

## Minutes of IQAC meeting held on 05.06.2023 in the Principal's Room at 1.30 PM

Agenda 1: Confirmation of minutes of meeting held on 15.05.2023 and 22.05.2023

Agenda 2: Lesson Plan related discussion

Agenda 3: NEP workshop related discussion

### Proceedings

**Agenda 1** – Minutes of meetings held on 15.05.2023 and 22.05.2023 were confirmed.

**Agenda 2** - Members resolved to ask all teachers to draw up the lesson plans of their respective portions of syllabus taught by them in both honours and major subjects (CBCS curriculum) as well as the new NEP-CCF course curriculum. Members agreed to provide the general format for the same for the convenience of the teachers.

**Agenda 3** - Chairperson Dr. Karpha informed all that with the commencement of the new academic session 2023-24 in July 2023, all departments would need to look into the NEP-CCf syllabus and it would be appropriate to have an introduction to the new system by concerned experts. Members agreed with the chairperson and resolved to organize a workshop to approach the issue. Dr. Karpha suggested that GMGC could hold such a workshop jointly with K.K. Das College and it could be scheduled in the 3<sup>rd</sup> week of June. The name of Swami Atmapriyananda ji Maharaj of Ramakrishna Mission was suggested as expert and speaker to which everyone agreed.

It was decided that teachers from other colleges would be invited to attend the lecture. They would need to register and pay Rs. 300/- towards registration. In consideration of the fact that teachers of GMGC would also attend and that accommodating more than 120 teachers in Rooms LT2 & LT3 would not be possible, it was decided that the number of external participants would be restricted to 50.

Meeting ended with thanks to the chair.

Members present as per list of signatories.

*Sanchita Sen 5/6/23*  
Dr. Sanchita Sen (Coordinator)

*Dr. Karpha.*  
Dr. Atashi Karpha  
(Chairperson)

Dr. Ivy De *I. De 5.6.23*

Dr. Goutam Mahata *G. Mahata 5/6/23*

Dr. Arijit De *A. De 5/6/23*

Dr. Sk. Sariful Islam *S. Islam 05/6/23*

Dr. Nabamita Chakraborty *N. Chakraborty 5/6/23*

Dr. Saurabh Niyogi *S. Niyogi 5/6/23*

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## Minutes of IQAC meeting held on 06.06.2023 in the Principal's Room at 1.30 PM

Agenda 1 – Confirmation of minutes of meeting held on 05/05.2023

Agenda 2 – To decide about the date of NEP workshop: 20<sup>th</sup> June/23<sup>rd</sup> June

Agenda 3 – Matters relating to the upcoming NAAC accreditation

**Agenda 1** – Minutes of meeting held on 05.05.2023 confirmed

**Agenda 2** – Members resolved that the NEP workshop would be organised on 20<sup>th</sup> June, 2023 and conducted in two consecutive sessions. As Swami Atmapriyanandaji Maharaj would not be available, Swami Sanjeeb Maharaj would be invited to speak in the first session (11.00 am to 12.00 noon) and Prof. Basab Choudhury would be the sapeaker for the second session (scheduled at 2.00 PM) on the same day.

**Agenda 3** –

❖ *Members made the following list of matter to be maintained as hard copies in print -*

1. Departmental academic calendar.
2. Codes of conduct for faculty, students etc. need to be printed and hard bound
3. Prospectus- All 5 years prospectus both online and offline.
4. SPDD document to be framed for Principal's room.
5. Last 5 years of College Magazine Miscellany
6. Academic Journals

It was decided that the Departmental Calendars of each department would be collected and bound as a single volume for the safekeeping of IQAC whilst individual copies would also be made, spiral bound and handed over to the department by the Printing Committee. The task of drawing up the College Map and signage would be entrusted to the Campus Management Committee.

❖ *Departmental Presentations* would be restricted to 8 minutes and the general format would be as follows -

- 1) Brief history (one/two lines)
- 2) Prospectus
- 3) Faculty(names & designation, qualification, specialization ,number of publications)
- 4) Demand ratio for admission
- 5) Rural, Urban distribution of students
- 6) General/SC/ST/ OBC students admission
- 7) Department infrastructure
- 8) Result analysis
- 9) Other achievement (Internal & External)
- 10) Student Progression
- 11) Placements-Alumni registration

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## ❖ Qualitative Metric related discussion

- 1) Smart room log book to be made for each smart room.
- 2) Departments to create departmental log books for computer use and ICT tool use.
- 3) Department to keep Google classroom data intact
- 4) PO/CO outcomes-results to progression percentage/ratio to given.
- 5) Social welfare- Kerala fund related
- 6) External Awards & Certifications
- 7) Library Committee to assist the Librarian in updating all library related matters.

Meeting ended with thanks to the chair.

