



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 : mkcshyam@hotmail.com

Ref. No.....

Date: 10.12.2022

NOTICE

All teacher members of 7 (seven) different criterion-groups are informed to be present in the meeting scheduled to be held on 14.12.2022 at 10.30 A.M. in Room no SB-6 .

AGENDA:-

1. Discussion on AQAR of 2021-22 prepared in complete form and mailed to mkciqac2017@gmail.com
(Hard copy should be carried for discussion in meeting)
2. Miscellaneous.....

Coordinator ,IQAC.

Coordinator, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street
Kolkata-700003
10.12.22

S. Sekhar

Principal

Chairperson, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street, Kol-03

Meeting Date: 14.12.22

Members Present :-

- | | | | | | |
|-----|----------------------------|----------------|----|---------------|------------|
| ① | Sushobhanti | 14.12.2022 | 31 | Budipta Ghosh | 14.12.2022 |
| ② | Tapan K. Chak. | | 32 | | |
| ③ | Chaitali Das | 14.12.2022 | | | |
| 4. | Sumritabari Das | 14/12/22 | | | |
| 5. | Chaitali P. | | | | |
| 6. | Priyanka Roy | Kudra 14.12.22 | | | |
| 7. | Amrita Halder | 14.12.22 | | | |
| 8. | Arpita Bheduri | 14.12.22 | | | |
| 9. | Prindita Roy (Chakravarti) | 14.12.22 | | | |
| 10. | Swarna Ghosh | 14.12.22 | | | |
| 11. | Shirpa Das Bagchi | | | | |
| 12. | Rita Chatterjee | 14/12/2022 | | | |
| 13. | Dipti Chakravarti | 14/12/2022 | | | |
| 14. | Mausumi Mallik | 14/12/22 | | | |
| 15. | Chandrima Karmakar | 14/12/22 | | | |
| 16. | Vishaka Das | 14/12/22 | | | |
| 17. | Kalpna Bose | 14/12/22 | | | |
| 18. | Anuja Seth Shome | 14/12/22 | | | |
| 19. | Abu Anwar Hogue | 14.12.22 | | | |
| 20. | Mauliya Mitra | 14/12/22 | | | |
| 21. | Gayatri Bhosmik | 14/12/22 | | | |
| 22. | Sourav Sutta Mustafi | 14/12/22 | | | |
| 23. | Mandira Ghosh | 14.12.2022 | | | |
| 24. | Dipika Das Saha | 14/12/2022 | | | |
| 25. | Toomay Sarkar | 14/12/2022 | | | |
| 26. | Sushanta Das | 14/12/22 | | | |
| 27. | Bikhi Biswasarma | 14/12/22 | | | |
| 28. | Brijalapa Das | 14/12/22 | | | |
| 29. | Upan Kaur Sarda | 14/12/22 | | | |
| 30. | Shyam Paul | 14/12/22 | | | |

Minutes of the IQAC meeting held on 14-12-2022



Date of Notice 10-12-2022

Principal Madam presided over the meeting and following resolutions have been taken after details discussion on the agenda. 30 teacher members and non-teaching members were present in this meeting.

1. All members of 7 criteria were finally submitted the hard copies of the filled up AQAR criteria for the session 2021-22 to upload in NAAC online portal.
2. AQAR related other points were discussed to modify and enrich the filled-up criteria for the said year.
3. Pending Departmental profile and individual profiles has to be submitted within 31stDecember.
4. Detailed NCC activities reports with supportive documents have to be submitted for smooth documentation in our College archive.
5. Initiatives were to be taken to complete the NIRF assessment of the College.
6. Feedbacks from other stake holders (Parents, Alumni, Employee) were to be collected very shortly.
7. Teachers were advised to use LMS more and more in their teaching-learning process.
8. Initiatives were to be taken to complete Academic and Administrative Audit (AAA).
9. Systematic archive for different documents of the College was already initiated by the venter headed by Priyantan were reported.
10. Geo-tag photos of different events organised in the college like Saraswati Puja, NSS activities, sports activities to be uploaded in college archives would be faster. The said achieves should be linked with our college website.

Tapan K. Choudhary

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



11. All 19 departments of the College were advised to provide the soft copies of their activities in separate folder to Soumen Samanta for the purpose of uploading the same in College archive.
12. Teachers of Computer Science department would maintain the College archive regarding documentation.
13. Principal Madam advised to provide 7 pen drives to all seven criteria of AQAR for storage purpose separately.
14. In order to make the compilation process easier for different data of a particular criterion, instructed format should be followed suggested by Sudipta Ghosh.
15. UGC guidelines are to be followed at the time of listing the journals name against articles published by the teachers.
16. Feedback committee were instructed to collect feedback from their Alumni Group online separately for each department. Dr. Chandrima Karmakar instructed by the Principal Madam to prepare and finalise the statement for **feedback form** to be collected.
17. All members were requested for proper coordination with the criteria group to enrich the qualitative data collection and submission regarding different aspects of the AQAR, DVV and related fields.

As there were no other matters for discussion, the meeting was ended with vote of thanks from either side.

