

Members present in the meeting , 18/07/18

Teaching

Non-teaching

Some for

1. Suyanti Talwar

Malanka Lahiri Roy

Anita Khosla

→ N. Mukhopadhyay

Sainisilho Paul

Sarojit Kapasi

Nandita Kundu

Pamela Bera

Abhishek Saha

Nandita Das (Chowdhury)

Tanusri Samanta

[Signature]

S. Sarkar

Abhishek Saha

Soumi Das

Nabanita Ghosh (Math)

Sa. Haque Alam

Rubi De (Saha)

Tarun Kumar Pal

Amrita Ghosh

Subanti Das

Tapan Das

Action Taken reports are mentioned in Yellow

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Serampore Girls' College

(Estd. : 1981)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

13, T. C. GOSWAMI STREET, SERAMPORE, HOOGHLY. PIN-712 201, WEST BENGAL.

E-mail : serampore_girls_college@yahoo.co.in

Website : www.seramporegirlscollege.org

Ref. No.

Date.. 18/7/2018

RESOLUTION OF THE MEETING

The meeting was addressed by the Principal requesting everyone to keep the college premises clean so much so that every students and staff feels hygienically safe and secure thus promoting a healthy ambience in the college.

All the teaching and non-teaching staff was made aware of the necessity of being self-motivating to do their own work including dusting (tables and computers) and picking up papers, plastics, wrappers etc. thus keeping the corridors and premises absolutely clean.

Teachers were asked to tell the students that they should be alert not to throw the left-over foods, wrappers in the college premises and this will foster a healthy hygienic environment.

Also teachers were requested to enhance the teaching learning process leading to progress and quality of learning thereby benefiting the students.

[Signature]
SAYANTI MUKHOPADHYAY
IQAC Co-ordinator
Serampore Girls' College

Both Principal and IQAC co-ordinator will inquire about the formation of the IQAC and accordingly, in the next meeting the matter will be discussed.

Actions that are to be taken/ implemented:

1. Computer centre has been planned to be opened up with 15 computers to be started in January 2019.
2. Course on Communicative English to be started from January 2019.
3. For other courses members of IQAC are requested to collect information from different sources.
4. a. Career counselling for students.
b. Value Education to be imparted in the first week of December 2018.

Achievements:

Women's cell/ NSS/ of SGS in collaboration with Apollo Gleneagles has done a program on

- a. Cancer/ Breast cancer
- b. Health check-up
- c. Thalessemia

Grievance Cell has to be formed.

Sayanti Mukherjee

SAYANTI MUKHERJEE
IQAC Co-ordinator
Serampore Girls' College.

RESOLUTION OF THE IQAC MEETING HELD ON 09/01/2019

The following resolution has been adopted on the meeting held on 09/01/2019

Agenda 1: International Seminar organized by Dept of Bengali

Resolution: Department of Bengali submitted a proposal for organizing an international seminar on "Womens Emencipation and Its Strategic Aspects in Literature and Society" on 26/06/2019

As the UGC fund for seminar is not available at this present, the seminar will be held with the fund from college. As per proposal the paper presented in the seminar will be published in a book form. Hence the IQAC recommends to grant fund from college to conduct the seminar.

Agenda 2: Installation and upgradation of projector for ICT classes

Resolution: Some projectors are already installed in class room but 8 more projectors are needed for ICT classes for all departments to continue teaching and learning under CBCS curriculum.. Hence the IQAC recommends to purchase 8 projectors and screens with wifi enabled classrooms to upgrade academic infrastructure of the college for approval of finance committee.

Agenda3: Provision of Safe drinking water for students

Resolution: Several Ultra violet water purifiers are already installed in college campus for purified drinking water for students. In addition to that IQAC recommends a high capacity RO water purifier cum cooler for safe drinking water within campus.

Sayanti Mukhopadhyay (Tabu)
Signature of IQAC Coordinator

SAYANTI MUKHOPADHYAY
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Minutes of the meeting of IQAC held on 27th March, 2019.

Date.....

IQAC Co-Ordinator welcomes all the members. The Principal presided over the meeting.

There after the agenda was taken up for discussion.

- Confirmation of the minutes of the last meeting of IQAC on 13.03.2019.
- Resolution of Meeting

I. Curriculum Aspects: -

Regarding Certificate Course

1.1 Curriculum Planning and Implementation

A six months certificate course on Computer Training CITA under dept of Sports and Youth Affairs, Govt. of West Bengal has already been started since February 2019.

1.2 Academic Flexibility

IQAC resolves that a certificate course (minimum 30 hours) on Human Rights and also on Career Development will be introduced from the next Academic Session, July 2019.

Value Aided

a. Add on Certificate Course –

Certificate Course on Human Rights.

