

# **PATNA WOMEN'S COLLEGE**

**AUTONOMOUS**

Patna University

3rd 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 13.01.2021 at 12:00 Noon in Lucile Memorial Hall**

## **Agenda:**

- Blended teaching
- AAA by Xavier Board
- Website update/ Ph.D. updates
- Student Research – CPE/BSR Schemes
- PO/PSO/CO
- Seed money for Faculty Research
- Inter College Fest
- Any other

<b>Sl.No</b>	<b>Members</b>	<b>Attendance</b>
<b>1</b>	<b>Dr. Sister M. Rashmi A.C. (Chairperson)</b>	<b>Present</b>
<b>2</b>	<b>Dr. Sister M. Tanisha A.C</b>	<b>Present</b>
<b>3</b>	<b>Dr. Sister M. Reema A.C</b>	<b>Present</b>
<b>4</b>	<b>Prof. Shahla Yasmin</b>	<b>Present</b>
<b>5</b>	<b>Dr. Ameeta Jaiswal</b>	<b>Present</b>
<b>6</b>	<b>Dr. Bhawna Sinha</b>	<b>Present</b>
<b>7</b>	<b>Dr. Aprajita Krishna</b>	<b>Present</b>
<b>8</b>	<b>Dr. Soofia Fatima</b>	<b>Present</b>
<b>9</b>	<b>Dr. Upasana Singh</b>	<b>Present</b>
<b>10</b>	<b>Ms. Manisha Prasad</b>	<b>Present</b>
<b>11</b>	<b>Dr. Sister M. Stuti A.C.</b>	<b>Present</b>
<b>12</b>	<b>Dr. Sister Celine Crasta A.C.</b>	<b>Present</b>
<b>13</b>	<b>Dr. Pallawi</b>	<b>Present</b>
<b>14</b>	<b>Sister M. Jincy A.C.</b>	<b>Present</b>
<b>15</b>	<b>Mr. R.N. Roymajumdar</b>	<b>Present</b>

16	Mr. A. K. Sinha	Present
17	Ms. K.T. Philomena	Present
18	Ms. Anjali Kumari Sinha	Absent
19	Dr. Iti Suman	Present
20	Ms. Soumya Shree (Premier - Students Council)	Present
21	Mr. Alok John	Present
22	Dr. Amrita Chowdhury (Coordinator)	Present

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

It was stated by the Chairperson that for the time being blended learning process will be for the time being blended learning process will be followed. The students of different batches will have classes both on online and offline modes on alternate basis.

The Academic and Administrative Audit (AAA) by the Xavier Board will be conducted offline and the dates will be given after confirmation from the Xavier Board experts.

The Chairperson stated that the College website has to be updated regularly – in terms of faculty recruited, Ph.D. obtained etc.

The programme for students research presentation under CPE/BSR Schemes was discussed and finalized. (05.02.2021 – 12.02.2021)

It was stated that seed money upto Rs. 25,000 will be provided to faculty members for research activities.

On behalf of the student council, the Premier Ms. Soumya Shree made a presentation regarding hosting an Inter College Fest. But considering the current scenario, the members said that it is not advisable to organize now.

  
Chairperson

  
Coordinator

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**Minutes of the IQAC Meeting held on 17.02.2021 at 02:30 P.M. in Lucile Memorial Hall**

## **Agenda:**

- IQAC External Peer Team Visit
- Duties assigned
- Any other

<b>Sl.No</b>	<b>Members</b>	<b>Attendance</b>
1	Dr. Sister M. Rashmi A.C. (Chairperson)	Present
2	Dr. Sister M. Tanisha A.C	Present
3	Dr. Sister M. Reema A.C	Present
4	Prof. Shahla Yasmin	Present
5	Dr. Ameeta Jaiswal	Present
6	Dr. Bhawna Sinha	Present
7	Dr. Aprajita Krishna	Present
8	Dr. Soofia Fatima	Present
9	Dr. Upasana Singh	Present
10	Ms. Manisha Prasad	Present
11	Dr. Sister M. Stuti A.C.	Present
12	Dr. Sister Celine Crasta A.C.	Present
13	Dr. Pallawi	Present
14	Sister M. Jincy A.C.	Present
15	Mr. R.N. Roymajumdar	Present
16	Mr. A. K. Sinha	Present
17	Ms. K.T. Philomena	Present
18	Ms. Anjali Kumari Sinha	Absent
19	Dr. Iti Suman	Present

20	Ms. Soumya Shree (Premier - Students Council)	Absent
21	Mr. Alok John	Present
22	Dr. Amrita Chowdhury (Coordinator)	Present

The meeting started with a short prayer.