Members present as per list of signatories

*Sanchita Sen 6/6/23*  
Dr. Sanchita Sen (Coordinator)

*Atashi Kapha*  
Dr. Atashi Kapha  
(Chairperson)

Dr. Ivy De *I. De 6.6.23*

Dr. Goutam Mahata *G. Mahata 6/6/23*

Dr. Arijit De *A. De 6/6/23*

Dr. Sk. Sariful Islam *S. Islam 06/6/23*

Dr. Nabamita Chakraborty *N. Chakraborty 6/6/23*

Dr. Saurabh Niyogi *S. Niyogi 6/6/23*

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## Minutes of IQAC meeting held on 05/07/2023 at 11.30 AM in the Principal's Room

Agenda 1:- Confirmation of minutes of meeting held on 06.06.2023

Agenda 2:- IPR lecture for Teachers

Agenda 3 – Gender sensitization

Agenda 4 – Conduct of psychometric counselling

Agenda 5 - Video of college campus

Agenda 6 – appointment of physical instructor

Agenda 7 – Departmental Preparedness and shortfalls

Agenda 8 – Conservation of energy

### **Proceedings**

**Agenda 1** – minutes of meeting held on 06.06.2023 confirmed.

**Agenda 2** – Members resolved to invite (Prof.) Dr. Indira Banerjee, Senior IPR Attorney, M/S. P.S. Davar & CO. to deliver lecture on copyrights under "Intellectual Property Rights" on 11<sup>th</sup> July/18<sup>th</sup> July, 2023.

**Agenda 3** – It was decided that social Awareness club will organize a programme on Gender- sensitization tentatively before the Puja Holidays.

**Agenda 4** – Coordinator Dr. Sen informed that informed the 1<sup>st</sup> session of Psychometric Counselling had been concluded on 28<sup>th</sup> June, 2023 and reports declared. Sm. Suvosree Bhattacharya, SACT, Dept. of Psychology would be requested by the IQAC to approach Madam Principal to fix the date for the 2<sup>nd</sup> session of Psychometric Counselling.

**Agenda 5** – Members accepted the Chairperson's suggestion that the services of a professional person should be engaged for making a video of the College campus to be posted in the college website.

**Agenda 6** – Members agreed that it was necessary to appoint a Physical Instructor for the benefit of the students.

**Agenda 7** – Members held discussion on several points on departmental preparedness for NAAC accreditation and shortfalls.

- Lesson Plans to be completed by 31<sup>st</sup> July
- Original award certificates of teachers to be maintained in hardcopy
- To prepare IT use logbooks
- Departmental PPTs to be prepared according to the format provided by the IQAC sent to the department mail

**Agenda 8** – it was decided that students would be asked to make posters of awareness regarding conservation of energy within the college premises. Campus Management Committee would be requested to consult vendor Samrat Paul for the drawing up of relevant signage and indicators including those for conservation of electricity.

Meeting ended with thanks to the chair.

Members present as per list of signatories.

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 5/7/23*

Dr. Ivy De *I. De 5.7.23*

Dr. Arijit De *A. De 5/7/23*

Dr. Sk. Sariful Islam *S. Islam 05/7/23*

Dr. Saurabh Niyogi *S. Niyogi 5/7/23*

*Atashi Karp*  
Dr. Atashi Karp  
(Chairperson)

Principal  
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**Minutes of IQAC meeting held on 19/07/2023 at 1.30 PM in Principal's Room**

- Agenda 1: Confirmation of previous meeting.  
Agenda 2: Activities to be organized  
Agenda 3: NAAC preparedness discussion  
Agenda 4: Discussion on Total credit classes  
Agenda 5: Discussion regarding a few college activities to be undertaken

***Proceedings***

**Agenda 1** – Minutes of meeting held on 05/07/2023 confirmed.

**Agenda 2** –

- Gender sensitization to be organized in November 2023
- Psychometric Counselling by Nabajatok to be arranged by Sm. Suvoshree Bhattacharya. The date of 2<sup>nd</sup> Psychometric Counseling to be scheduled when all students are available.
- Social Outreach activity would be conducted as in previous years.
- It was resolved that a lecture on value-education would be conducted tentatively on 2<sup>nd</sup> August 2023. Dr. De would coordinate with Sri Sarada Math & Ramakrishna Sarada Mission, Dakshineswar, Kolkata in this regard and obtain the name of the speaker.
- The Social Awareness Club would conduct a seminar on trafficking in November or December 2023.
- Library Orientation Programme would be conducted tentatively after the Semester 4 examinations are over in August 2023 or as per situational convenience.
- Members resolved that videos of practical demonstrations would be posted in the college site/YouTube link to facilitate online learning. In this regard, the departments of Psychology and Geography would initiate the uploading of the practical lectures. Practical-based subject departments Physics and Chemistry would complete the video demonstration of instruments newly acquired with RUSA 2.0 funds by end of July 2023.
- Library Orientation Programme to be tentatively conducted after the Semester 4 examinations are concluded by the end of August 2023 as per situational convenience.
- The Librarian, member of IQAC requested the Chairperson to formally approve the use of library services by the registered Alumni of the college.
- Departments would conduct student presentations, parent-teacher meetings, peer-tutoring classes and other academic activities in the new academic session as done in previous years.
- College Magazine Committee would make arrangements for publication of the college magazine "Miscellany 2023"