Course Co-Ordinator - Upasana Roy Burman.

b. Co-Ordinator for Career Development – Shyamal Kumar Daripa.

c. Tailoring and Entrepreneurship (General Certificate Course)

Co-ordinator - Dr. Nandita Mukherjee.

Subject Related

Certificate Course on Communicative English

d. Co-Ordinator for Communicative English – Dr. Suranjana Bhadra.

** Certificate Course on Yogasana. Co-ordinator – Dr. Sampa Sarkar.

Jayanti Mukherjee
SHYANTI MUKHERJEE
IQAC Co-ordinator
Serampore Girls' College

Course Co-Ordinator - Upasana Roy Burman.

- b. Co-Ordinator for Career Development – Shyamal Kumar Daripa.
- c. Tailoring and Entrepreneurship (General Certificate Course)

Co-ordinator - Dr. Nandita Mukherjee.

Subject Related

Certificate Course on Communicative English

- d. Co-Ordinator for Communicative English – Dr. Suranjana Bhadra.

** Certificate Course on Yogasana. Co-ordinator – Dr. Sampa Sarkar.

In view of the above a Career Counselling Cell is to be opened so that different Certificate Courses can run under it.

1.3 Regarding Curriculum Enrichment

Awareness Program will be held for college students regarding Gender, Environment and Sustainability, Human Values and Professional Ethics under the banner of NSS and Women Cell of the college with effect from July 2019.

1.3.3 Regarding Field Projects

Geography Department regularly conducts field Projects for the benefit of the students.

For students in other Honours subjects HODs are requested to conduct Educational Tours / Field Projects in accordance to their syllabus.

1.4 Feedback System

1.4.1 Procedure of Offline Feedback and its analysis was already in practice in college.

IQAC decides to introduce online feedback system for Students and Teachers and Alumni (Academic / Co-curricular / Value – Added Course) to be implemented with effect from July 2019.

** The revised questionnaire is to be prepared.

II. Teaching Learning and Evaluation

2.2 Catering to student Diversity

Academic Committee will analyze the results of the first semester exams published in 2019 and take remedial measures for their improvement.

Sayanti Mukherjee
(Principal)
SAYANTI MUKHERJEE
IQAC Co-Ordinator
Serampore College

Upasana Roy
Principal
Serampore College

2.3 Teaching Learning Process

ICT classes are already in Practice in many departments. Departmental Teachers are advised to increase the use of ICT for effective teaching of E- Learning Process. Notice is to be issued regarding this matter.

2.3.3 HODs are advised to interact with the students regarding their slow progress in academic and stress related issues. A separate questionnaire is to be prepared regarding this.

2.5 Evaluation Process and Reforms.

IQAC decides that at the end of every month a class test is to held for both Honours and General Course students.

Best Practices

To start awareness program of the following: -

1. Plastic Free Campus.
2. Paperless Office.
3. Green Environment.
4. Use of I card.
5. Clean campus (Dustbin in each class room).
6. Teacher aid fund.

Code of Conduct Handbook - For teachers, students and Governing Body.

Sayanti Mukherjee
(Teacher)
SAYANTI MUKHERJEE
IQAC
SAYANTI MUKHERJEE

Principal
Principal's College
Society

Ph. : (033) 26623723 (Office)
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Re-Accredited by NAAC : Grade B (2nd Cycle)

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Notice

Date... 10.04.2019

As per resolution of IQAC meeting dated 25/03/19

1. 3 certificate courses will^{be} introduced from next academic session July 2019

a. Certificate course in Communicative English

Coordinator : Dr. Suranjana Bhadra

b. Certificate course on Human Rights

Coordinator : Upasana Roy Barman

c. Certificate course on Career Development

Coordinator : Shyamal Kumar Daripa

(Minimum 30 hours course)

2. Educational tour/ Field Project are to be conducted for honours course students, semester 3 between July to September 2019. All HOD s are advised to make necessary arrangements .

3. All HOD s are advised to take necessary measures with the dept. teachers to prepare ICT classes for effective teaching through e-learning recourses from coming academic session July 2019 onwards .

a. SWAYAM

b. Downloading subject classes from you tube

c. Preparing PPT by the teachers

d. Showing feature films in relevance with the subject s

Thanking you

Principal

Soma Roy
Dr. Soma Roy

Principal

Serampore Girls' College
Serampore, Hooghly

IQAC

(Coordinator)

Sayanti Mukhopadhyay
Dr. Sayanti Mukhopadhyay (Ta)

Co-ordinator
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Date.....