It was an emergent meeting convened to discuss the upcoming IQAC External Peer Team visit scheduled from 20<sup>th</sup> February, 2021.

The Chairperson intimated the members regarding the visit of 3 expert member IQAC External Peer Team.

The duties were assigned to the members for the event. All the members were told to be there at 9:30 A.M. on the day of visit to welcome the team.

*M. Rashmi me*  
Chairperson

*A. Chowdhury*  
Coordinator

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**Minutes** of the online **IQAC Meeting** held on **18.06.2021** at **4:15 P.M.** through Zoom platform

## **Agenda:**

- Faculty Development Programme
- Preparation for AQAR 2020 - 21
- Any other

<b>Sl.No</b>	<b>Members</b>	<b>Attendance</b>
<b>1</b>	<b>Dr. Sister M. Rashmi A.C. (Chairperson)</b>	<b>Present</b>
<b>2</b>	<b>Dr. Sister M. Tanisha A.C</b>	<b>Present</b>
<b>3</b>	<b>Dr. Sister M. Reema A.C</b>	<b>Absent</b>
<b>4</b>	<b>Prof. Shahla Yasmin</b>	<b>Present</b>
<b>5</b>	<b>Prof. Ameeta Jaiswal</b>	<b>Present</b>
<b>6</b>	<b>Dr. Bhawna Sinha</b>	<b>Present</b>
<b>7</b>	<b>Dr. Aprajita Krishna</b>	<b>Present</b>
<b>8</b>	<b>Dr. Soofia Fatima</b>	<b>Present</b>
<b>9</b>	<b>Dr. Upasana Singh</b>	<b>Present</b>
<b>10</b>	<b>Ms. Manisha Prasad</b>	<b>Present</b>
<b>11</b>	<b>Dr. Sister M. Stuti A.C.</b>	<b>Present</b>
<b>12</b>	<b>Dr. Sister Celine Crasta A.C.</b>	<b>Present</b>
<b>13</b>	<b>Dr. Pallawi</b>	<b>Present</b>
<b>14</b>	<b>Sister M. Jincy A.C.</b>	<b>Present</b>
<b>15</b>	<b>Mr. R.N. Roymajumdar</b>	<b>Present</b>
<b>16</b>	<b>Mr. A. K. Sinha</b>	<b>Present</b>
<b>17</b>	<b>Ms. K.T. Philomena</b>	<b>Absent</b>
<b>18</b>	<b>Ms. Anjali Kumari Sinha</b>	<b>Present</b>
<b>19</b>	<b>Dr. Iti Suman</b>	<b>Present</b>

20	Ms. Reeya Prakash (Premier - Students Council)	Absent
21	Mr. Alok John	Present
22	Dr. Amrita Chowdhury (Coordinator)	Present

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

The Chairperson communicated that there will be an online Five Day Faculty Development programme on the topic **“Creating a Positive Work Culture: Strategy for Quality and Excellence”** from 23.06.2021 to 27.06.2021. This will be a RUSA sponsored event organized by IQAC in collaboration with St. Aloysius College Jabalpur. The FDP will be meant for all faculty members of PWC and some selected faculty from St. Aloysius College and others. We are in contact to the resource persons for finalizing the event.

It was also communicated that the preparation of NAAC – AQAR 2020 – 21 will be initiated soon by the IQAC. We will begin the data collection using both online and offline methods.

As a future preparation for NAAC, we have to start working for SSR. For this purpose, we already have seven committees working on seven criteria. These IQAC NAAC Working Committees will be reconstructed and soon we will have a series of meeting for making strategies regarding NAAC SSR preparation.

The Chairperson communicated to these members that Prof. Shahla Yasmin and her team are working on conducting of green audit by an expert organization ADRI, Patna.