**Agenda 3** – The following were the proceedings in NAAC preparedness discussion-

- A professional expert to be approached for preparing the video presentation of College campus and infrastructure
- To search for a physical instructor
- IQAC coordinator informed that departments were asked to identify their preparedness shortfalls and fill them up, especially as regards IT use log books and departmental presentations.
- Social Outreach activity would be conducted as in previous years.
- A survey of the campus waste matter to be discarded would be conducted.
- To disseminate awareness regarding conservation of electricity in the college campus by putting up sign boards in vantage points and areas.
- To provide a storage space to Sociology Dept.
- The medical unit of the college will be kept under observation for some time to and final decision made for its further continuation.
- Dr. Arijit De informed members that M.S. Certification had scheduled the next ISO meeting for audit to be held in January, 2024.
- Members resolved that college would provide all departments with funds for printing necessary documents for NAAC visit.
- **Agenda 4** – Members discussed that the new NEP CCF 2022 (adopted by CU under NEP 2022) should have a time-table that allows four credits for major minor 4 each- 4for SEC, 3 credits/or IDC the prescribed template.
- **Agenda 5** –
- Social Awareness Club would conduct a lecture session/seminar on trafficking in November or December 2023.
- Goods required for setting up the Medical Unit would be purchased with the contribution of Rs.10000/- made by the College Alumni Association.

The meeting ended with thanks to the chair.

Members present as per list of signatories.

*Sanchita Sen 19/7/23*  
Dr. Sanchita Sen (Coordinator)

*Atashi Karpas*  
Dr. Atashi Karpas  
(Chairperson)

Dr. Ivy De *I. De 19.7.23*

Dr. Goutam Mahata *G. V. Mahata 19/7/23*

Dr. Arijit De *A. De 19/7/23*

Dr. Sk. Sariful Islam *S. Islam 19/7/23*

Dr. Nabamita Chakraborty *N. Chakraborty 19/7/23*

Dr. Saurabh Niyogi *S. Niyogi 19/7/23*

Principal  
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## Minutes of IQAC meeting held on 09/08/2023 at 1.30 pm in Principal Room

**Agenda 1:** - Confirmation of minutes dated 19/07/2023

**Agenda 2:-** To discuss preparedness for NAAC visit and the tentative dates of NAAC PTV.

**Agenda 3:-** Discussion on MOU with Avison Institute & Workshop by Jamboree.

**Agenda 4:-** Discussion on Value- Added courses/Add-on course

**Agenda 5:-** Discussion on programmes to be conducted by the Counseling Cell

**Agenda 6:-** Discussion on physical training

**Agenda 7:-** Discussion on IDC subjects to be offered

**Agenda 8:-** AQAR 2022-23 Planning

### ***Proceedings***

**Agenda 1** – Minutes of meeting held on 19.07.2023 were confirmed.

**Agenda 2** – Members resolved that NAAC shall be reminded to set their dates of GMGC visit after the College had acquired some infrastructure preparedness NAAC visit-reminder to be given. Thus the most important step would be to ensure infrastructure preparedness in the following areas –

- Classroom construction in the new building to be completed. Smart Room to be installed.
- All renovation pending under RUSA 2.0 and others to be completed
- Photos of Rainwater Harvesting system to be posted in website-
- Vital Waste would be asked to complete the task of collecting all waste in the second phase campus cleaning drive.
- LED projectors and screen to be installed in the bigger classrooms
- PWD to be given the job of painting internal and external college buildings by the end of August 2023
- College Gate to be renovated
- Digital Notice Board/ Digital screen to be installed
- New ACs bought to be installed
- A board of display showing the names of all the former Principals and TICs to be installed in the Principal's room.
- New curtains to be put up wherever required.
- Students' common room to be renovated as required and repainted.
- A gymnasium to be installed.

**Agenda 3** – Dr. Karpha informed that The MOU with Avison Institute and Brainware University had been drawn up. Hence reports of activities conducted with both institutions would need to be posted in the college website. Members also agreed to give Jamboree Education to conduct career counselling workshop.

**Agenda 4** - Introduction of Valued-Added/Add-on certificate courses was discussed. Members agreed that it would be appropriate to introduce them as free courses open to all students (as much as feasible) and conducted by internal faculty members and engage external experts in unavoidable circumstances.





Coordinator, Dr. S. Sen suggested R-software be introduced for the students of Economics and Mathematics and other interested students but emphasized that this course would need to be taught by external experts. Decisions would be taken by the teachers in the Teachers' Council meeting. Some of the add-on courses suggested by the departments were -

- Personnel Development & Management course by ASPV Department Entrepreneurship-Education Dept.
- Statistical Data Analysis using Excel by Departments of Chemistry and Economics
- Public Speaking and Communication or content Writing by the CMEV Department
- Baking course by CNDV department to be conducted by Dr. Ivy De, Faculty, Dept. of Education
- Competitive Examination Preparatory Course on TET Examination to be conducted by Education department

**Agenda 5** – Counseling Cell activities were discussed. Convener of the cell, Dr. Nabamita Chakraborty proposed that two programmes be held – a workshop on building life skills and emotional resilience tentatively in September 2023 and Dr. Nilanjana Sanyal invited for conducting the same; the second proposal was for a one-day National Seminar jointly organized by the Departments of Psychology and English in collaboration with Indian Psychoanalytical Society tentatively in mid-October 2023, in blended mode with call for papers.