- III) Field Project to be held.
- IV) Educational tour – according to syllabus.
Educational Tour will be conducted : Responsible Persons – Dr. Bimal Mondal & Mrs. Tanu Samanta.
- VI) Results of 1st Semester examination have been analyzed in a Meeting – Slow learners are detected / identified and Measures have been taken.
- VII) Department duties are specified & allocated to the respective teachers.
- VIII) IQAC will be monitoring the class performance (Department wise) – all academic affairs.
- IX) Code of Conduct
- X) NIRF – Willingness to start from the next session onwards.

*Computer Certificate Course already in progress.

Co-ordinator – Prof. Moumita Ghosal
Tutor : Ms. Nabamita Nath (Ghosh)

19/6/19.

Members present in the meeting on 19/6/19

1. Sona Roy 19/6/19
2. ~~Sayanti Mukhopadhyay (Tahsildar)~~ 19/6/19.
3. Janichele Menle - 19/06/19
4. Maumita Ghosal 19.6.19
5. Upama K. Bar 19/6/19.
6. P. Samanli 19.6.19
7. Ghyamal KR Sanyal 19.6.19.
8. ~~Buett m~~ 19/6/19
9. ~~(S)~~ 19.6.19.
10. S. Sarkar 19.6.19
11. Kibzamb Das 19.6.19

IQAC

Meeting held on 19th June '19

19/06/19

Action taken- Compliance with the minutes of the last meeting held on 15/05/19.

Notice have been issued.

- 1) Certificate courses/ syllabus have already been proposed. Resource persons are finalized. Courses to start w.e.f July '2019.
- 2) Proposal for Education tours to be submitted by Dr. Biman Mondol in the next IQAC meeting.
- 3) Awareness programme on Environmental Sustainability / Gender / human value/ & professional Ethics/ women cell / NSS to be started different lectures on the topics to be imparted among the student.
- 4) feedback 360° -

Question are to be prepared by the concerned persons.

- 5) Flow learners have been detected. Remedial classes and tests have been held in each Dept to upgrade and improve the quality of their performance in the forthcoming examinations.
- 6) Departmental duties have been specified and accordingly each department is preparing their departmental profile (soft & hard copy) to be submitted by the end of June '2019.
- 7) Code of conduct for students - specified in the Prospectus.
- 8) NIRF - IQAC is to think seriously and proceed with NIRF from the next academic session.

Sayanti Mukhopadhyay
SAYANTI MUKHOPADHYAY
IQAC Co-ordinator
Serampore Girls' College

Proposal :-

1.1- Curriculum planning & supplementation.

1.7.1 - have been thoroughly discussed in the meeting. Around 18 points have been proposal. A report has to be submitted within 500 words.

2.3.2 – Students monitoring System available –

(Max 500 words) – Report to be submitted.

Each and every dept run a monitoring process-

Divided into 4 sections in collaboration with the Counseling cell – depending on the size (Documentation needed already in existence

2.5.2- Reforms initiated on continuous Internal Evolution (CIE) (250Words)

* Regular tutorials are held per department- apart from university syllabus.

* Remedial tests are taken for the slow- learners.

* Departmental seminar / Quiz – are held to inculcate interest among students on the related topics and this way active participation is ensured.

2.5.3- Academic calender– It is strictly adhered to throughout the academic lesion.

2.6.1- has been discussed – Details of the programmes undertaken by the college to be uploaded.

4.4.2- Procedures and policies-

Physical education-

SB

Academics-CR Suppose facility-

Library- All the lab based subjects

Physics, Chemistry ,Botany, Zoology, Computer Science ,Geography , Electronics

Library- Tanushri Di

Reports to be submitted by the teaches concerned and to be uploaded in the college website.

5.1.4-

5.2.2- Student who have get to higher education in percentage during this year.

Progression data to be provided by the students who have got their enrolled for higher studies after graduation.

Admission document of M.A/ M.Sc to be collected.

Sayanti Mukherjee
SAYANTI MUKHERJEE
IQAC Co-ordinator
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Appointment letter is in service

1.4.2- How the feedback obtained is being analyzed & utilized for overall development of the institution (500 words)

College regularly take / collect/ feedback from students/ parents/ teachers

Student- teacher

Student for college.

Parents for college.

Remedial class – continuous

through /tutorials.

Parents-Teacher's meeting

Questions are to be prepared accordingly

Student's overall development.

Sports held.

Cultural competition.

Representation of students in different function.

Hygiene Student Canteen- in subsidized rates.

Parents demand the above-

Library problem that student face regarding books.

6.1 Institutional vision & leadership

6.1.8 Mention two practices of decentralization and participative management during the last year.(Max 500 words)

Academic Committee- Decentralized management

Governing Committee- Participative management

Student's participation in G.B

Jayanti Mukhopadhyay
SWANTI MUKHOPADHYAY
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