A special COVID initiatives related magazine will be published by the College. The students council is working on that. The magazine will also contain short writeups based on COVID experiences by the Deans, IQAC Coordinators and some senior teachers. Besides, details of all COVID initiative taken by our College.

  
Chairperson

  
Coordinator

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**Minutes** of the **IQAC Meeting** held on **25.10.2021** at **12:30 P.M.** in the Lucile Memorial Hall.

Agenda:

- College Activities (Sports Day, College Day)
- NAAC AQAR/SSR
- Any other

<b>Sl.No</b>	<b>Members</b>	<b>Attendance</b>
<b>1</b>	<b>Dr. Sister M. Rashmi A.C. (Chairperson)</b>	<b>Present</b>
<b>2</b>	<b>Dr. Sister M. Tanisha A.C</b>	<b>Present</b>
<b>3</b>	<b>Prof. Shahla Yasmin</b>	<b>Present</b>
<b>4</b>	<b>Prof. Ameeta Jaiswal</b>	<b>Present</b>
<b>5</b>	<b>Dr. Sahar Rahman</b>	<b>Present</b>
<b>6</b>	<b>Dr. Bhawna Sinha</b>	<b>Present</b>
<b>7</b>	<b>Dr. Aprajita Krishna</b>	<b>Present</b>
<b>8</b>	<b>Dr. Sister Celine Crasta A.C.</b>	<b>Present</b>
<b>9</b>	<b>Dr. Soofia Fatima</b>	<b>Present</b>
<b>10</b>	<b>Dr. Upasana Singh</b>	<b>Present</b>
<b>11</b>	<b>Dr. Sister M. Stuti A.C.</b>	<b>Present</b>
<b>12</b>	<b>Ms. Manisha Prasad</b>	<b>Present</b>
<b>13</b>	<b>Dr. Pallawi</b>	<b>Present</b>
<b>14</b>	<b>Sister M. Jincy A.C.</b>	<b>Present</b>
<b>15</b>	<b>Controller of Examination</b>	<b>Present</b>
<b>16</b>	<b>Librarian, Central Library</b>	<b>Absent</b>
<b>17</b>	<b>Mr. A.K. Sinha</b>	<b>Present</b>
<b>18</b>	<b>Dr. Iti Suman</b>	<b>Present</b>
<b>19</b>	<b>Ms. Richa Vatsayan</b>	<b>Absent</b>
<b>20</b>	<b>Ms. Reeya Prakash (Premier - Students Council)</b>	<b>Present</b>

21	Mr. Alok John	Present
22	Dr. Amrita Chowdhury (Coordinator)	Present

The meeting started with a short prayer and then the points of agenda for the meeting were taken up.

The Chairperson conveyed the members about the decision to conduct the Annual sports day, College Day and Christmas programmes and events. The dates for scheduling the Christmas Carol Competition and Christmas Day programme along with Alumni get-together were fixed.

It was also decided to organize the Annual sports meet on 11.12.2021. Annual Day programme can be organized in the month of January in a different style depending on the prevailing COVID situation. The Department of Education will host a separate sport meet in the month of February, 2022.

It was conveyed that Criterion wise Coordinators will start collating the prescribed data and information for the preparation of NAAC AQAR 2020-21. For the purpose of collating the information, data templates prescribed by NAAC are to be used.

The College shall also prepare itself to participate in the NIRF Ranking 2022.


The Chairperson appreciated the efforts of the NIRF team members from the College for their hardwork and dedication. The College has secured a position in the Rank band of 101 to 150 among other participating Colleges in NIRF 2021.

A workshop on Effective Blog writing shall be organized in order to improve the visibility and perception of the College in the internet platform.

It was decided to observe the "Joy of Giving" week from 25<sup>th</sup> to 27<sup>th</sup> October, 2021. The staff and students are requested to contribute generously towards this good cause.

Xavier Board of Higher Education in India (XBHEI), Bangalore has sent the reports of the departmental audit conducted by them from 2<sup>nd</sup> September, 2021 to 4<sup>th</sup> September, 2021. The departments are advised to go through the report and convey their observations (if any) to the IQAC Coordinators.

  
Chairperson

  
Coordinator – IQAC