Tapan K. Chandra

Coordinator, IQAC
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Date: 17/02/2023

Ref. No.....

NOTICE

Date-17/02/2023

All members of **Internal Quality Assurance Cell** of Maharani Kasiswari College are hereby requested to attend the meeting scheduled to be held on **24th February 2023 (Friday)** 10.30 am in Principal's room to consider the following agenda:

Agenda No.

1. Confirmation of minutes of previous meeting.
2. Report of Admission Committee regarding Admission-2022.
3. Planning on upcoming University Exam.
4. Progression of Library Automation Process.
- 5 Future planning of C.D.P.C.
6. Discussion about implementation of new add-on courses.
7. Listing up the activities to be done throughout the session.
8. Report of Alumni-Association of College.
9. Discussion on Academic and Administrative Audit.
10. Misc.....


Dr. Tapan Kumar Chand
Coordinator, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street,
Kolkata-700 003

Committee Members

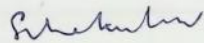
MM2, SS2, SKB, AC, AB (Lib), SPR (Lib) UKS, SDM, ATANU KUMAR DOGRA (EXTERNAL MEMBER), SANJIB PAKIRA (EXTERNAL MEMBER), DR. SK. ABUL SALAM (EXTERNAL MEMBER), SUBRATA KUNDU (OFFICE).

Invitee: Conveners of Admission Sub-Committee.

Examination Sub-Committee,

Alumni-Association Sub-Committee.

C.D.P.C Sub-Committee.


Dr. Sima Chakrabarti
PRINCIPAL

Chairperson, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street, Kol-03

The principal of our college Dr. Sima Chakrabarti presided over the meeting.

Members Present :-

1. Subhadra 24.02.23
2. Tapan K. Ch.
3. S. Sankar 24.02.23
4. Shukla Sankar 24-02-2023
5. Shyam Paul K 1
6. Harekrishna Sankar 24/2/23
7. A. Paul Vignay 24.02.23
8. Sourav Datta Murdaji 24.02.2023
9. Sri Anil Saham 24.02.2023.
10. Manidya Mihir 24/2/23

11.

12.

Minutes of the IQAC meeting held on 24-02-2023



Date Notice 17-02-2023

The Principal Madam presided over the meeting and following resolutions have been taken after details discussion on the agenda. 10 Teacher Members and non-teaching members were present in this meeting.

- 1) Minutes of the previous meeting were read and confirmed.
- 2) The Students' Admission-2022 related report was extensively elaborated by the IQAC coordinator in the meeting as reported by the convener of Admission committee.
3. NTS Zakir Alam and Satyajit Samanta were given the responsibility of related activities of University Exam.
4. Regarding the programmes of Library automation process, Prof. Shyam Prasad Ram has extensively illustrated the ongoing works and noted that the fruitful completion of the automation process would be done at the earliest. He also discussed on the matter of stock verification to be continued positively. Prof. Anindya Basu is given the responsibility to verify the daily account of Library
5. As far as the future planning of account CDPC is concerned, Prof. Abu Farah Hoque and Shyam Prasad Ram stated that placement assistance seminar(s), On-Campus and Off-Campus placement related interviews, direct recruitment in prestigious campaigns (both govt. and private) were organised regularly to provide student progression and student support. A proposal to include a class in a week regarding career oriented guidance is given.
6. Prof. Shyam Prasad Ram informed about implementing add-on course(s) like Tourist Guide Training Programme (through govt. of Tourism and Travel Management). **Ardent computer course** and **Communicative English course** are to be continued. Honourable Principal Madam opined to start foreign language courses (like, French, Spanish) in the Institution. It is decided that Prof. Rita Chatterjee is to be assigned as the co-ordinator of communicative English (by British Institute).

The academic sub-committee is advised to list up the activities to be done throughout the session with the active help of other sub-committees. External member Dr. Sk. Abul Salam proposed to continue the courses on Yoga in the

Tapan K. Chatterjee

Coordinator, IQAC
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college (monthly study circle). The schedule of compulsory Yoga class would be on Saturday at (11.30 a.m. – 12.30 p.m.)

7. The Alumni Association of the College has primarily planned to conduct the Alumni meet tentatively in the month of May 2023.
8. It is discussed that the academic and administrative audit (Department-wise and individual) should be done following the proper format (to be conducted by Prof. UKS)

Misc.:

- a. Seminar libraries are to be arranged in a proper manner.
- b. NAAC related activities are to be furnished at the earliest with the activities of all the stakeholders of the College.
- c. The budget of the College is to be prepared in the upcoming year.
- d. The list of activities (department-wise) is to be prepared and submitted at the earliest.
- e. Regarding the framework for office management and student management system (E.R.P) to be consulted with **Microsoft** Education Transformation.

Tufan K. Choudhury

Coordinator, IGAC
Maharani Kasewari College
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NOTICE

Ref. No.....
A meeting of IQAC of Maharani Kasiswari College will be held on **23/05/2023** (Tuesday) at **10.30 A.M.** in Principal's office to discuss the following agenda. All members of the IQAC are hereby requested to attend the meeting.