**Agenda 6** – Members agreed that it would be necessary to appoint a Physical Trainer to overlook the gymnasium activities for the benefit of the students and staff.

**Agenda 7** – The introduction of CU-CCF Inter-disciplinary Courses (IDC) under NEP 2020 was discussed and it was resolved that the IDC syllabi of subjects offered would be posted in website for the benefit of students.

**Agenda 8** – It was decided that for submission of AQAR 2022-23, data collection format will be forwarded to the different departments and data collected as soon as possible.

Meeting ended with thanks to the chair.

Members present as per list of signatories.

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 9/8/23*

*Atashi Kapha*  
Dr. Atashi Kapha  
(Chairperson)

Dr. Ivy De *I. De 9.8.23*

Dr. Goutam Mahata *G. Mahata 9.8.23*

Dr. Arijit De *A. De 9/8/23*

Dr. Sk. Sariful Islam *S. Islam 9/8/23*

Dr. Nabamita Chakraborty *N. Chakraborty 9/8/23*

Dr. Saurabh Niyogi *S. Niyogi 9/8/23*

Principal  
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## Minutes of IQAC meeting held on 13/09/2023 at 1.30 pm in Principal Room

**Agenda 1** – Confirmation of minutes of meeting held on 09/08/2023

**Agenda 2** – Discussion on environmental audit of the college

**Agenda 3** – Martial Arts Competition

**Agenda 4** – Agreement with a physical training institute

**Agenda 5** – To organize a talk on India's Chandrayan-3 achievement

**Agenda 6** – Discussion on mental health awareness programmes

**Agenda 7** – Discussion on introduction of Add-on Courses

**Agenda 8** - IQAC meeting with the conveners of different committees entrusted with NAAC preparation

**Agenda 9** – Discussion with departments on organizing preliminary meetings with guardians prior to NAAC visit

**A.O.B** – Discussion on introducing IGNOU courses

**Agenda 1** – Minutes of meeting held on 09.08.2023 were confirmed

**Agenda 2** – Members agreed that it was important to conduct Green Audit and Water Audit. Dr. S.Sen suggested that Dr. Saswati Sen, Head Executive of WWF be invited to conduct the Water audit for the second time. Dr. Arijit De agreed to communicate with MS Certification for conducting Green Audit.

**Agenda 3** – Members resolved that the World Martial Arts Committee (Under the Patronage of: AFISA INDIA) would be allowed to hold its 5th South Bengal Open Martial Arts Championship in Gokhale Memorial Girls' College on 7<sup>th</sup> October, 2023 and conducted in rooms LT2 and LT3. The NSS Unit-1 of the college would assist the committee in organizing the competition and the college would provide only the 5th South Bengal Open Martial Arts Championship and the College will provide only venue and space.

**Agenda 4** – Physical training facility to be provided through MOU with an Physical Training Institute once a week and if necessary at a nominal fee of Rs.100 per student. It would be necessary to make provision for such sessions in the college time-table tentatively from January 2024 onwards.

**Agenda 5** – Principal Dr. Kapha suggested that the college should arrange for an Expert Talk on the Chandrayan-3 Space Mission to commemorate the great space event. Dr. Kapha informed that she had spoken to this effect with Sri Subhradip Ghosh, Scientist, ISRO, who had actively participated in the successful moon mission. She suggested that the lecture be arranged by the end of September 2023.

**Agenda 6** – Dr. N. Chakraborty, Convener of the Counselling Cell informed that the Mental Health Day Conference proposed earlier would stand withdrawn due to unavoidable circumstances. Dr. Sen proposed that film director Sourav Sarkar be approached for conducting workshop on Social Issues and the responsibility of coordinating with Mr. Sarkar could be taken up by Dr. Moon Moon Dutta (HOD), Dept. of Psychology. Dr. Ivy De suggested that a Dementia Awareness Programme be conducted by expert Nilanjana Moulik jointly by IQAC and the Department of Education in Mid-October 2023.

**Agenda 7** – Discussion continued on the subject of commencement of various Add-on courses. Dr. Sen informed members that such courses had already been started by ASPV and CMEV departments. The members deliberated on the time slot of these courses. Dr. Sen proposed that the 30-hour certificate courses could be conducted during the first two weeks of the month of May when regular course syllabus had been completed. ASPV had already planned a course structure for a HR add-on course drawing on the





course structure of the HR course conducted by PIMT but would carry a different name. google forms would be circulated to enroll the names of interested students.

**Agenda 8** - It was decided that the IQAC would meet the teacher members of all Cells/Committees on Date- 26<sup>th</sup> September, 2023 to assess the progress of their NAAC Accreditation related work.

