted for autonomous status by arranging separate set up.

As a prestigious institution, it is a suggestion to arrange own land cum building to maintain its quality and reputation.

Gratitude:-


The audit members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended to them during the audit conducted on that day.

Signature with seal:

Kinjalini Biswas
 DR. KINJALKINI BISWAS
 Principal
 Muralidhar Girls' College
 Kolkata - 700029

Jayanti Das
 11.11.22

 Jayanti Das
 Professor
 Department of Education
 University of Calcutta

Authenticated

 Principal
 Gokhale Memorial Girls' College



Collaborative quality initiatives with other institution(s)



GOKHALE MEMORIAL GIRLS' COLLEGE

Activity report of a State Level Seminar on “The City Within: Urbanization and Cultural Responses”.

1. Name of the Seminars/Conference/workshops:

“The City Within: Urbanization and Cultural Responses”.

A State Level Seminar organized by Gokhale Memorial Girls' College, Kolkata and West Bengal State Council of Higher Education.

2. Name of the Department: Department of History, Gokhale Memorial Girls' College.

3. Date: 3rd February, 2018 (1 day Seminar).

4. Number of hours spent: 6 hours

5. Number of Participants: 150 (One hundred and fifty).

6. Name of Speakers with title of their speech, designation and Affiliation:

Sl. No.	Name of the speakers	Designation	Affiliation	Title of the Speech
1	Professor Debnarayan Bandopadhyay	Vice Chancellor	Bankura University	The City Within: Urbanization and Cultural Responses
2	Dr Urvi Mukhopadhyay	Associate Professor of History	West Bengal State University	
3	Dr Ananya Dutta Gupta	Associate Professor of English	Visva-Bharati	

7. Sponsoring agency:

GOKHALE MEMORIAL GIRLS' COLLEGE.

8. Sponsored amount: 30000/-

9. Aim of the Seminars/conferences/workshops: The two Departments of English and History intended to share their perspectives on Urbanization and its manifold consequences. The aim was to look at people and spaces as moulding each other through an examination of aesthetic representations.



Authenticated .

Akash
Principal

Gokhale Memorial Girls' College

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10. Outcome of the Seminars/conferences/workshops: Our take away from this one day seminar that went on long after the stipulated time limit was:

- Interdisciplinary discussions open up a lot of interesting viewpoints. Particularly History and Literature being co dependants, such collaborative efforts are needed more often.
- The call for papers provided an opportunity to young scholars to voice their viewpoints before a large audience.



Authenticated .
Aspire
Principal
Gokhale Memorial Girls' College

23 FEB 2023



GOKHALE MEMORIAL GIRLS' COLLEGE

Yoga Workshop & Training

IQAC of Gokhale Memorial Girls' College in collaboration with World Yoga Society, Kolkata organized a Yoga and Meditation Workshop entitled "Therapeutic & Classical Yoga, Yoga Dance and Meditation" on 02/08/2019 and two Yoga training classes each of 60 minutes duration on 03/08/2019. Smt. Arpita Palodhi, and Smt. Tania Nag, Professors of Yoga Medical College delivered their lectures and explained the unique approach called "Dibya Yoga" which has been amazingly successful in bringing relief to many. The speakers also demonstrated how the refinements and customization of static and dynamic Yoga poses work as physical medicine on both, mind and body. More than 60 students participated in the training programme.

