

Date: 30.11.16

NOTICE

A meeting of the IQAC Core Committee will be held on 05.12.16 at 2.30 pm in the Principal's room. Members are requested to be present.



Teacher-in-Charge

Agenda:

1. CAS
2. IQAC of Teacher Education
3. AQAR 2015-16
4. Grant Received from UGC
5. Duff Memorial Lecture
6. Miscellaneous

IQAC Core Committee Meeting on 05.12.16 at 2.30 pm

Members Present

1. Principal
2. Vice Principal
3. IQAC Coordinator
4. Bursar
5. Senatus Secretary
6. Indrani Kar
7. Smita Nath
8. Riddhi Bhattacharyya
9. Samrat Bhattacharjee
10. Chandan Kumar Pal

A. H. K. K. K.

Proceedings of the IQAC meeting on 05.12.16

Agenda 1: IQAC Coordinator informed that the process of Career advancement of 25 teachers have been initiated under the new PBAS system. He thanked all the IMC members and CAS committee for their effort. The Teacher-in-Charge suggested that the same CAS committee members to be kept for future process and appreciated the effort of the IQAC coordinator.

Agenda 2: IQAC of B.Ed department formation was discussed. After much discussion it was resolved that the existing IQAC will act as IQAC of the Teacher Education department also. It was also mentioned by the IQAC coordinator that there is no precise clear-cut guidelines regarding Teacher Education IQAC formation.

Agenda 3: IQAC coordinator informed the members that AQAR preparation for 2015-16 is under-way and once it is completed the and will be emailed to the NAAC office in Bangalore. He informed that there are some departments who are not giving data on time. The TiC instructed to give the departments strict notice for timely submission of data.

Agenda 4: The TiC informed the members that a grant of Rs. 3 lakhs is received under UGC XIIth plan. She also instructed the Coordinator and other members to spend the money as per sanction memo.

Agenda 5: The fourth Duff Memorial Lecture to be organised as informed by IQAC Coordinator. Tentative date after discussion was fixed up in March 2017. The speakers to be approached are: Uma Dasgupta, Kaushik Ganguly, Sekhar Bandyopadhyay. TiC requested the IQAC Coordinator to proceed with the matter.

A. Mukherjee

Miscellaneous: The TiC informed that we need to develop more interactions with the industry and asked IQAC coordinator to look into the matter. Also linkages with national and international bodies to be established for development. The members agreed and appreciated the proposal.

A. H. K. K. K.

IQAC-Meetings
Action Taken Report
2016-17

1. AQAR of 2015-16 is duly done and submitted over email to NAAC.
2. IQAC core committee for general college is acting as core committee for Teacher Education department.
3. Career advancement of 25 teachers have been successfully completed under the new PBAS system.
4. The detailed process of utilization of UGC XIIth Plan grant for IQAC was chalked out and accordingly the process of expenditure of the grant is underway.
5. The fourth Alexander Duff Memorial Lecture was conducted on 20.3.2017. The speaker was Prof. Uma Dasgupta.
6. Discussions with various national and international bodies for collaboration is underway. East Calcutta Girl's College is one of such colleges which has signed collaboration with the college for joint students' seminar and other exchange programmes.

H. Mukherjee

Scottish Church College

Kolkata 700006

30th May 2017

NOTICE

Internal Quality Assurance Cell

A meeting of outgoing and new core committee members (internal) of IQAC will be held on 2nd June 2017 at 12.30 p.m. in the TIC's Chamber.

Kindly attend.

A. Mukherjee

Teacher-in-Charge

Teacher-in-Charge

Scottish Church College

Kolkata-700-006

IQAC (2015-2017)	IQAC (2017-2019)
Dr. Supratim Das <i>Supratim Das</i>	Dr. Indrani Kar <i>[Signature]</i>
Dr. Kaberi Chatterjee <i>K. Chatterjee 4/6</i>	Dr. Smita Nath <i>[Signature]</i>
Dr. Smita Nath	Dr. Chandan Kumar Pal <i>CMP 1/6/17</i>
Dr. Satadal Bhattacharya <i>SB</i>	Dr. Samrat Bhattacharya
Dr. Rajyasree Ghosh <i>RSG</i>	Dr. Riddhi Bhattacharya <i>RB 1/6/17</i>
Dr. Malabika Chakraborty <i>por - R. Bala 1/6/17</i>	Dr. Malabika Chakraborty
Dr. Chandan Kumar Pal, former Bursar (Invitee)	Dr. Mausumi Manna, Bursar (Invitee)

Scottish Church College

Internal Quality Assurance Cell

(2017-19)

Meeting of the Outgoing and New Core Committee Members (internal) of IQAC held on 02.06.17

Members present:

Name	Signature
Dr. Arpita Mukerji	Arpita Mukerji 2.6.17.
Dr. Supratim Das	Supratim Das 2/6/17
Dr. Indrani Kar	Indrani Kar, 2.6.17.
Dr. Kaberi Chatterjee	
Dr. Smita Nath	Smita Nath 2-6-17
Dr. Satadal Bhattacharyya	Satadal Bhattacharyya.
Dr. Rajyasri Ghosh	Rajyasri Ghosh
Dr. Malabika Chakraborty	
Dr. Chandan Kumar Pal	Chandan Kumar Pal 2/6/17
Dr. Samrat Bhattacharjee	
Dr. Riddhi Bhattacharya	Riddhi Bhattacharya 2.6.17.
Dr. Mausumi Manna, Bursar (invitee)	

Scottish Church College

Minutes of the IQAC Core Committee Meeting held on 02.06.2017.

The meeting was chaired by Dr. Arpita Mukerji, TiC and the Chairman of the IQAC and were attended by outgoing (2015-17) and new (2017-19) Core Committee Members of IQAC.