**Agenda 9** – IQAC would conduct pre-NAAC meetings with the Alumni and the Guardians of current students to appraise them of the requirements of NAAC Accreditation. Such meetings would be conducted department-wise. Department would need to submit 5 names of Alumni and Guardians of current students respectively. Meetings would be conducted on 07/10/2023 and with prior notice to both the alumni and the guardians

**Agenda 9** – A.O.B.

Dr. Ivy De was requested to contact IGNOU for the introduction of distance education in GMGC and inform the IQAC.

Meeting ended with thanks to the chair.

Members present as per list of signatories.

*Sanchita Sen 13/9/23*  
Dr. Sanchita Sen (Coordinator)

*Atashi Kapha*  
Dr. Atashi Kapha  
(Chairperson)

Dr. Ivy De *I. De 13.9.23*

Dr. Goutam Mahata *G. Mahata 13/9/23*

Dr. Arijit De *A. De 13/9/23*

Dr. Sk. Sariful Islam *S. Islam 13/9/23*

Dr. Nabamita Chakraborty *N. Chakraborty 13/9/23*

Dr. Saurabh Niyogi *S. Niyogi 13/9/23*

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## Minutes of IQAC Meeting held on 11/10/2023 with NAAC Visit Committees

**Single Agenda** - Appraisal of Committee preparedness for NAAC Peer Team Visit

Conveners of the following committees confirmed the extent of completion of the NAAC preparation tasks entrusted to them.

- Campus Management and Data Management – All tasks had been completed
- Admission Committee Convener assured that previous 5-year data had been checked and recorded
- Blood Donation Committee Convener assured that all compilation were completed and all records updated in website. Data had been arranged year-wise
- Alumni Committee had met the Alumni who would be present during the alumni meet with the NAAC Peer Team and had been briefed.
- Student Stake-Holder Committee informed that they had met the students representatives who would meet the Peer team and briefed them.
- Guardian Stakeholder Committee informed that they had briefed the guardians who would meet the Peer team and briefed them.

Teachers also discussed about some of the tasks yet to be completed. Dr. Kuldip Kaur was requested to display the Social Outreach Activity Photos and information on the Notice Board. Sm. Sejuti Chowdhuri would be provided with a new notice board for displaying the activities of the ASPSM department.

*Sanchita Sen 11/10/23*  
Dr. Sanchita Sen (Coordinator)

*Atashi Kapha*  
Dr. Atashi Kapha  
(Chairperson)

Dr. Ivy De *I. De 11.10.23*

Dr. Arijit De *A. De 11/10/23*

Dr. Sk. Sariful Islam *S. Islam 11/10/23*

Dr. Nabamita Chakraborty *N. Chakraborty 11/10/23*

**Principal**  
**Gokhale Memorial Girls' College**





**Minutes of IQAC meeting held on 29.11.2023 in the Principal's Room at 2.00 PM**

**Single Agenda** - Discussion on NAAC Assessment and suggestions for further improvement.

***Proceedings***

- Dr. Karpha presented the official NAAC Report to the members. She began with the NAAC peer team observations weakness.
- Members were surprised on the report on mentoring given by the NAAC Peer team. Members expressed their belief, that cross-mentoring had been conducted systematically and does not invite the comment as made by the team. Dr. Karpha suggested that mentoring sessions need follow up sessions also within a set calendar and should be conducted online.
- Members deliberated on the stress put on innovative teaching learning and pedagogy by the Peer Team.
- Members opined that in under-graduate teaching it is different to evolve models of teaching.
- Dr. Karpha stated that video lectures developed by the lab-based departments were innovative. Dr. Karpha indicated that innovative practices should be notified through the website. Dr. Arijit De opined that Peer team suggestion on innovative was not consistent with ground reality. Lectures delivered in the chalk and talk method would be more fruitful. Dr. Ivy De laid stress on participative learning as one method of innovative teaching practice.
- Members agreed that the college would need to introduce more skill-oriented courses as suggested by the Peer Team.
- Members expressed concern that the Peer Team had expressed dissatisfaction regarding the fact that major infrastructural developments had been done in 2023 and not before. They discussed that it was explained to the Peer Team that the college had missed precious one and a half years' time due to the Covid-19 pandemic lockdown and infrastructural work had to be deferred.
- Dr. Karpha informed that the Philosophy Department would conduct Spell Dent and an Ethics and Value add-on certificate course in the coming semester and that the Geography Department had already agreed to conduct GIS Training add-on course. Members suggested that an add-on course on constitutional values and legal aid framing could be introduced.
- Dr. Arijit De opined that all certificate courses should be well structures. Suggestion were for constitutional values and legal aid framing.
- Dr. Sen opined that the method of calculating attainments levels needs to be studied closely and result outcomes analysed systematically.
- Members opined that the internal SSS should be anonymous & online.
- Dr. Sen suggested that it would be encouraging for the students if a college scholarship system was introduced.
- Dr. Karpha opined that attendance records should be digitalized so that students themselves can access their attendance records. For that matter it would also be proper to digitalize teacher data.