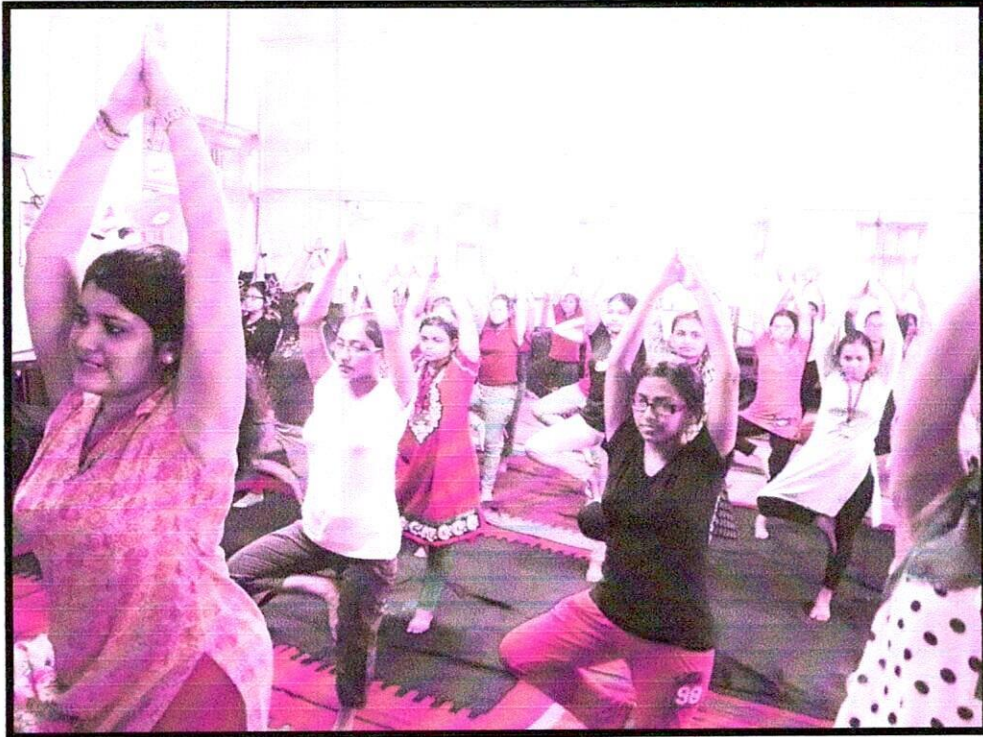


Authenticated.
Arpita
Principal
Gokhale Memorial Girls' College

23 FEB 2023



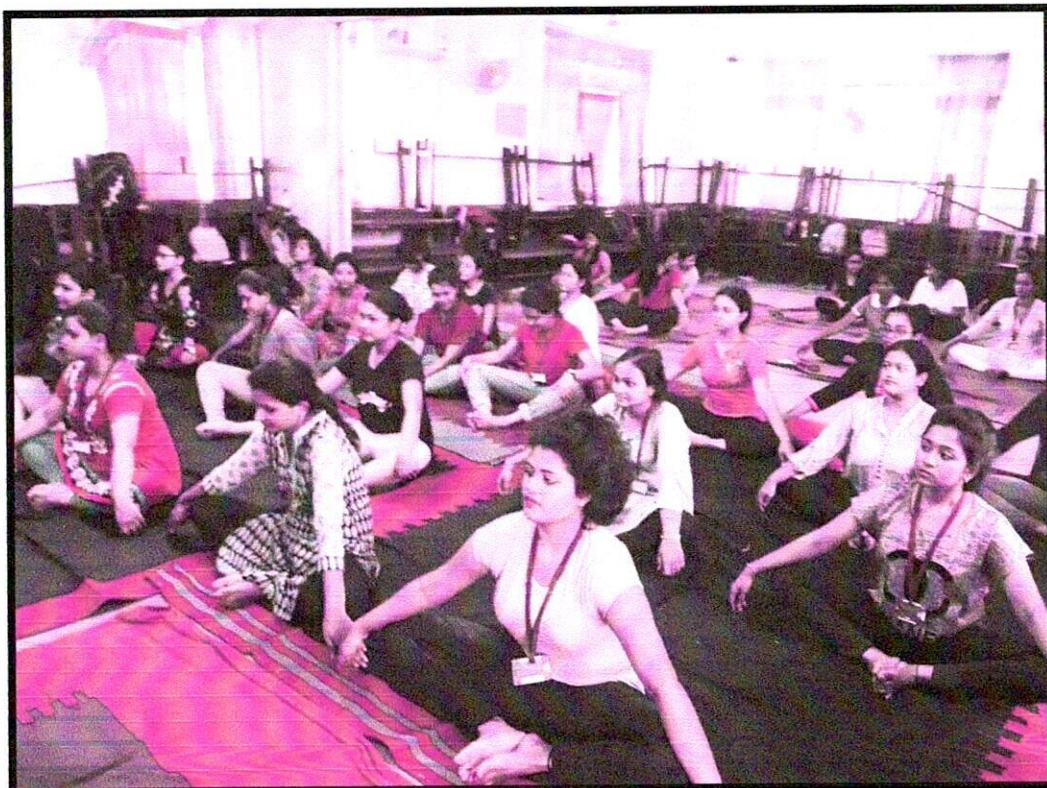
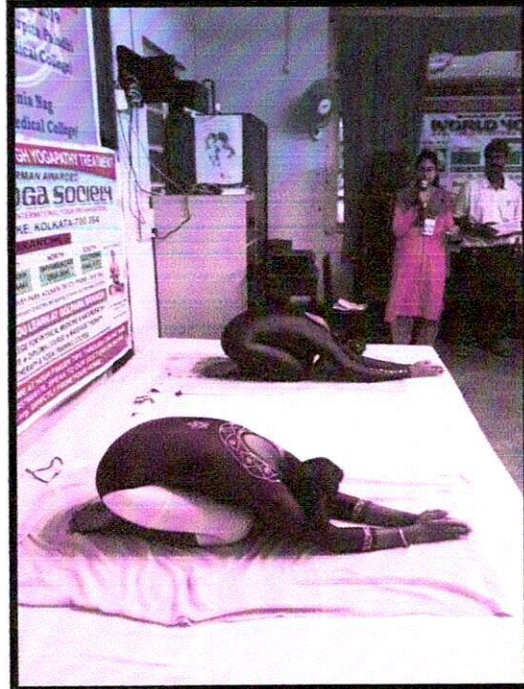
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Authenticated
Kanphe
Principal
Gokhale Memorial Girls' College
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Authenticated.
Akshita
Principal
Gokhale Memorial Girls' College
23 FEB 2023