The Coordinator, Dr. Indrani Kar informed the members about the agenda of the meeting

- 1) AQAR
- 2) Portfolio allocation to members
- 3) CAEE
- 4) Dr. Alexander Duff Memorial Lecture, 2017

AQAR (Annual Quality Assurance Report)

Dr. Supratim Das, former Coordinator of IQAC that AQAR for the period July 2015- June 2016 is not complete. Inputs from the Bursar's office are due. Dr. Indrani Kar requested Dr. Chandan Kumar Pal, former Bursar to take initiative to complete the process. Dr. Pal agreed to complete the work with the help of Bursar's office.

Portfolio Allocation

Dr. Indrani Kar informed that Professor Basab Chaudhury, Vice Chancellor, West Bengal State University and Professor Jayanta Sengupta, Curator & Secretary of Victoria Memorial have kindly agreed to be a part of this IQAC as external members. Professor Chaudhury's official consent was due till date.

Following is the list of Members and their allotted portfolios:

- i) Teaching Learning Evaluation and Students' Welfare- TiC, Samrat Bhattacharya and Riddhi Bhattacharya
- ii) Research, Development and Innovations – Dr. Smita Nath and Dr. Chandan Kumar Pal
- iii) Financial Matters- TiC and Bursar
- iv) Women's Issues and Grievance Redressal- TiC, IQAC Coordinator and Dr. Chandan Kumar Pal
- v) IIP or Industry- Institute Partnership- Dr. Chandan Kumar Pal, Dr. Samrat Bhattacharya and Dr. Malabika Chakraborty.
- vi) ICT or Information and Communication Technology- Dr. Samrat Bhattacharya and Dr. Riddhi Bhattacharya.
- vii) Career advancement- Bursar and IQAC Coordinator.
- viii) National and International Linkages- Rector and TiC
- ix) Institutional and Social Responsibility- TiC and Dr. Malabika Chakraborty.
- x) Infrastructure Development and Maintenance- TiC and Bursar.
- xi) Extracurricular Activities- IQAC Coordinator and Dr. Riddhi Bhattacharya.
- xii) Documentation/ Institutional Database- Dr. Smita Nath and Dr. Riddhi Bhattacharya

CAEE (Centre for Academic Excellence and Extension)

Dr. Kar proposed that CAEE should be made an independent body as it was earlier at the time of its inception. In 2013, while reconstituting the IQAC, it was included within its portfolio. She also proposed the name of Dr. Supratim Das as its Convenor. Dr. Arpita Mukerji, TiC, approved the proposal and requested Dr. Das to do the favor. Dr. Das accepted to take the responsibility of the Convenor, CAEE. He added that our Rector and Former Principal Dr. John Abraham had introduced the CAEE to organize seminar, workshop and lectures in the college.

Then the IQAC Coordinator requested Dr. Supratim Das to stay as the Advisor of the present IQAC body as he had led the IQAC for previous two terms. The TiC added that this was required for the continuity of the work. Dr. Das agreed. Then Dr. Kar informed the members that this arrangement was done for the benefit of the college and the matter would be placed in the next Council Meeting for approval.

Dr. Alexander Duff Memorial Lecture, 2017

The TiC requested Dr. Kar to organize the lecture on 13th July, 2017, the foundation day of the college. Keeping in mind the CU examination schedule, it was decided that it would be organized before the Puja Vacation, 2017. Regarding the choice of speaker, following names were proposed and IQAC Coordinator was asked to do the needful

- i) Prof. Palash Baran Pal
- ii) Prof. Partha Chattopadhyay
- iii) Prof. Jayanta Sengupta
- iv) Mr. Alapan Bandopadhyay.

**Meeting with Dr. Amitava Pramanik, Director Strategic Research Group,
HUL, Bengaluru & Mr. Sutirtha Das, Creative Head, FM Radio Channel
106.4 MHz (Amar FM) Dated: 03.02.2018 at 11 am in TiC's Room**

Recommendations from IIP Cell

1. To start a course following completion of the four semester PG curriculum where a select few may be sent for an Internship for 6 months in industries which can further be extended upto 2 years to get them industry ready. Hindustan Unilever, Bengaluru may be approached to sign a MoU to start with such internship at the moment.

We strongly recommend that such provision be made for our PG students who will be passing out in July 2018. If this proposal is accepted at the appropriate forum the modalities may be worked out and will be presented for further action.

2. Research collaboration with the institution could be explored in the form of either a pilot project from the institution or solving a problem of the industry. But this needs a focused approach on a specific agenda. For example the processing of "Nalen Gur" which may be GI tagged and seasonal as an available item throughout the year. There are ample scopes in food processing of traditional and ethnic food which may be explored.
3. Mr. Sutirtha Das, Creative Head of an FM channel proposed that an internship of 6 months can be offered in FM channel specially on marketing for students in the undergraduate level which could be moved through placement cell of the college for signing a MoU in this regard.

We strongly feel that the above points be explored to work out as feasible programmes in the college.

1) CMK 9/2/18

2) Malabika Chakrabarty 09/02/18

3) Samrat Bhattacharya 09/02/18

4) 09.02.18

IQAC-Meetings
Action Taken Report
2017-18

1. Portfolio Allocations under the *aegis* of IQAC was done as follows:
 - a. Teaching Learning Evaluation
 - b. Research, Development and Innovations
 - c. Financial Matters
 - d. Women's Issues & Grievance Redressal
 - e. Institutional Industry Partnership
 - f. Information and Communication Technology
 - g. Career Advancement
 - h. National & International Linkages
 - i. Institutional Best Practices & Social Responsibilities
 - j. Infrastructure Development & Maintenance
 - k. Extracurricular Activities
 - l. Documentation & Maintenance of Database

2. CAEE was made independent body under a convenor and conducted seminars.

3. Alexander Duff Memorial Lecture was given by Prof. Palash Baran Pal of Saha Institute of Nuclear Physics on 12.9.2017



Scottish Church College

Kolkata

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Notice

18.08.18

Attention# IQAC Core Committee Members

A meeting of the IQAC Core Committee will be held on Thursday 23rd August, 2018 at 12 noon in the Principal's chamber to discuss the following:

1. Industry- Institute Partnership
2. International & National Linkages
3. Miscellaneous

Your presence is earnestly solicited.



