

**PATNA WOMEN'S COLLEGE**  
**AUTONOMOUS**  
Patna University  
3<sup>rd</sup> Cycle NAAC Accredited at A Grade with CGPA 3.58/4  
*'College with Potential for Excellence' (CPE) status accorded by UGC*

**Minutes of the IQAC Meeting held on 06.07.2018 in Research and Development Cell, Patna Women's College at 01:15 P.M.**

**Agenda:**

- Time Table
- Activities
- Any other

**Members Present:**


1. Dr. Sister Marie Jessie A.C (Chairperson)
2. Dr. Shefali Roy
3. Dr. Ameeta Jaiswal
4. Dr. Amrita Chowdhury
5. Dr. Bhawna Sinha
6. Dr. Aprajita Krishna
7. Dr. Upasana Singh
8. Dr. Soofia Fatima
9. Ms. Manisha Prasad
10. Dr. Pallawi
11. Ms. K.T. Philomena
12. Mr. A.K. Sinha
13. Mr. Alok John
14. Dr. Sister M. Rashmi A.C (Co-ordinator)

The meeting started with a prayer. The points of the agenda were taken up.

The members were given IQAC membership letters.

- The Chairperson mentioned about the new time-table that has to followed for every year from 10<sup>th</sup> July.
- Mt. Carmel Feast Day Programme will be organized on 14<sup>th</sup> July – only for III<sup>rd</sup> year students this time. The programme timing will be from 09:30 – 10:30 (1<sup>st</sup> batch) and 11:00 – 12:00 (2<sup>nd</sup> batch).
- On 14<sup>th</sup> July a RUSA team will visit the College. There will be a meeting of RUSA team with the Principal and a group of selected teachers.
- General discipline has to be maintained in the campus. The rules regarding mobile phones and uniform have to be strictly followed.

  
**Chairperson**

  
**Coordinator**

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**Minutes** of the **IQAC Meeting** held on **07.02.2018** in Research and Development Cell, Patna Women's College at 12:00 Noon

**Agenda:** National Workshop on Research Methodology and Application of SPSS.

**Members Present:**

1. Dr. Sister Marie Jessie A.C (Chairperson)
2. Dr. Sister Reema A.C
3. Dr. Stuti Prasad
4. Dr. Shahla Yasmin
5. Dr. Shefali Roy
6. Dr. Aprajita Krishna
7. Dr. Amrita Chowdhury
8. Dr. Bhawna Sinha
9. Dr. Pallawi
10. Ms. K.T. Philomena
11. Dr. Sister M. Rashmi A.C (Co-ordinator)

The meeting started with a prayer.

Dr. Bhawna Sinha spoke about the **National Workshop on "Research Methodology and Application of SPSS"** to be **organized on 7<sup>th</sup> and 8<sup>th</sup> March, 2018** by IQAC in collaboration with the Department of MCA. It was told that for availing workshop funding from NAAC, the event has been organized by IQAC. The preparations are going on and efforts are being done for finalizing guests and also for getting sponsorships from other agencies.

At the end the Chairperson stated that from July, 2018, the IQAC will be re-structured as per the UGC Guidelines.

  
**Chairperson**

  
**Coordinator**

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**Minutes** of the **IQAC Meeting** held on **12.05.2018** in Research and Development Cell, Patna Women's College at 8:30 AM

**Agenda:**

- Admission 2018
- CBCS Syllabus
- Dress Code
- Any other

**Members Present:**

1. Dr. Sister Marie Jessie A.C (Chairperson)
2. Dr. Sister Reema A.C
3. Dr. Shahla Yasmin
4. Dr. Shefali Roy
5. Dr. Aprajita Krishna
6. Dr. Amrita Chowdhury
7. Dr. Bhawna Sinha
8. Dr. Pallawi
9. Ms. K.T. Philomena
10. Dr. Sister M. Rashmi A.C (Co-ordinator)

The meeting started with a prayer. The points of the agenda were taken up.