- Members suggested that MDC course under NEP 2020 be introduced as this would improve admission numbers for the college.
- Dr. Karpha suggested that some provision for performing arts courses may be made as per the recommendations of the NAAC Peer Team
- Dr. Sen offered a suggestion that Jumba Dance can be introduced under the guidance of the College Fitness Centre to make Physical Training more attractive to the students.
- Dr. Karpha suggested that Departments should take the initiative to make departmental Alumni Meets mandatory and also keep alumni records updated. These should be maintained within a formal framework. Dr. Sen and Dr. Chakraborty suggested that the College Alumni Association needs to be requested to consult Alma Shines for Alumni tracking etc.
- Activity under MOU - Members agreed that Avison Institute must be called immediately for conducting preparatory classes for competitive examination for govt. jobs as per the requirements of the MOU drawn up with them.
- Career counselling - Members agreed that Jamboree Education can be called for conducting preparatory session on competitive exams for non-govt. jobs.
- Members also discussed the importance of maintaining proper student and teacher data and if required the same could be outsourced to an IT expert.
- Dr. Karpha informed members that the National Cadet Core (NCC) had approached the College with an offer of providing opportunity to the students to enroll in NCC and that it was necessary to appoint a new NCC teacher-officer for the college.

Meeting ended with thanks to the chair.

Members present as per list of signatories.

*Sanchita Sen 29/11/23*  
Dr. Sanchita Sen (Coordinator)

*Atashi Karpha*  
Dr. Atashi Karpha  
(Chairperson)

Dr. Ivy De *I. De 29.11.23*

Dr. Goutam Mahata *G. Mahata 29/11/23* **Principal**  
**Gokhale Memorial Girls' College**

Dr. Arijit De *A. De 29/11/23*

Dr. Sk. Sariful Islam *S. Islam 29/11/23*

Dr. Nabamita Chakraborty *N. Chakraborty 29/11/23*

Dr. Saurabh Niyogi *S. Niyogi 29/11/23*





## **Minutes of IQAC meeting held on 03.01.2024 in the Principal's Room at 2.00 PM**

Agenda – Confirmation of minutes of IQAC meetings held on 13.09.2023, 11.10.2023 and 29.11.2023

Agenda 2 – Discussion on the 3<sup>rd</sup> Cycle Accreditation Score of the college to look for improvements

Agenda 3 – Discussion on Re-assessment

Agenda 4 – Discussion on CO-PO attainment

Agenda 5 – Discussion on formation of new IQAC

### ***Proceedings***

**Agenda 1-** Minutes of IQAC meetings held on 13.09.2023, 11.10.2023 and 29.11.2023 were confirmed.

**Agenda 2-** The following suggestions were placed in the meeting.

- A promotional video showing different aspects and features of GMGC, a premier institution of Kolkata should be developed with a special focus on the results, activities and placements.
- Academic outreach activity should be initiated through MOUs drawn up with schools.
- As per Dr. Karpha's suggestion an Internship Management Cell must be created under the guidance of the Academic Sub-Committee.
- A new Research and Publication Cell must be formed to step up research activities in every department.
- A formal method should be evolved to maintain Alumni information.
- Academia: GMGC, the college academic journal should be revived.
- An electoral survey needs to be conducted for all the current students of the college.

The following resolutions were taken under Agenda 2.

- All departments would be asked to initiate free-add-on certificate courses for the students.
- College would arrange for summer internships for all students including both NEP-CCF students and students under the old CBCS Curriculum.
- College would take a positive step towards introduction of Performing Arts courses.
- Teachers would be asked to develop e-content study matter for uploading in the college website. Such e-content can be in the form of lecture videos/PPT with notes/practical demonstration videos/papers/any self-developed study material/question banks/questionnaires for surveys.

**Agenda 3-** All members agreed that it would not be possible to opt for a re-assessment given the resources needed and that the college had already expended a considerable amount for completing the 3<sup>rd</sup> cycle assessment process.

**Agenda 4 –** Members resolved that it would be necessary to initiate reforms in the student feedback mechanism, introduce new learning management scheme and look into the process of CO-PO mapping and attainment calculations while also maintaining an attainment portal for the college. The guidance and assistance could be sought from an external expert in this regard.







**Agenda 5** – The current members made the following observations as regards the formation of new IQAC or continuation of current IQAC with induction of few new members - The present IQAC had been constituted in November 2018 and had completed 5 years of work. Hence, it would be proper for the Chairperson (Principal) Dr. Karpha to constitute a new IQAC team. Dr. Karpha however expressed her wish that the present team should continue to function till November 2024. But the majority of the members opined that the 3<sup>rd</sup> Cycle Accreditation work had been completed by the present IQAC with 5 years of intense activity and responsibility and it would be appropriate to bring in a new team of IQAC which would work with new ideas and new vigor to make the necessary improvements and take the institution to new heights of success. The majority opinion was accepted by Dr. Karpha and she thanked the present team for their efforts and contribution.

Meeting ended with thanks to the chair.