Dr. Arpita Mukerji

Principal &

Chairman, IQAC



Dr. Indrani Kar

Coordinator, IQAC

**IQAC COMMITTEE MEMBERS
SIGNATURE SHEET - 23/08/2018**

Sl. No.	Name	Department	Signature
1	Dr. Indrani Kar IQAC Coordinator	HoD - Department of Sanskrit	Indrani Kar. 23.08.18
2	Dr. Arpita Mukerji	Principal	Arpita Mukerji 23.8.18
3	Dr. Supratim Das	Vice Principal	Supratim Das 23/8/18
4	Dr. Smita Nath	Department of Economics	Smita Nath 23.8.18
5	Dr. Chandar Kr. Pal	Department of Chemistry	Chandar Kr. Pal 23/8/18
6	Dr. Samrat Bhattacharya	Department of Zoology	Samrat Bhattacharya 23/8/18
7	Dr. Malabika Chakraborty	Department of Microbiology	Malabika Chakraborty 23/8/18
8	Dr. Riddhi Bhattacharya	HoD - Department of History	Riddhi Bhattacharya 23/8/18
9	Dr. Basab Chaudhuri Vice-Chancellor	West Bengal State University	Basab Chaudhuri 23/08/18
10	Dr. Jayanta Sengupta Secretary & Curator	Victoria Memorial Hall Indian Museum	Jayanta Sengupta 23/8/18
11	Dr. Mausumi Manna Bursar	Department of Economics	M. Manna 23/8/18

IQAC - Meeting - Core Committee 23.8.18.

Today's agenda:-

1. Industry - Institute Partnership (IIP).
2. International and National Linkages.
3. Miscellaneous.

JK - on the first two pts hardly anything is done. For the first pt Chemistry PG Dept had some talk with Hindusthan Unilever limited (For IIP).

SD - Previously - National Linkages - Saha Institute

International Linkages - Davidson College and Napier University.

SB - Now we have UBCHEA. He explained UBCHEA progs. etc. we have constant linkage now. They are a funding agency we can talk to them and establish linkage with other institutions with UBCHEA. But we can get through spurgeon.

Jayanta Sengupta - why Hindusthan Unilever

SD - through a former student.

Jayanta Sengupta (JS) - The alumni data base can be used.

~~BBA~~ MA JS - 1) Since no IIP - Scottish has an advantage of having BBA. If available alumni database is there, then Scottish can have a network of industry ~~through~~ world - through BBA.

JS - Appeal should go out through the college to the alumni - for training, or CSR & Scottish has greater ethical responsibility. Tap CSR prog of many industry & Scottish alumni where common ethics overlap.

JS - Every alumnus gets letter from Cambridge or partnership.

2) IIP - what we have to offer?

JS - Perception of public about SCC - good college - Christian college. We have to see our advantages.

Two things to offer: -

1) BBA

2) Ask someone to do research - worldwide - which are the institutions - what are members of the same denomination. We can tap them as ethics can match. Partnerships with them easier to explore. SCC - product of Scottish enlightenment. Connection through Basabi Fraser.

Glasgow University, St Andrews Univ -
 Edinburgh Napier University - somebody
 should make a draft and approach
 them:

- 1) Scottish Convention
- 2) Christian domination
- 3) BBA

are the keywords for reaching IIP.

Breakdown the work:-

- 1) A group should make a draft - customised
 & approach common denominators college.
- 2) somebody should do research with
 alumnus association and internet based
 research.

- 3) Davidson college - & other univ in Am
 has study abroad prog - esp'ly those
 univ has South Asia prog - there are
 many ^{edu'l} agencies that offer - study
 abroad prog - esp'ly Delhi & Hyderabad
 univs, their interest & cal is less.

one should market Davidson college -
 smaller colleges - SCC au showcase its
 potentialities and offerpoints like -
 Indian diversity, interfaith dialogues,
 democracy - other ethical compass.

(4)

can be perfected - examples from
Wilson College.

National College - St. Stephens, Wilson
College, Mumbai, Nagpur College.

- A person can be used for advised,
Rev. Sukrit Mallick. He is a Christian
aid academic administrator with a huge
knowledge on American Educational System.

aid -

we No with SD. Sir.

- American Univ V.C and Principals
basically fundraisers and not academi-
i. constant survey of what we have -
ould be done. We may apply - may or
not get it.

Prepare a good draft of 2 pages -
memorandum.

Historic college - 2) on a historic city

low case

Christian Instit in search of excellence
ough 200 yrs history of human resources
value.

Draft should help in building - Scottish
age.

- ⑤) 1) create a database - file of alumnus of contact details.
- 2) List of internet based research & identify common denomination institutions & search office of international programmes.
- 3) Draft what can be customised - one which can be given christian denomination b) Higher edu.
- c) Scottish Institution of higher knowledge

SD - collaborate for an event with Victoria Memorial.

JS - Just a stand alone lecture, Public lecture. ~~visit~~,

SD - college needs to give a lecture proposal for lecture on a general issue.

AM - we should identify the steps and do concrete steps. Identify the alumnus & institutions.

JS & AM-BBA's intruship can be used as IIP.

Subida should be consulted along with Bibhas da.

AM, JS, & SD.

MM - Rosin Kahaudhury, Pyarechand Mitra, Period of 18-20th Century.