It was started by the Chairperson that the admission process for the session 2018-19 will start sometime in June after the results of the Entrance exams are declared. There is need to brief and assist the students regarding the Generic elective courses and their allocation. For this the IQAC members who are available in June will take turns to be there during the admissions.

For the Ability Enhancement Courses in the 1<sup>st</sup> Semester, preferably the students will be divided equally (i.e 750 & 750) for English and Hindi groups. At the most in one group, the members of students can reach up to 1000, but not more than that.

The IQAC Coordinator discussed the pattern of paper setting for End – Semester exams. (as per CBCS Syllabus)

It was decided that college uniform will be continued for all students (Ist/IIInd/IIIrd yrs). The days for casual dress for these girls will be Saturdays for Ist years, Wednesdays from IIInd year and Thursdays for IIIrd year students respectively.

Dr. Shahla Yasmin mentioned that the students from Science departments will participate in the Quiz Competition on 5<sup>th</sup> June and Clean India Programme on 23<sup>rd</sup> or 24<sup>th</sup> may, to be organized by the Bihar Pollution Control Board.

  
**Chairperson**

  
**Coordinator**

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**Minutes of the IQAC Meeting held on 14.08.2018 in Research and Development Cell, Patna Women's College at 10:15 A.M.**

**Agenda:**

- Teacher's Day Celebration
- Any other


**Members Present:**

1. Dr. Sister Marie Jessie A.C (Chairperson)
2. Sister Tanisha A.C.
3. Dr. Shahla Yasmin
4. Dr. Shefali Roy
5. Dr. Sister M. Reema A.C.
6. Dr. Ameeta Jaiswal
7. Dr. Amrita Chowdhury
8. Dr. Bhawna Sinha
9. Dr. Aprajita Krishna
10. Dr. Upasana Singh
11. Dr. Soofia Fatima
12. Ms. Manisha Prasad
13. Dr. Sister M. Stuti A.C.
14. Dr. Pallawi
15. Ms. K.T. Philomena
16. Mr. A.K. Sinha
17. Ms. Anjali Sinha
18. Mr. Alok John
19. Dr. Sister M. Rashmi A.C (Co-ordinator)

The meeting started with a prayer. The points of the agenda were taken up.

- IQAC members were invited for a short meeting to discuss about the Teacher's Day Celebration Programme to be held on 5<sup>th</sup> September 2018. It was resolved that the celebration would be organized together with the participation of all the teachers and non-teaching staffs. The students performing in the celebration will also participate.

  
**Chairperson**

  
**Coordinator**

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**Minutes of the IQAC Core Committee Meeting held on 17.11.2018 in Research and Development Cell, Patna Women's College at 01:30 P.M.**

**IQAC Core Committee Meeting**

**Agenda:**

- CPE Advisory Committee Visit on 19.11.2018
- Any other

**Members Present:**

1. Dr. Sister M. Rashmi A.C. (Chairperson)
2. Sister M. Tanisha A.C.
3. Dr. Shefali Roy
4. Dr. Sister M. Reema A.C.
5. Dr. Ameeta Jaiswal
6. Dr. Bhawna Sinha
7. Dr. Aprajita Krishna
8. Dr. Upasana Singh
9. Dr. Soofia Fatima
10. Mr. Alok John
11. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with a prayer. The points of the agenda were taken up.

A meeting of the IQAC Core Committee members was organized to plan and prepare for the visit of the CPE Advisory Committee members on 19<sup>th</sup> November, 2018.

The Chairperson advised the Core Committee members to be present before 09:00 A.M. on 19<sup>th</sup> November, 2018 in the Lucile Memorial Hall for welcoming the CPE Advisory Committee members and interact with them.

A minute to minute plan and itinerary of the CPE Advisory Committee visit was prepared in the meeting.

The Chairperson advised the members to keep ready all the CPE documents and sanctioned letters and fund release letters along with records of bills and vouchers for CPE payments.

The meeting was ended with greeting best wishes for the CPE Advisory Committee visit.