Members present as per list of signatories.

*Sanchita Sen 3/1/24*  
Dr. Sanchita Sen (Coordinator)

*Dr. Karpha*  
Dr. Atashi Karpha  
(Chairperson)

Dr. Ivy De *I. De 3.1.24*

Dr. Goutam Mahata *G. Mahata 3/1/24*

Dr. Arijit De *A. De 3/1/24*

Dr. Sk. Sariful Islam *S. Islam 03/1/24*

Dr. Nabamita Chakraborty *N. Chakraborty 3/1/24*

Dr. Saurabh Niyogi *S. Niyogi 3/1/24*

Principal  
Gokhale Memorial Girls' College





## Minutes of IQAC meeting held on January 22, 2024, Tuesday, in the Principal's Room

**Agendum**-The new IQAC met and discussed the plans for the remaining session. Dr Jayjayanti Ray was elected as Co-ordinator for a period of two years. The Principal decided to induct an eighth member in the IQAC after deliberation. IQAC decided to make feedback fully online. The budget for special lectures was proposed to be increased. It was decided to complete the environment audit-ISO 14001. Gender and energy audit would also be considered. The AQAR for 2022-2023 would have to be prepared and each member would take charge of one criterion. Focus to be given to seminars and workshops.

The meeting ended with thanks to the Chair.

Members present as per Signatories.

- 1) Dr. Atashi Kapha (Principal) *Atashi Kapha* Principal  
Gokhale Memorial Girls' College
- 2) Dr. Sariful Islam *S. Islam*
- 3) Dr. Arijit De *A. De 22.1.24*
- 4) Dr. Biswajit Chowdhury *Biswajit Chowdhury 22/1/24*
- 5) Sm. Priti Rajak *Priti Rajak 22.1.24*
- 6) Dr. Jayjayanti Ray *Jayjayanti Ray. 22.1.24*
- 7) Dr. Chandrima Ghosh *Chandrima Ghosh 22.1.24*
- 8) Dr. Mausumi Mukherjee (Coordinator) *Mausumi Mukherjee 22.1.24.*





**Minutes of the IQAC Meeting held on February 20, 2024 in the Principal's Room**

**Agenda-I**

Discussion with previous IQAC. Co-ordinator with regard to continuous of NAAC work.

IQAC mail-id:- [iqac@gokhalecollegekolkata.edu.in](mailto:iqac@gokhalecollegekolkata.edu.in).

Password-gmgc-iqac@2020

NAAC Track Id-WBCOGN 13697

NAAC login [id-gokhalecollegekolkata@gmail.com](mailto:id-gokhalecollegekolkata@gmail.com)

Password-G03@CU (NAAC Portal)

Assessment Period-June-May

Financial Data- April-March

Publications-Calendar year (January-December)

For 22-23 – Till December 2022

There are 16 Mous working at present. (CINI to be uploaded)-Two Mous with Nabajatak  
(One for internship for psychometric)

Certificate Course-1) Free money to be taken only for examination.

2) Paid-collaborative

Certificate Course-1) Dr. Sanchita Sen(Convenor)

2) Dr. Reshmi Panda Mukherjee

3) Sm. Barnali Barman

**Agenda II: - Admission for 2024-25**

A two-hour workshop would be conducted on 9<sup>th</sup> April, Tuesday with Principals of Girls' and CO-education schools to promote admission. Orientation Committee would be asked to prepare, the presentation. A student Fair would also be organized around 30<sup>th</sup> April for students along with guardian where departments would put up stalls to interact with further incumbents.



Placement Cell will conduct as year-long lecture session on career-options where notable alumni from each department would speak to the students. The departments would be asked to identify five alumni and the sessions would be in a hybrid mode. (online/offline)

An International Seminar in blended mode would be conducted on AI, tentatively in April.

The meeting ended with thanks to the Chair.

Members present as per Signatories.

- 1) Dr. Atashi Kapha (Principal)

Principal  
Gokhale Memorial Girls' College

- 2) Dr. Sariful Islam

S. Islam

- 3) Dr. Arijit De

A. De 22.2.24

- 4) Dr. Jayjayanti Ray

- 5) Dr. Mausumi Mukherjee (Coordinator)

Mausumi Mukherjee 20.2.24.








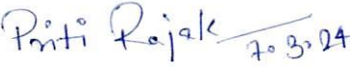



## Minutes of IQAC meeting held on 7<sup>th</sup> March, 2024 in the Principal's Room

1. Dr. Mausumi Mukherjee has become the IQAC co-ordinator in place of Dr. Jayjayanti Ray for two years as she is unwell
2. Inter-college slogan competition to be organized to celebrate International Women's Day.
3. An Inter-college competition for all male members of the college to be held on the theme- 'আমার চোখে নারী শক্তি' to be submitted to college mail between 8<sup>th</sup> and 12<sup>th</sup> March
4. An Incubation Cell to be formed to guide students to steer their skills for technological innovations. All members of placements cells along with Smt. Pratyasha Agrawal.
5. Principal's meet with the school principals with regard to college admission will held on 4<sup>th</sup> April 2024 at 2.00 pm
6. Online meet with the guardians and the candidates would be held in mid of May to appraise the admission details.