JS - Semenc on - Role of Scottish on the enlightenment of Kolkata.

JS - The trust called Scottish Trust can be used. They have MOU with West Bengal Govt. Lord Bruce is their head. Their connections could be used.

Basabbabu - 1) West Bengal State Pollution Control Board and SCC and conduct a water testing then it could be a very good initiative. They should be said - we want a token funding from them.

2) NSME sector to be revived. Misti industry - how can a good insti help them to increase shelf life.

3) ^{Sukhas} ~~on~~ ~~in~~ ~~at~~ Sukhas street - there are many ~~lead~~ machines

4) Small & Medium Scale industries like book binding

5) WBPCB => Quality of water in the locality
microbe - WBPCB. Token grant from
WBPCB => PCB certified laboratory

6) GST of small scale industries like sweet shops etc. Input-output balance of raw materials for sweets & final outcome.

7) Work environment safety

8) Sealdah Station => cleanliness programme

9) fish research money for formalin. & other colours in vegetables.

10) State DST project.

Scottish Church College

Kolkata

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Notice

05.12.18

Attention# IQAC Core Committee Members (Internal)

A meeting of the IQAC Core Committee will be held on Thursday 13th December, 2018 at 2.30 pm in the Principal's chamber to discuss the following:

1. Alexander Duff Memorial Lecture 2018
2. Revival of Annual Amitabha Chandra Lecture from this academic year
3. Miscellaneous

Your presence is earnestly solicited.



Dr. Arpita Mukerji

Principal

&



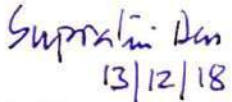
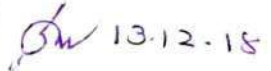
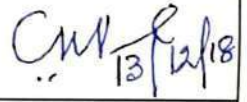

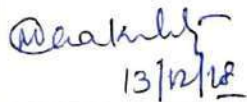
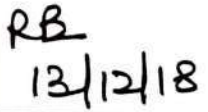
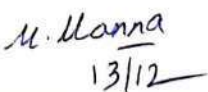
Chairman, IQAC



Dr. Indrani Kar

Coordinator, IQAC

**IQAC COMMITTEE MEMBERS
SIGNATURE SHEET - 13/12/2018**

Sl. No.	Name	Department	Signature
1	Dr. Indrani Kar IQAC Coordinator	HoD - Department of Sanskrit	 13.12.'18.
2	Dr. Arpita Mukerji	Principal	 13.12.18.
3	Dr. Supratim Das	Vice Principal	 13/12/18
4	Dr. Smita Nath	Department of Economics	 13.12.18
5	Dr. Chandan ⁿ Kr. Pal	Department of Chemistry	 13/12/18
6	Dr. Samrat Bhattacharya	Department of Zoology	 13/12/18
7	Dr. Malabika Chakraborty	Department of Microbiology	 13/12/18
8	Dr. Riddhi Bhattacharya	HoD - Department of History	 13/12/18
9	Dr. Basab Chaudhuri Vice-Chancellor	West Bengal State University	
10	Dr. Jayanta Sengupta Secretary & Curator	Victoria Memorial Hall Indian Museum	
11	Dr. Mausumi Manna Bursar	Department of Economics	 13/12

IQAC - Meeting.

13.12.18.

Agenda: 1

Alexander Duff Memorial Lecture 2018.

IK & CKP - we have thought of as Rudra Prasad Sengupta. there can be other alternatives as well.

Other names: - Poorna Choudhury, Aranda Lal.

Principal - think of any date in February. As January is full of important events.

IK - tentative dates - February. 5th, 13th February.

IK - In early January CKP and Samrat to confirm from Rudra Prasad Sengupta. If not then deputadi to contact Poorna or else CD to contact Aranda Lal.

Agenda: 2

Amalakra Chandra Lele: -

Speakers: Pradip Basu.

CKP: - Full day lecture or 2 lectures to keep up to date.

V.P → From 2-5 pm. - 2 speakers on Feb 18.

One speaker - Prindya Chatterjee

Second speaker - ~~Satya Prasad Kaulik~~ Sankar Prasad Kaulik

Others Ganguly or the Satya Prasad Gangul.

(2)

Date - Thursday March. (~~5th~~ First week of March).

Agenda: 3

Miscellaneous: — N/A situation

Agenda: Subcommittee still to submit reports.

IQAC-Meetings
Action Taken Report
2018-19

1. The Sixth Alexander Duff Memorial Lecture was delivered by Dr. Sekhar Bandyopadhyay, Professor of Asian History and Director, New Zealand India Research Institute, Victoria University of Wellington, New Zealand on 12th March 2019.
2. International Linkage with United Board of Christian Higher Education (UBCHEA) is developed with discussion with Rev. DR. Maher Spurgeon and projects and grants are received from UBCHEA. UBCHEA also invited teachers to participate in various programmes organised by them in different parts of India.
3. Amitabha Ch. Memorial Lecture was revived and delivered by on 04.9.19 on “Between Historical Heritage and Contemporary Reality- India’s engagement with the world order” by Prof. Shantanu Chakrabarti, University of Calcutta.
4. Former Student Association AGM conducted and they recently donated Rs.100000 to college for development. The international Alumni Network establishment is underway.
5. MoU signed on 27.6.18 with West Bengal State University and SHER (NGO) to conduct Certificate course on Wildlife and Biodiversity.
6. Process for introducing new UG (Hons.) courses on Sociology and Psychology has been initiated.

A. Mukherjee

NOTICE

A meeting of the NAAC core committee will be held on 08.8.2019 at 3.30 pm in the Principal's room to discuss the following agenda. All are requested to attend the meeting.

