



MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

20, Ramkanta Bose Street, Kolkata-700 003

Ph. : (Off) 2543-5687/2555-6325 (PL) 2530-2008

Fax : 2554-6500 E-Mail : mkeshyam@hotmail.com

Date: 07.08.18
~~14.08.18~~

Ref. No.....

NOTICE

A meeting of IQAC of Maharani Kasiswari College will be held on 14/08/2018 (Tuesday) at 9.00 A.M. in Principal's office to discuss the following agenda. All members of the IQAC are here by requested to attend the meeting.

AGENDA:-

1. Approval of the minutes of last meeting
2. Discussion regarding status of Admission of Academic Session 2018-19
3. Discussion regarding status of Promotion Process of 7 (seven) Assistant Professors after the meeting of selection committee
4. Selection of the name of teacher to perform the duties of IQAC coordinator in case of verification of documents of CAS of T.K. Chand (IQAC Co-ordinator)
5. Discussion regarding upcoming promotion of other teachers
7. Status report of office accommodation
8. Future planning for development of Hostel Building & appeal for disbursement of grant from UGC
9. Finalisation of the method of implementation of Feedback system
10. Miscellaneous

Members-

1. Dr. Sima Chokrabarti, Chairperson
2. Dr. Atanu Dogra, External member
3. Prof. Sanjeeb Kumar Pakira, External member
4. Dr. Tapan Kr. Chand, Convenor
5. Dr. Dipti Chakravarti
6. Dr. Manidipa Mitra
7. Dr. Anindita Roy Chakravarti
8. Prof. Sushanta Kr. Bag
9. Prof. Shukla Sarkar
10. Sri Shyam Prashad Ram
11. Sri Anindya Basu
12. Office Member

Shyam

PRINCIPAL
MAHARANI KASISWARI COLLEGE
20, RAM KANTO BOSE STREET
KOLKATA-700 003

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20-08-18
07-8
Convenor IQAC
DR. TAPAN KUMAR CHAND
Coordinator, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street
Kolkata-700003

GAC meeting held on 14.08.2018 at Principal's office to discuss on the agenda stated in the notice dated 07.08.2018.

Members present.

- ① ~~Sunil~~ 14.8.18
- ② Topon K. Chandra 14.08.2018
- ③ ~~Sudhakar Das~~ 14.8.18.
- ④ Maidipa Ghosh 14/8/18.
- ⑤ Shekha Sarkar 14-08-2018
- ⑥ ~~Phakraborti~~ 14/08/2018
- ⑦ ~~Sankar Kumar~~ 14/8/18.

14.08.2018

Agenda 01- approval of the minutes of last meeting dated 15.12.2017.

Resolution: In presence of all committee members the Convenor (Dr. Tapan kumar Chand), is used to read out the previous minutes (dated 15/12/2017) and it has taken the status of **Confirmation** unanimously with some modifications:-

a) The Principal suggested (**Agenda no =02**) that each department of the college should prepare and preserve the mid-term and internal Question papers Exam-papers , Results along with Notice and duty chart for two years.

b) (**Agenda no =04**) The SSR preparation are to be made with help of following Teachers (i.e. RC,CK, AFH etc.).

c) In IQAC the local councillor ,Students' representative (Top scorer of B.A, B.Sc. and B.Com) and Parents' representative are to be included.

Agenda 02- Discussion regarding status of admission of academic session 2018-2019.

Resolution: Above noted matter discussed very clearly in presence of Jt. Convenors (Dr. Sayanti Bhoumick and Prof. Lipika Das Nandi.) of said Sub-committee. They depicted the actual scenario of current session. As per their report

a) Total number of Students who had applied through ON-LINE were **3500**.

b) application-fees paid (in advance) were **1023**.

c) among them **944** students were called for counselling.

d) and **876** students were admitted for this new session.

For the same, all activities were done by On-Line process as per latest guidelines to keep the transparency.

All members appreciated the activities of Admission committee. Prof S. Bhoumick suggested to make a GB resolution regarding the **cancellation-fees in case of Transfer to other college.**

Agenda 03-Discussion regarding status of promotion process of 7 (seven) Assistant Professors after the meeting of selection committee.

Resolution: For the same the Principal is requested to make an agendum in coming GB meeting to complete the said process.

Agenda 04- selection of the name of teacher to perform the duties of IQAC Coordinator in case of verification of documents of CAS of T.K .Chand (IQAC co-ordinator).

Resolution: Coordinator Dr. Tapan kumar Chand arise a question Who will verify the papers and be the signatory in case of the promotion of IQAC convenor. Dr. Sanjib Kumar Pakira (External

Member) in consultation with the Officials of the DPI stated that, one senior faculty member of IQAC may sign in such case.