The meeting ended with thanks to the Chair.

Members present as per Signatories.



- 1) Dr. Atashi Karpha (Principal)  Principal  
Gokhale Memorial Girls' College
- 2) Dr. Sariful Islam 
- 3) Dr. Debabrata Pal 
- 4) Dr. Biswajit Chowdhury  7/3/24
- 5) Dr. Chandrima Ghosh  7.3.24
- 6) Sm. Priti Rajak  7.3.24
- 7) Dr. Mausumi Mukherjee (Coordinator)  7.3.24.

**Minutes of the meeting of IQAC held on 24/04/2024, Wednesday at 11.00 am in the Principal's Room.**

Agendum- Uploading AQAR 2022-23

The members worked on different criteria of AQAR 2022-23, since the deadline for AQAR submission is 30.04.2024. The majority of the work was completed.

Members present as per Signatories.

- 1) Dr. Atashi Karpha (Principal)  Principal  
Gokhale Memorial Girls' College
- 2) Dr. Sariful Islam *S. Islam*
- 3) Dr. Arijit De *A. De 24.4.24*
- 4) Dr. Biswajit Chowdhury  *24/4/24*
- 5) Dr. Chandrima Ghosh *Chandrima Ghosh 24.4.24*
- 6) Dr. Mausumi Mukherjee (Coordinator) *Mausumi Mukherjee 24.4.24*



## **Minutes of IQAC meeting held on 10.5.24, Friday at 11.30am in the Principal's Room**

Agendum-Discussion of action plan for the session 2024-25 on the basis of the actions undertaken in 2023-24

The IQAC deliberated on the interactive session held on 3May with the School Principals to identify areas of collaboration between schools and the College. The programme was fruitful and many suggestions came up from participants. Some of these included: -

- 1) College students to go for teaching assignments in school
- 2) Arranging College visit for school students to generate their interest in college life and courses
- 3) Audio-visual presentations on College details
- 4) Online meeting with guardians and their wards apprising them of College details, CCF and College courses they can take up after completion of 12 Boards.
- 5) Spoken English courses for Bengali medium school students to be conducted by College students

The IQAC discussed the proposals and decided to implement these proposals in phases. The first endeavour would be to prepare an audio-visual presentation on College which could be uploaded in You Tube for widespread viewing. This would serve as a motivator for final year school students and ease their transition from school to college. The same presentation could also be used during Orientation programme of new First -year students, with some modifications an online meeting with the guardians and prospective students was fixed on June7, Friday at 8pm(tentative), where they could make their queries about College admission. The mail providing the link to join the sessions would be sent to the schools by May22, which the school Principals would circulate among their outgoing students. Hence, the presentation should be prepared by May20.



A.O.B.-The IQAC resolved that geo-tagged photographs required for AQAR 2023-2024 would be taken as and when possible and stored in a separate file for future reference.

The meeting ended with thanks to the Chair.

Members present as per Signatories.

- 1) Dr. Atashi Kapha (Principal) *Atashi Kapha* Principal  
Gokhale Memorial Girls' College
- 2) Dr. Arijit De *A. De* 10.5.24
- 3) Dr. Debabrata Pal *Debabrata Pal* 10.05.24
- 4) Dr. Biswajit Chowdhury *Biswajit Chowdhury* 10/5/24
- 5) Sm. Priti Rajak *Priti Rajak* 10.5.24
- 6) Dr. Mausumi Mukherjee (Coordinator) *Mausumi Mukherjee* 10.5.24.





**Minutes of IQAC meeting held on 14.5.24, Tuesday at 11.30 am in the Principal's Room**

**Agendum-** Discussion on seminar on Summer Internship

The IQAC discussed the details of the upcoming Workshop on Summer Internship and its Modalities to be held in the College. It was decided to invite the Inspector of Colleges, University of Calcutta and Swami Sastrajnananda, Secretary, Ramkrishna Mission, Narendrapur to deliver lectures on the topic.

It was decided to invite faculty from other Colleges for the workshop.

The meeting ended with thanks to the Chair.

Members present as per Signatories.

- 1) Dr. Atashi Kapha (Principal) *Atashi Kapha* Principal  
Gokhale Memorial Girls' College
- 2) Dr. Biswajit Chowdhury *Biswajit Chowdhury* 14/5/24
- 3) Dr. Sariful Islam *S. Islam*
- 4) Dr. Krishnakali Roy *Krishnakali Roy* 14.5.24
- 5) Dr. Debabrata Pal *Debabrata Pal* 14.05.24
- 6) Dr. Arijit De *A. De* 14.5.24
- 7) Dr. Chandrima Ghosh *Chandrima Ghosh* 14.5.24
- 8) Sm. Priti Rajak *Priti Rajak* 14.5.24
- 9) Dr. Mausumi Mukherjee (Coordinator) *Mausumi Mukherjee* 14.5.24