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Gokhale Memorial Girls' College



Ref. No. GMGC/Admin/18-19/L 008

Date: 26/07/2019

To
The CEO,
World Yoga Society,
Kolkata.

Sub: Yoga Workshop & Training to be conducted by World Yoga Society in Gokhale
Memorial Girls' College

Dear Sir,

With reference to your letter dated 22-07-2019, this is to state that we welcome the teachers (Professors) of your Yoga Medical College to conduct the inaugural session of the Yoga and Meditation Workshop to be conducted on 02/08/2019 at 1.45 pm and two Yoga Training classes each of 60 minutes duration on 03/08/2019 from 1.45 pm to 3.45 pm at charges mentioned by you. We also request you to kindly provide us with the raw file of the participation certificate which also has a space for mentioning the above dates, for printing the same at our end.

Regards,

Yours sincerely,

[Signature]
Principal
Gokhale Memorial Girls' College

Authenticated .

[Signature]
Principal
Gokhale Memorial Girls' College

09 JAN 2020

1/1 Harish Mukherjee Road, Kolkata - 700 020
Phones : 2223-2355, 2223-8287, 2223-0027 • E-mail-gokhalecollegekolkata@gmail.com
website - www.gokhalecollegekolkata.edu.in

E:GMGC/Admin/2019-20/Letter A4



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[Signature]
Principal
Gokhale Memorial Girls' College