K. M. K. K. 1/08/19
Principal

Indrani Kar. 01.08.
IQAC Coordinator

Agenda:

1. Reporting of Academic and Administrative Audit (AAA)
2. Handing over charge of IQAC to IQAC coordinator elect
3. Miscellaneous

K. M. K. K.

Minutes of IQAC Core Committee Meeting

Date: 08/08/2019. Time: 3.30 pm

Agenda	Minutes
AAA Reporting	<ol style="list-style-type: none">1. IQAC Coordinator handed over the Academic and Administrative Audit report to the Principal.2. She mentioned that the member of Peer team Dr. Sharmila Mitra highly appreciated the report.3. She also suggested that the report be made available on college webpage College scored badly in Research publication and perception.4. Dr. Mitra suggested that the recommendations made by the peer visiting team be placed under Future Plan of Action.5. She mentioned that her college can provide assistance for PO and CO mapping.
Handing over charge to the new IQAC coordinator	<p>Dr. Indrani Kar handed over IQAC keys and Minutes book to the Designate IQAC coordinator Dr. Samrat Bhattacharjee and assured for rendering all the assistance to the new IQAC coordinator.</p>
Miscellaneous	<ol style="list-style-type: none">1. Dr. Riddhi Bhattacharyya raised the issue of the IQAC working committee which is not in the format of IQAC regulation. Principal informed that it is an internal arrangement for the smooth conduct of IQAC activities.2. Principal also reported that in the next council meeting the IQAC core committee will be re-structured as per the latest guidelines of the NAAC.3. Vice Principal suggested to remove the term “portfolio” from the committee list as was pointed out by Prof. Basab Chowdhury4. It was decided that IMC along with Dr. Indrani Kar will be in-charge of drafting the list of the new IQAC core committee.5. IQAC coordinator informed that the IQAC core committee and the NAAC steering committee should be in accordance with the NAAC guidelines. <p>The meeting ended with thanks to the chair.</p>



Scottish Church College

NOTICE

A meeting with the Internal Members of the newly constituted IQAC core committee with the Internal Members of the previous core committee will be held on Friday, 27th September 2019 at 1.00 pm in the Principal's office. The following members are requested to be present.

H. Mukherjee
Principal

Principal
Scottish Church College
Kolkata

Agenda:

1. Formation of new subcommittees
2. Co-option of Members
3. Miscellaneous

Members

- KM* Dr. Supratim Das
dr Dr. Madhumanjari Mandal *M. M. Mandal*
dr Sri. Rabindranath Sasmal
Dr. Indrani Kar
dr Dr. Smita Nath
dr Dr. Chandan Kr. Pal
dr Dr. Malabika Chakraborty
RB Dr. Riddhi Bhattacharyya
Dr. Mausumi Manna ✓
dr Dr. Anupa Saha
A Dr. Sushmita Ghosh
Dr. Samrat Bhattacharjee ✓
Sm. Varbi Roy *Varbi*
Dr. Esita Sur ✓
Dr. Shrimoyee Guha Thakurta ✓
dr * Dr. Jayeeta Chowdhury *Chowdhury*
Dr. Aniruddha Chatterjee

H. Mukherjee

Scottish Church College
IQAC Meeting on 27.9.2019
Signature Sheet

Dr. Arpita Mukerji	K Mukerji 27.9.19.
Dr. Supratim Das	Supratim Das 27/9/19
Sri.. Rabindranath Sasmal	
Dr. Madhumanjari Mandal	
Dr. Samrat Bhattacharjee	Sb 27.9.19.
Dr. Indrani Kar	Indrani Kar 27.09.19.
Dr. Sushmita Ghosh	Sushmita Ghosh 27/09/2019
Dr. Anupa Saha	Anupa Saha 27/9/19
Dr. Smita Nath	
Dr. Chandan Kr. Pal	Chandran 27/9/19
Dr. Malabika Chakraborty	Malabika 27/09/19
Dr. Riddhi Bhattacharyya	RB 27/9/19
Dr. Mausumi Manna	
Sm. Varbi Roy	Varbi Roy 27/9/19.
Dr. Shrimoyee Guha Thakurata	Shrimoyee 27/9/19
Dr. Jayita Chowdhury	Jayita 27/9/19
Dr. Aniruddha Chatterjee	Aniruddha 27/9/19. Es for Sur 27/9/19

Dr. Psita Sur

K Mukerji

Minutes of IQAC Core Committee Meeting

Date: 27.09.2019. Time: 3.30 pm

Agenda	Minutes
Formation of New IQAC Subcommittees	<ol style="list-style-type: none">1. The meeting was conducted in presence of the old and the new core committee members.2. Principal thanked the former IQAC Coordinator and members for their active involvement in updating AQAR and for successfully completing AAA and CAS works.3. She also suggested that the new IQAC subcommittees should be formed in accordance with the NAAC format for easy collection and maintenance of data.4. Dr. Indrani Kar and Dr. Smita Nath to be the advisors in the new NAAC core committee.5. Dr. Indrani Kar requested the college for a spacious office and a staff for the IQAC office.6. After much deliberation the members in the meeting entrusted the IQAC coordinator to form the subcommittees and members' list. He is advised to take assistance from the core committee members. Vice Principal suggested that each subcommittee should have a convenor.
Co-option of Members	Dr. Riddhi Bhattacharyya, Dr. Smritikana Ghosh, Sushobhan Paul and Richa Arora are coopted in the NAAC committee.
Miscellaneous	<ol style="list-style-type: none">1. Members suggested in view of NIRF and NAAC the college needs to adopt certain steps.2. The college website needs to be updated and re-designed for easy accessibility of information.3. There should be space for Research Activities in the college, Media corner.4. It was also decided to hold seminars based with resource persons from industry/ public sector units. <p>The meeting ended with thanks to the chair.</p>

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IQAC Subcommittees:

- I. Curricular Aspects:
 - a. Samrat Bhattacharjee (Convenor)
 - b. Smritikana Ghosh
- II. Teaching, Learning Evaluation:
 - a. Varbi Roy (Convenor)
 - b. Jayita Chowdhury
 - c. Sushobhan Paul
 - d. Riddhi Bhattacharyya
- III. Research, Consultancy & Extension
 - a. Nilanjan Chakraborty (Convenor)
 - b. Shrimoyee Guha Thakurata
 - c. Richa Arora
 - d. Debanjana Basu
- IV. Infrastructure and Learning Resources
 - a. Madhumanjari Mandal (Convenor)
 - b. Malabika Chakraborty
 - c.
- V. Student Support and Progression
 - a. Shrimoyee Guha Thakurata (Convenor)
 - b. Camellia Nandi
 - c. Anupa Saha
 - d. Biplab Bhowmik
- VI. Governance, Leadership and Management
 - a. Samrat Bhattacharjee (Convenor)
 - b. Aniruddha Chatterjee
 - c. Esita Sur
 - d. Arun Kr. Chakraborty
- VII. Innovations and Best Practices
 - a. Richa Arora (Convenor)
 - b. Sushmita Ghosh
 - c. Rajyasri Ghosh
- VIII. CAS
 - a. IQAC Coordinator (Convenor)
 - b. Bursar
 - c. Varbi Roy
 - d. Aniruddha Chatterjee

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IQAC-Meetings
Action Taken Report
2018-19

1. The Sixth Alexander Duff Memorial Lecture was delivered by Dr. Sekhar Bandyopadhyay, Professor of Asian History and Director, New Zealand India Research Institute, Victoria University of Wellington, New Zealand on 12th March 2019.
2. International Linkage with United Board of Christian Higher Education (UBCHEA) is developed with discussion with Rev. DR. Maher Spurgeon and projects and grants are received from UBCHEA. UBCHEA also invited teachers to participate in various programmes organised by them in different parts of India.
3. Amitabha Ch. Memorial Lecture was revived and delivered by on 04.9.19 on “Between Historical Heritage and Contemporary Reality- India’s engagement with the world order” by Prof. Shantanu Chakrabarti, University of Calcutta.
4. Former Student Association AGM conducted and they recently donated Rs.100000 to college for development. The international Alumni Network establishment is underway.
5. MoU signed on 27.6.18 with West Bengal State University and SHER (NGO) to conduct Certificate course on Wildlife and Biodiversity.
6. Process for introducing new UG (Hons.) courses on Sociology and Psychology has been initiated.

A. Mukherjee

Scottish Church College

NOTICE

A Meeting of the Internal Members of the IQAC Core Committee is scheduled on **Wednesday 22.7.2020 at 6 pm on google meet platform** to discuss the following agenda. Members are requested to be present. Link of the meeting will be sent in due time.

Principal

Dated: 18.7.2020

Members

Supratim Das
Samrat Bhattacharjee
Rabindranath Sasmal
Madhumanjari Mandal
Indrani Kar (Advisor)
Smita Nath (Advisor)
Sushmita Ghosh
Anupa Saha
Mausumi Manna
Esita Sur
Varbi Roy
Shreemoyee Guha Thakurata
Jayita Chowdhury
Aniruddha Chatterjee

Agenda:

1. NIRF Ranking
2. NAAC
3. Webinars including FDPs
4. Scottish Church College Research Grant
5. Alexander Duff Memorial Lecture
6. Miscellaneous



IQAC Core Committee Meeting 22.7.2020 online at 6 pm

Members Present

1. Principal
2. Vice Principal
3. IQAC Coordinator
4. Bursar
5. Senatus Secretary
6. Indrani Kar
7. Smita Nath
8. Anupa Saha
9. Susmita Ghosh
10. Mausumi Manna
11. Varbi Roy
12. Esita Sur
13. Aniruddha Chatterjee
14. Shrimoyee Guha Thakurta
15. Jayeeta Chowdhury



Principal

Minutes of IQAC Core Committee Meeting
Date: 22/07/2020, Time: 6 p.m.

Agenda	Minutes
NIRF Ranking	<p>Principal reported –</p> <ol style="list-style-type: none"> 1) Our College is in between all India NIRF ranks 101 to 150 (may be 125th) and is 8th within West Bengal 2) College scored badly in Research publication and perception. 3) College website will be redesigned. <p>Principal told to publish paper in the journals which are recognized by UGC (CARE list of journals).</p> <p>It was also discussed that we should have all documents for works related to Sobuj Mon</p>
NAAC	<p>Principal reported –</p> <p>We are unable to proceed for NAAC because B.Ed department of our college was derecognized by NCTE. On 24th July 2020 there will be a meeting (online) with NCTE and hopefully after that B Ed department of our College will get approval.</p> <p>IQAC coordinator informed –</p> <p>We are seeking permission to upload SSR with five year data from session '14 -'15 to session'18 – '19. But they may ask for five year data from session '15 -'16 to session'19 –'20. We have to act accordingly.</p> <p>Senatus Secretary suggested collecting Students' feedback through CMS. Vice Principal told that it is not possible in this CMS format.</p>
Webinar including FDP	<p>IQAC coordinator reported -</p> <ol style="list-style-type: none"> 1) Microbiology, Computer Science and Physics departments organized Webinars in collaboration with IQAC 2) Chemistry and Philosophy departments are in the process of organizing Webinars in collaboration with IQAC 3) UGC and NAAC recommended IQAC to conduct Webinars on Gender issues, Peace and Students well being & motivation 4) Webinars are recognized in NAAC (like seminars). Video clippings and Youtube links should be on website <p>Dr. Esita Sur suggested the name on Dr. Kalpana Kannabiran as a speaker of Webinar on Gender issues.</p> <p>Vice Principal and Senatus Secretary suggested names of persons who can conduct sessions for Students' well being</p> <p>IQAC coordinator suggested to conduct FDPs for the teachers of the college to make them acquainted with blended teaching, flipped class room etc. Principal told that it will be compulsory for all the teachers. Varbi Roy demonstrated a detailed plan for it.</p> <p>Dr. Smita Nath suggested for conducting a session for students where Principal and Vice Principal will address them.</p>
Scottish Church College Research Grant	<p>Only one proposal was submitted. After checking by IMC it was sent to external expert for review.</p>
Alexander Duff Memorial Lecture	<ul style="list-style-type: none"> • Last Alexander Duff Memorial Lecture was held On 12th March 2019 • This year it will be arranged in Webinar form in the 1st week of October • Three names were suggested as speaker <ol style="list-style-type: none"> 1. Abhijit Binayak Bandyopadhyay 2. Sugata Bose 3. Geraldine Forbes
Miscellaneous	<p>IQAC coordinator informed -</p> <ol style="list-style-type: none"> 1) CAS related documents of incumbents were submitted to Bikash Bhavan on 20th February 2020 2) Infilbnet subscription was submitted in time <p>Vice Principal informed –</p> <p>Most probably admission process will start on 10th August 2020</p> <p>Meeting ended with thanks to the Chair.</p>