Agenda 05- Discussion regarding upcoming promotion of other teachers.

Resolution: All committee members unanimously suggested those teachers to prepare their relevant papers to go through the aforesaid process of promotion.

Agenda 06- status report of office accommodation.

Resolution: Civil part of the office-renovation work is on the verge of completion. Very soon it will take its' new form. The remaining part of the work is under process.

Agenda 07- Future planning for development of Hostel Building & appeal for disbursement of grant from UGC .

Resolution: All committee members proposed that the Principal , the IQAC Convenor ,the convenor of Academic Committee and TCS jointly with the member of hostel sub –committee, will take further initiative to execute the next procedure.

Agenda 08- Finalization of the method of implementation of online Feedback system.

Resolution: In connection with present feedback system a new approach to get feedback from different stake holders on line method are to be adopted. so it would be easy for all concerned to give their suggestions in a structure form through online. It is requested the feedback cell will take the necessary steps with the help of Website committee.

Agenda 09- Misc.

Resolution: The IQAC convenor is requested to introduce rotational Headship in different departments with approval of the GB of college. As there were no other agendum the meeting is ended with vote of thanks by present members.


Coordinator, IQAC
Maharani Kasiwari College
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Ref. No.....

Date...04-01-2019

NOTICE

Date-04/01/2019


All members (external and internal) of IQAC of Maharani Kasiswari College are hereby requested to attend the meeting scheduled to be held on 11th January 2019 (Friday) at 11.00 AM to consider the following agenda:

- Confirmation of minutes of previous meeting.
- To make discussion about office supervision.
- To take decision on introduction of new U.G. /PG courses in different subjects.
- Decision about the procedure of teachers' promotion through CAS.
- Misc.


Dr. Tapan Kumar Chand

Coordinator, IQAC.

Coordinator, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street
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DR.SIMA CHAKRABARTI
Principal

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

Minutes of the IQAC Meeting on Dated 11/01/2019

The Principal presided over the meeting and the following resolutions have been taken in this meeting.

Agenda = 1. Confirmation of minutes of previous meeting.

Resolution= The minutes of the previous IQAC meeting dated 14th August 2018 was read out by the coordinator Dr. Tapan Kumar Chand and all the minutes have been confirmed unanimously.

Agenda =2 To make discussion about office supervision.

Resolution=Members of building committee were given the charges of supervising the renovation work of the office.

Agenda = 3 To take decision on introduction of new U.G. /PG courses in different subjects.

Resolution= Necessary arrangement are to be made and concerned dept. were asked to prepare the papers required to apply in the CU for introduction of new courses.

Agenda = 4 Decision about the procedure of teachers' promotion through CAS.

Resolution= It was decided that latest procedure of promotion of teachers through CAS are to be followed.

Agenda =5 Misc.

It was unanimously decided an Aqua guard-water purifier machine is to be purchased and to be installed in Science Building.

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



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Date...07.03.2019

Ref. No.....

NOTICE

A meeting of the IQAC of Maharani Kasiswari College will be held on 15.03.2019 (Friday) at 10.00 a.m. in principal's office to consider the following agenda. All members of IQAC are hereby requested to attend the same.

Members-

1. Dr. Sima Chakrabarti, Chairperson
2. Prof. Sanjeeb Kumar Pakira, External member
3. Dr. Atanu Kumar Dogra, External member
4. Md. Abul Salam, External member
5. Dr. Tapan Kr. Chand, Convenor
6. Smt. Sunanda Mukherjee
7. Dr. Manidipa Mitra
8. Prof. Shukla Sarkar
9. Dr. Sushanta Kr. Bag
10. Dr. Anindita Roy Chakravarti
11. Prof. Anindya Basu
12. Prof. Shyam Prasad Ram
13. Prof. Sourav Dutta Mustafi, (External NAAC member, Invitee)
14. BURSAR, Invitee
15. TCS (Invitee)
16. Subrata Kundu (office Staff)

Agenda:-

1. To Chalkout the plan of work for the year-2019.
2. Decision on budget preparation for session 2019-2020 according to the plan of work.
3. Implementation of new software for office/college administration and financial management.
4. Miscellaneous.

Sima 07-03-19

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

Tapan kr. Chand
Convenor, IQAC

DR. TAPAN KUMAR CHAND
Convener, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street
Kolkata-700003

members present:

- 1) Anshul 15.03.19
- 2) Tapan K. Choudhury 15.03.19
- 3) ~~Susanta Das~~ 15/03/19
- 4) Jayanti Bhosmik 15/3/19.
- 5) Anindita Roy (Chakravarti) 15.3.19
- 6) Sumanta Mukherjee 15.3.19
- 7) Subrata Kundu 15/3/19.
- 8) ~~Dr. Babu~~ 15/3/19
- 9) Anindya Basu 15/3/19
10. Shyam Prasad 15/03/19
- 11). Dr. Anil Saha. 15/03/19
- 12) Sourav Dutta Maitra 15/03/19

Minutes of IQAC Meeting held on 15/03/19

The Principal presided over the meeting and the following resolutions have been taken in this meeting.