Agenda:

1. Confirmation of minutes of previous meeting.
2. Inclusion of New member in place of retired Prof. Sunanda Mukherjee.
3. Discussion on holding national level seminar.
4. Progress report on installation of Solar Panel.
5. Progress report on preparation of Asset Register.
6. Matter related to CAS promotion of teachers.
7. Status of preparation of SSR.
8. Discussion on preparation of AQAR 2022-23.
9. Miscellaneous

Members:

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

Tapan kr. Chand
Coordinator, IQAC

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

Sushanta Kr. Bag
PRINCIPAL

Chairperson, IQAC
Maharani Kasiswari College
20, Ramkanta Bose Street, Kol-03

The principal of our college Dr. Sima Chakrabarti presided over the meeting.

Members Present: -

1. Sinha Chakrabarti 23.05.23
2. Tapan kr. Chak.
3. Ullas Kumar Sarker 23.05.23
4. Shyam Prasad 23/05/23
5. Aniket 23/5/23
6. CP 23/5/2023
7. Shukla Sankar 23/5/2023
8. ~~Sonu~~ 23/05/2023
9. S. Kumar 23/5/2023
- 10.



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Minutes of IQAC meeting dated 23.05.2023 Date.....

Date of notification 17 May, 2023

Ref. No.....

Members present: -

- Dr. Sima Chakrabarti, Principal
- Dr. Tapan Kumar Chand, Coordinator IQAC
- Dr. Sunritabari Sen
- Dr. Chaitali Pal
- Dr. Chandrima Kamakar
- Dr. Manidipa Mitra
- Sri Sourav Dutta Mustafi
- Dr. Sushant Kumar Bag
- Dr. Uttam Kumar Sardar
- Dr. Shyamprasad Ram

The principal of our College Dr. Sima Chakrabarti Presided over the meeting and the following resolution has been taken against the agenda

Agenda - 1 Confirmation of minutes of the previous meeting.

Resolution: All present members confirmed the minutes of the previous meeting with some modification as follows;

- i. Schedule of the yoga classes are to be included in our class routine and a fixed time would be conveyed to students to take part in the Yoga classes regularly.
- ii. Some Add-on courses are to be started to inculcate the values among the students. SPR and principal madam agreed to prepare a design of such programme.

Agenda - 2 - Inclusion of new member....

Resolution: The name of Dr. Chaitali Pal, Associate Professor in Philosophy, was selected to act as the convener of Academic Committee. Dr. Pal agreed to do the same with help of other sub-committees.

Agenda - 3 - After detailed discussion among the members; it was decided to hold a national level seminar under the banner of IQAC of the college on National policy of Education-2020 and the problems of its implementation. Principal Madam took the responsibility to contact the speaker for the same. SPR and MM madam had given the responsibility of preparing the theme of the seminar. Dr. T. K. Chand had given the task of preparing the time schedule for the same.

Agenda 4- Installation of solar panel on the roof top of the college science building: Dr. T. K. Chand reported that he had made contact with the WBREDA and submitted the application online to the organization, on 15th May '23 for Installation of solar panel in the roof top of the college. The application was registered and the authority of WBREDA replied to follow their website and wait for the name of the college appeared there.

T. K. Chand

Coordinator, IQAC
Maharani Kasiswari College
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Agenda- 5- Progress report of Asset Register.

Resolution: Professor S.D.M reported that the Asset Register for the last 3 years completed in soft form. Writing the code no. related to asset register in furniture; computer and other assets of the college would be started very soon with the help of Zakir Alam and his team headed by SDM sir. Principal Madam advised to finish the task ASAP.

Agenda- 6 Matter related to CAS promotion of teacher

Resolution: - After carefully scrutinising the submitted documents of the teachers, the IQAC finally forwarded the CAS files seeking the promotion under CAS to the principal and requested to forward the files with GB resolution to DPI office. It was decided to keep the records of CAS of teachers in IQAC of the college. Incumbents were informed to submit 2 copies of their set of CAS documents in college, one set for DPI office and one set for the record in IQAC.

Agenda: -7 Status of preparation of SSR.

Resolution:-Taking into consideration with different aspects of the AQAR, the members were proposed the date i.e. 31st July 2027 as the last date of the preparation of SSR. After the completion of writing the SSR, the IIQA of the college would be uploaded in the NAAC portal.

Agenda: -8- Discussion and preparation of AQAR -2023

Resolution:-All Teacher members of the seven Criteria of the AQAR were advised to complete the AQAR related task after getting the format from the IQAC / NAAC sub-committee within 30th June - 2023. Convenors of IQAC of Jt. Convenors of NAAC were advised to start uploading the AQAR in NAAC portal ASAP and that should be completed within 31st July, 2023.

Agenda - 9 Misc.

- i) Event list for the last years should be consulted and stored in college archive. SDM sir clarified that the College Archive would be all time available online.
- ii) Hostel is to be started for the coming session after renovation of the hostel building partially.

As there was no other agenda for discussion the meeting was ended over with thanks from either side.

Tufan K. Choudhury. 25.05.23

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