A. H. Mukherjee

IQAC-Meetings
Action Taken Report
2019-20

1. The seventh Alexander Duff Memorial Lecture was delivered online by Dr. Dipesh Chakrabarti, Lawrence A. Kimpton Professor, University of Chicago on 18.12.2020 on "The Planetary Age in Human History".
2. Academic and Administrative Audit was successfully conducted on 31.7.2019. a 10-member Audit Committee did the audit work and presented a detailed report.
3. The college participated in NIRF ranking for the first time and was ranked 8th in the state of West Bengal and within 100-150 in India.
4. A new IQAC Core committee following the recent guidelines of NAAC was framed and came into effect from 14.9.2019.
5. Career advancement of 6 teachers was successfully done on 17.12.19
6. Several online webinars were conducted in collaboration with departments like Microbiology, Computer Science and Physics and Political Science on COVID, gender etc.
7. Scottish Church College Faculty Research Grant was introduced to promote and encourage research activities in college (as per guidelines of AAA) and was given to two teachers (Philosophy & Zoology departments) for a collaborative project.
8. Under the *aegis* of IQAC new subcommittees were created as per NAAC norms for future collection and maintenance of data for AQAR, NIRF and NAAC.
9. Faculty Development Programme on Empowering *Teaching Through Online Mode* was organised by IQAC on 17.8.2020 to empower faculty members to a blended mode of learning in pandemic situation.

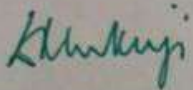


Scottish Church College

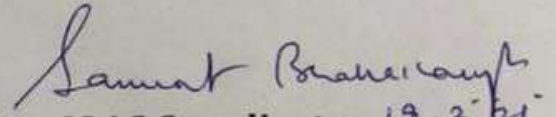
Kolkata- 700006

NOTICE

A meeting of the IQAC Core Committee will be held on Friday, 26.3.2021 in the Principal's office at 11 am to discuss the following agenda. All the members are requested to be present.



Principal



IQAC Coordinator 19.3.21

Agenda:

1. Adoption of Agenda (if any)
3. Reporting on the IQAC activities
3. Reporting on NAAC
4. Software on Plagiarism
5. MoU with University of Warsaw
6. Miscellaneous

Minutes of IQAC Core Committee Meeting

Date: 27/03/2021, Time: 11 a.m.

Members Present:

- 1) Dr. Arpita Mukerji, Principal
- 2) Dr. Supratim Das, Vice Principal
- 3) Dr. Samrat Bhattacharjee, IQAC Coordinator
- 4) Dr. Madhumanjari Mandal, Senatus Secretary
- 5) Dr. Rajyasri Ghosh, Bursar
- 6) Dr. Indrani Kar (Advisor)
- 7) Dr. Smita Nath (Advisor)
- 8) Dr. Susmita Ghosh
- 9) Dr. Anupa Saha
- 10) Dr. Mausumi Manna
- 11) Dr. Esita Sur
- 12) Dr. Varbi Roy
- 13) Dr. Shrimoyee Guha Thakurta
- 14) Dr. Jayeeta Chowdhury
- 15) Dr. Aniruddha Chatterjee

Agenda	Minutes
Adoption of Agenda	<p>Following agenda was adopted –</p> <ul style="list-style-type: none">• Finding a member for IQAC Core Committee in place of Prof. Basab Chowdhury (Stakeholder) <p>No final decision was taken in this regard, a suitable person will be found out.</p>
Reporting on the IQAC activities	<p>IQAC coordinator reported –</p> <ul style="list-style-type: none">• In the last session IQAC organized 11 webinars in collaboration with various departments (Microbiology, Computer Science, Political Science, Business Administration, Physics, NSS). Topics included many important issues including health, gender sensitization etc.• Prof. Alexander Duff Memorial Lecture was delivered by Prof. Dipesh Chakrabarty, University of Chicago on 18.12.2020• One Full Day Faculty Development Programme was organized on online teaching mode.• Process of Career Advancement of 12 faculty members was done successfully.
Reporting on NAAC	<p>IQAC coordinator reported that we are almost ready for NAAC. All uploading processes will start in the 1st week of April and IQA will be uploaded in the middle of April.</p>
Software on Plagiarism	<p>Dr. Varbi Roy told about the necessity of a software to detect plagiarism. She suggested the brand “iThenticate” which is good and cheaper than others. This brand also have some institutional offers. Dr. Swapan Mukhuty (Secretary) told that it will be implemented after checking cost viability.</p>
MoU with University of Warsaw	<p>IQAC coordinator reported about the MoU with Warsaw University. The MoU is about Student and Faculty exchange programme. Dr. Shrimoyee Guha Thakurta will be the coordinator and Dr. Supratim Das (Vice Principal) will be the signatory. Dr. Swapan Mukhuty (Secretary) asked how students will adjust with their CU honours courses if they</p>