IQAC Planning

Agenda=1 To Chalk out the plan of work for the year 2019

To Promote-

- **Value Education**, Classes will be held in MKC that will also be open to students of other colleges. (Faculty/ Student Exchange programme)
- Uploading of Academic calendar is to be done immediately acc to new format according to our external member Sk. Abul Salam proposed that the website of the college needs to be modified :-

3 parts to website: (a) Administrative Control.

(b) Cloud hosting required for data storage and retrieve with higher speed.

(c) web-based Content management.

In order to update our website and make it user friendly some measure are to be taken:-

- **Faculty Improvement** – Teachers are to upload their own improvements by using user id.ERP based are to be done. Student Profiles are to be uploaded.
- **Teaching** – Learning should be ICT based. Like google classrooms, electronic lecture deliberation.
- **Students Feedback**= At least 3 Kinds of Feedback are and are to be uploaded on youtube needed, online feedback system is to be done.
- Google classroom to be used .office 365 PPT- Classroom can be made.
- Learning management system- Mudule.cloud(Live). MCQ questions can be made.
- Smart Classrooms, digital board are to be used.

Academic audit –

- **Admission** – Emails are to be taken for students survey form in google.docx the link is to be given on the website.
- Planning is to be made to upload AQAR for 2017-2018 immediately.
- **Departmental Profile should include-**

How many exams, extension services, excursions were conducted by each department.

- Regarding seminar which has been organised every month, it is suggested that students are to be included and encouraged /month with students and teachers.
- Initiation of talk with different colleges about seminars /classes.
- Someone is to be fixed to recur all seminars and to put it online.
- The external members are to be invited to coach teachers regarding classes ICT based.
- NIRF (National Institute of Ranking Framework) register college for college rank. College should register and initiative needed in this regard.
- ICSR, CSIR, guidelines are to be followed to conduct research and holding seminars.
- National & International seminar should be planned.

Formation of research cell- give fund from college for small research, Publication for research committee will approve it magazine & journal committee can be encouraged to join.

- Interdisciplinary journals are to be published Web based open journal system.
- Strengths & weaknesses are to be categorised.
- Website- content hit.

Curriculum Aspect:-

- Diploma certificates are to be provided mentioning the course total is mentioned in computer webel and communicative English.

Office Renovation

Necessary actions are to be taken for

- Office automation.
- ICT renovation
- Full college renovated – networking.

Research Innovation

- Research cell is to be formed to look up and monitor several for conducting research works, projects or seminars, looking up funding agencies.

Infrastructure / Maintenance

As the reconstruction of the hostel is a lengthy process, presently the renovation works are to be done ASAP. Hostel is to be renovated immediately.

- Simultaneously in science building.
- Sickroom and student health room is required.

Faculty exchange programme is to be conducted.

- Solar panels in main-building
- Facilities are to be implemented for differently abled students = (lift, classroom in ground floor, Braille software is to be installed).

Departmental Profile:-

Each department is required to form a profile which should include:

1. Mission & Vision
2. Departmental Activities.
3. Faculty Profile
4. How a student has passed course; job prospect, career path, (how they are benefitted).

To build Campus Network-

1. Separate Wireless (LAN) connectivity is to be ensured

Agenda 2=Decision on Budget preparation for 2019-20 according to the plan of the work.

Bursar of the college was requested to complete the same.

Agenda 3= implementation of new software for office or college administration and financial management.

2. Cash flow, cashbook (Whether maintained daily account with cashier & Principal's signature) is to be checked regularly.

- Original Tally Software must be used for, cashbook ledger, form 16- TDS return, cheque printing.
- Each student must have their own password & User-id. (Using ERP Software).
- A proper Payment gateway for fees (Using bill desk& bank software) is needed.
- Office management software is needed and is to be integrated with Tally software.
- Financial year wise Budget is to be made- (Based on departmental needs)

Stock Register is:-

- To be maintained (caretaker is needed& assets are to be numbered) properly.
- Office management software is to be implemented (with reform from RCC institute of information Technology, Belaghata).
-

Cloud based software to be implemented:-

- Cloud space is to be bought by the college or entrust the responsibility to Vendor through cloud solution.
- **Other recommendations:-**
 - (i) Fund management is to be done properly in different category.
 - (ii) NEFT fund transfers are is to be maintained properly.

Agenda-4 = Misc. No agendum was found for discussion.



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