23 FEB 2020



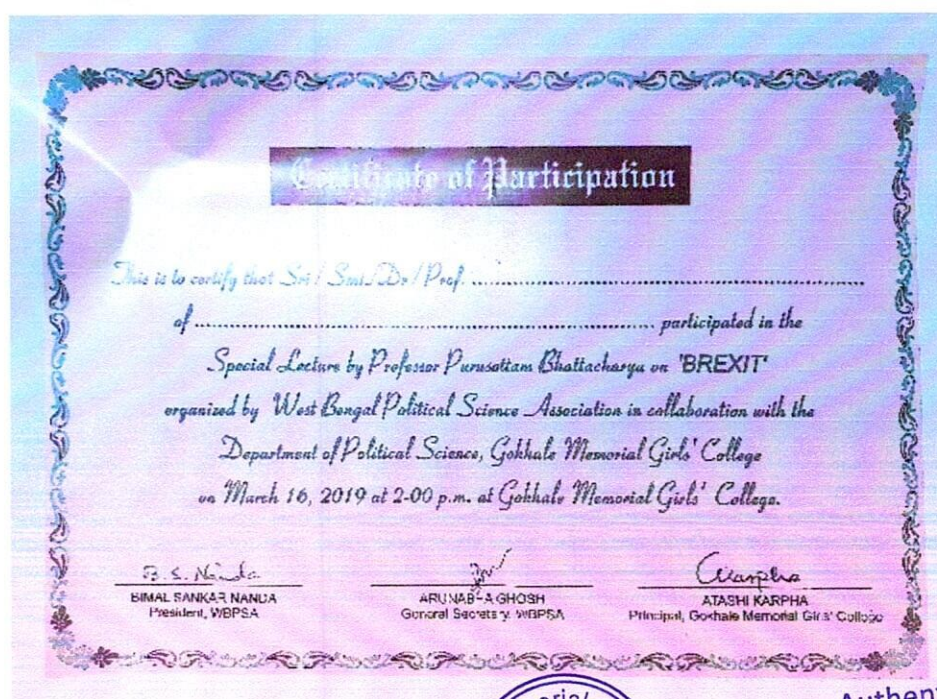
GOKHALE MEMORIAL GIRLS' COLLEGE

Activity report of Brexit

1. Name of the Seminars/conferences/workshops: 'BREXIT'
2. Organized by: WEST BENGAL POLITICAL SCIENCE ASSOCIATION
3. Aim of the Seminars/conferences/workshops: TO EDUCATE THE STUDENTS ABOUT THE CONCEPT OF BREXIT AND ITS REPERCUSSION ON EU AND THE WORLD ECONOMY
4. Date :16TH MARCH 2019
5. Duration in hours (approximate):3 HRS.
6. Number of Participants (approximate): 100
7. Name of Speakers with title of their speech, designation and Affiliation:

Name of Speakers	Title of the speech	Designation	Affiliation
PROF PURUSOTTAM BHATTACHARYA	BREXIT	PROFESSOR	JU

8. Sponsoring agency: WBPS
9. Sponsored amount:3000/-
10. Outcome of the Seminars/conferences/workshops : STUDENTS HAD PARTICIPATED IN THE SEMINAR AND RECEIVED A THROUGH IDEA ABOUT THE SAID TOPIC WHICH IS A PART OF THEIR SYLLABUS. PROF. BHATTACHARYA HAD VIVID KNOWLEDGE ABOUT THE SAME AS HE HAD DONE HIS RESEARCH ON EU



23 FEB 2023



Authenticated.
Atashi Karpha
Principal
Gokhale Memorial Girls' College



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Activity report of Two Day National Level Seminar on "ICT Enabled User Driven Library Services : Issues and Challenges"

1. **Name of the Seminars/conferences/workshops:**
"ICT Enabled User Driven Library Services : Issues and Challenges"
2. **Name of the Department:** Central Library of Gokhale Memorial Girls' College
3. **Date :** 30th and 31st May , 2022
4. **Number of hours spent:** 12 hrs
5. **Number of Participants (approximate):** 150 (Hundred and fifty)
6. **Name of Speakers with title of their speech, designation and Affiliation:**

Sl. No.	Name of the speakers	Designation	Affiliation	Title of the Speech
1	Prof. (Dr.) Uma Kanjilal Department of Library and Information Science, University of Calcutta, Kolkata	Pro-Vice Chancellor, IGNOU, Delhi	Indira Gandhi Open University	-
2	Prof. (Dr.) Subarana Kumar Das	Department of Library and Information Science, Jadavpur University, Kolkata, W.B.	Jadavpur University	Information Management, Cyber crime and Higher Education
3	Prof. (Dr.) Durga Shankar Rath	Department of Library and Information Science, Vidyasagar University, Medinipur, W.B.	Vidyasagar University	Info – portal for networked library services : the SMAC way
4	Prof. (Dr.) Susmita Chakraborty	Department of Library and Information Science, University of Calcutta, Kolkata, W.B.	University Of Calcutta	-

7. **Sponsoring agency:** Raja Rammohan Roy Library Foundation

8. **Sponsored amount:** 2.5 Lakhs



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(Signature)
Principal
Gokhale Memorial Girls' College

23 FEB 2023



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9. Aim of the Seminars/conferences/workshops:

- How a library can cater its better services to its end user by applying different mode of Information Communication Technologies
- To aware users about new technologies for accessing different resources remotely.

10. Outcome of the Seminars/conferences/workshops:

From eminent resource person's speech we, both college teachers and students have enriched ourselves. Some sort of ICT tools we will apply in our college library, which we have learned from this seminar. So many research articles were also presented in this seminar which will be published as seminar proceedings.

PHOTO GALLERY



Authenticated .

Chandra
Principal

Gokhale Memorial Girls' College

23 FEB 2023

**Activity report of SGD 4: Quality Education and the Future of South Asia**

1. Name of the Seminars/conferences/workshops: SGD 4: Quality Education and the Future of South Asia

2. Organized by: Department of Education, Gokhale Memorial Girls' College-20 in Collaboration with Department of Education, Dwijendralal College, Krishnagar

3. Aim of the Seminars/conferences/workshops: The 2030 Agenda for Sustainable Development is "a plan of action for people, planet and prosperity. It also seeks to strengthen universal peace". It comprises of 17 Sustainable Development Goals (SDGs). These goals are indivisible and encompass economic, social and environmental dimensions. Sustainable Development Goal 4 (SDG 4) is the Education Goal.