	participate in this student exchange programme. It was decided that Vice Principal will discuss about this matter with the Institutions where this type of programme is running.
Miscellaneous	<ul style="list-style-type: none"> • Dr. Aniruddha Chatterjee suggested that this year Activity Club inauguration programme should be in online mode. He suggested to organize a popular level lecture by Prof. Soumitra Sengupta in the inauguration programme. It was decided that the programme will be either on 15th May 2021 or on 22nd May 2021 • Dr. Varbi Roy suggested to prepare policy documents so that college get maximum score in NAAC SSR Criterion 6.3.3 and 6.3.4. (Financial support to Faculty Members in various matters) Dr. Swapan Mukhuty (Secretary) told her to prepare the policy document before the next Council Meeting. • Dr. Swapan Mukhuty (Secretary) suggested to keep the Appraisal Registers of Faculty Members up to date. He also suggested to start the process of maintaining Appraisal Register for NTS from the next session.

Minutes of IQAC Core Committee Meeting
Date: 24/06/2021, Time: 5 p.m.

Members Present:


- 1) Dr. Madhumanjari Mandal, Principal
- 2) Dr. Supratim Das, Vice Principal
- 3) Dr. Samrat Bhattacharjee, IQAC Coordinator
- 4) Dr. Rajyasri Ghosh, Bursar
- 5) Dr. Indrani Kar (Advisor)
- 6) Dr. Smita Nath (Advisor)
- 7) Dr. Susmita Ghosh
- 8) Dr. Anupa Saha
- 9) Dr. Mausumi Manna
- 10) Dr. Esita Sur
- 11) Dr. Varbi Roy
- 12) Dr. Shrimoyee Guha Thakurta
- 13) Dr. Jayeeta Chowdhury
- 14) Dr. Aniruddha Chatterjee

Agenda	Minutes
Adoption of Agenda	No agenda was adopted.
Welcoming the new Principal (Chairperson of IQAC Core Committee)	On behalf of IQAC core committee, the coordinator welcomed the new Chairperson of IQAC Core Committee Dr. Madhumanjari Mandal.
IQAC Activities	<p>IQAC coordinator reported –</p> <ul style="list-style-type: none"> • In the last 3 months IQAC organized 2 webinars in collaboration with Business Administration and Economics departments.

	<ul style="list-style-type: none"> • A MoU was signed between Teacher Education department and Isteam Research Private Limited. Dr. Susmita Ghosh will act as coordinator of all programmes under this MoU. • Dr. Varbi Roy, Department of Philosophy is conducting an Add-on course on Gender Sensitization
Progression regarding NAAC Assessment	<p>IQAC coordinator reported about the last communications with the NAAC authorities. IIQA was submitted and the queries raised by NAAC authorities were successfully addressed. Dr. Varbi Roy helped in this matter with valuable suggestions. Since IIQA was submitted in June, now we have to submit SSR for assessment period 2016-2021. To have complete data for the session 2020-2021 we have to wait for publication of result. Following advice from NAAC authority college will appeal for extension of time of SSR submission. We have to rearrange all data as per definition of session (June-May) followed by NAAC. Soon a meeting will be called by Principal to inform all the teachers about this matter.</p>
DBT-STAR college grant related discussion	<p>Principal reported that college will apply for DBT-STAR College grant. Dr. Aniruddha Chatterjee and Dr. Biplab Kumar Bhowmick are collecting information about the process.</p> <p>Dr. Aniruddha Chatterjee briefly discussed about the process of application. He also informed about the scopes and modalities related to DBT-STAR college grant.</p> <p>Principal told that to prepare the proposal college has formed a committee. Dr. Aniruddha Chatterjee and Dr. Biplab Kumar Bhowmick will be the convenors. Smt. Richa Aurora, Dr. Partha Halder and Dr. Jayeeta Chowdhury will be the members of the committee.</p>
5-year planning of the college for future progression towards quality enhancement	<p>Principal suggested the working process. It is a long term planning. Views of teachers, students, NTS, Governing Body – all are important in this regard. Their suggestions will be taken with the help of a questionnaire. Analysing the responses further working plan will be decided. A committee will be formed to prepare the questionnaire.</p>
Miscellaneous	<ul style="list-style-type: none"> • IQAC coordinator asked suggestions for the Stakeholder Core Committee Member. This post is vacant now. Principal suggested the name of Smt. Ajanta Pal. Dr. Aniruddha Chatterjee suggested representative from St. Xaviers College. • Dr. Shrimoyee Guha Thakurta reported about recent communications with University of Warsaw related to the MoU • Dr. Jayeeta Chowdhury reported about some technical problems in Banglar Uchchashiksha portal

IQAC-Meetings
Action Taken Report
2020-21

1. The website has been elaborately redesigned for the purpose of NIRF perception and ensuing NAAC.
2. The teachers are encouraged to take up more research work and publish in reputed UGC enlisted journals. Through SCCFRG and Funding of college to participate in seminar/ conferences a research environment is initiated to boost faculty members.
3. Recognition/ affiliation of Teacher Education (B.Ed) department was sanctioned by NCTE through the active initiative of the Principal and the HoD of B.Ed department.
4. A MoU was signed with the ISTEAM Research Pvt. Ltd. For training of B.Ed students through internship for placement in schools on 22.6.2021
5. A five-member committee sat with the DBT-STAR college scheme and drafted the process to be followed for applying. A webinar with the faculty members from lab based science departments was conducted and the process was discussed. The process is on the way to progression.


Principal
Scottish Church College
Kolkata