  
**Chairperson**

  
**Coordinator**

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**Minutes of the IQAC Meeting held on 18.09.2018 in Research and Development Cell, Patna Women's College at 10:15 A.M.**

Agenda:

- Mid-semester Examination
- Joy of Giving Week
- Any other

Members Present:

1. Dr. Sister M. Rashmi A.C. (Chairperson)
2. Sister M. Tanisha A.C.
3. Dr. Shahla Yasmin
4. Dr. Sister M. Reema A.C.
5. Dr. Ameeta Jaiswal
6. Dr. Bhawna Sinha
7. Dr. Aprajita Krishna
8. Dr. Upasana Singh
9. Dr. Soofia Fatima
10. Ms. Manisha Prasad
11. Dr. Sister M. Stuti A.C.
12. Dr. Pallawi
13. Ms. K.T. Philomena
14. Mr. A.K. Sinha
15. Mr. Alok John
16. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with a prayer. The points of the agenda were taken up.

The revised mid-term examination schedule has been prepared for all the departments. However, the mid-term examination schedule of Post Graduate courses can be designed by the respective departments. All the question papers for the mid-term examination should be sent by 25<sup>th</sup> September, 2018.

The Joy of Giving week would be observed from 1<sup>st</sup> October 2018 to 8<sup>th</sup> October 2018 to help the poor and the marginalized of the society. A circular regarding the same has been issued to the students requesting them to contribute items like Raw rice, Lifebuoy soaps and Masoor Dal.

The Chairperson stressed on the issue of general discipline of the students. The students are not allowed to use cell phones while they are inside the College campus. Teachers are requested to be vigilant and catch the students found using cell phones. The Teachers should also ask the students to wear next uniform and to wear them only on the specified days.

The Chairperson requested for the necessary actions of all the members for organising the Academic Council meeting which is scheduled on 22<sup>nd</sup> September, 2018. All the departments are requested to be prepared with their syllabus, list of examiners and resolution of Board of Studies (BoS) meetings for the Academic Council meeting.

It was stated in the meeting that the CPE Advisory Committee meeting would be held on 3<sup>rd</sup> October, 2018. The University Grants Commission (UGC) has nominated two experts to serve as members on the Advisory Committee of Patna Women's College. The details of the members are :

- (a) Prof. Champa Singh, Department of Hindi, Banaras Hindu University.
- (b) Dr. Sister Christine Coutinho, Principal, Loretto College, Kolkata.

The Core Committee members of IQAC would participate in the meeting. Along with them Sister M. Jincy A.C. would also be present for the meeting as a Bursar for the College.

The AICTE inspection team will visit the College on 19<sup>th</sup> September, 2018. The Chairperson has requested for the necessary support from all the members to make it successful.

  
**Chairperson**

  
**Coordinator**



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**Minutes of the IQAC Meeting held on 27.08.2018 in Research and Development Cell, Patna Women's College at 10:15 A.M.**

## **Agenda:**

- Contribution to help Kerala flood victims by forgoing part of Teacher's Day lunch packets.
- Any other

## **Members Present:**

1. Dr. Sister Marie Jessie A.C (Chairperson)
2. Dr. Shefali Roy
3. Dr. Sister M. Reema A.C.
4. Dr. Ameeta Jaiswal
5. Dr. Amrita Chowdhury
6. Dr. Bhawna Sinha
7. Dr. Upasana Singh
8. Dr. Soofia Fatima
9. Ms. Manisha Prasad
10. Dr. Sister M. Stuti A.C.
11. Ms. K.T. Philomena
12. Mr. A.K. Sinha
13. Ms. Anjali Sinha
14. Mr. Alok John
15. Dr. Sister M. Rashmi A.C (Co-ordinator)

The meeting started with a prayer. The points of the agenda were taken up.

- The Chairperson conveyed that 310 Kg. of clothes pertaining to Gents, Ladies and Children were sent by Air Cargo to the Kerala flood victims.
- It was also resolved that the Teachers' would forgo most part of their lunch packets which were distributed to them on Teacher's Day and the money would be sent to the Kerala flood victims for their help.



**Chairperson**



**Coordinator**