The seminar is intended for academicians, students, research scholars, industry personnel, representatives of government & academic bodies, who desire to acquire rich knowledge and gain a wider perspective on SDG 4. At the same time major objective was to spread awareness and act accordingly as that SDG 4 can be implemented in the classroom to achieve Sustainable Development Goals.

4. Date : 18th May, 2022

5. Duration in hours (approximate): 7 hrs

6. Number of Participants (approximate): 80

7. Name of Speakers with title of their speech, designation and Affiliation:

Name of Speakers	Title of the speech	Designation	Affiliation
<i>Dr.Md. Azizur Rahman</i>	<i>Current Scenario and Future Prospect of Quality Education in South Asia with Special Reference</i>	Additional Librarian	Jatiya Kabi Kazi Nazrul Islam University Trishal, Mymensingh, Bangladesh



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Akash

Principal

Gokhale Memorial Girls' College

23 FEB 2023



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	<i>to Bangladesh</i>		
Dr. Partha Sarotee Das	<i>Discovering Open Access Learning Resources for Online Teaching and Learning towards fulfillment of SDGs</i>	Assistant Library & Information Officer	National Library of India, Kolkata
Dr. Parimal Sarkar	<i>Future of Education through Sustainable Development: A need for Paradigm Shift</i>	Assistant Professor	School of Education Netaji Subhas Open University, Kolkata

8. Sponsoring agency: Gokhale Memorial Girls' College

9. Sponsored amount: 25000 INR

10. **Outcome of the Seminars/conferences/workshops:** Resource person from Bangladesh presented an excellent scenario of present education system in South Asia with special focus on Bangladesh. Another resource person enlighten the participants on how using ICT we can achieve SDGs. The other resource person put emphasis on the importance of paradigm shift of education to achieve SDGs.

Almost 40 research scholars, Teachers, Academicians and students have presented their paper. As per the expert opinion most of the papers were excellent in quality. The paper presenters showed many avenues through which we can enhance the quality of education in the classroom.



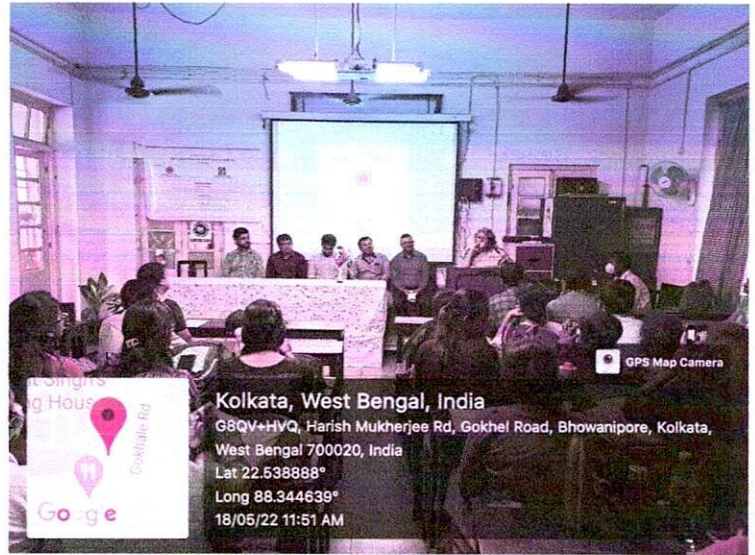
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 Gokhale Memorial Girls' College

23 FEB 2023



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Akshaya
Principal
Gokhale Memorial Girls' College

23 FEB 2023



Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

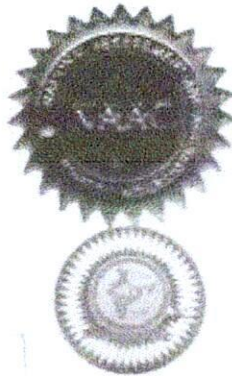
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Gokhale Memorial Girls' College
Kolkata, affiliated to University of Calcutta, West Bengal as
Accredited
with CGPA of 2.79 on four point scale
at B grade
valid up to January 18, 2021*

Date : January 19, 2016



DM
Director



Authenticated
Chandana
Principal
Gokhale Memorial Girls' College

EC(SC)/11/A&A/31.2



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वयंसेवक संस्थान

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Peer Team is pleased to declare the
Gokhale Memorial Girls' College
Kolkata, affiliated to University of Calcutta, West Bengal as
Accredited
with a CGPA of 2.62 on four point scale
at B grade.*

Date : September 16, 2008



H. Ramani
Director



Authenticated .

Chandra

Principal

Gokhale Memorial Girls' College

EC/46/A & A/121