

MAHARAJADHIRAJ UDAY CHAND WOMEN'S COLLEGE

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Government Sponsored Degree College Estd-1955

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A Constituent College of the University of Burdwan

Reaccredited by NAAC (Grade-B CGPA-2.72)



MINUTES OF IQAC & ACTION TAKEN

Date	Item	Minutes	ATR
19.09.2012	1	Discussion on PTR for 2 nd Cycle	PTR reviewed
	2	Induction of AC as alumni member	Inducted
	3	Students' representation at IQAC	GS made member
	4	Preparation of modules for teaching	Module prepared
	5	Promotion of ICT in TL	Teachers motivated
	6	Women Study Centre	Vision – mission document prepared
	7	Documentation	Responsibility delegated to Data committee
10.01.2013	1	Pre – Test after the Puja Holidays	Resolution modified
	2	Circulation of modules among students	Uploaded on website to ensure availability
	3	Functioning of Women Study Centre	Gender sensitization programmes stressed
	4	Day Care centre	Construction reported
	5	Systematic photographic documentation	Data committee given charge
	6	Data compilation and classification	Process of computerization of data started
01.08.2013	1	Organizing workshop on Quality Assurance Initiatives with financial assistance from NAAC.	Communication made
07.09.2013	1	IQAC Seminar	Details of Session, Registration, recording finalized

	2	Women Study Centre	New Convener selected
	3	API Calculation	Norms finalized
	4	Uninterrupted Internet Connection	ICT Committee asked to look after
	5	Renaming of Journal <i>Quest</i>	Renamed as <i>JAST</i>
28.02.2014	1	Proof regarding Supply of study materials to students	Evaluation format modified
	2	Participation of students in appraisal of teachers' performance	Departments to select students on the basis of regularity of attendance and exam performance
	3	GD for enhancement of communicative skills	Decision communicated to Departments
	4	Self – defence (karate) training programme for students	District officials contacted
	5	Introduction of short term Add-on Course	Policy approved by GB, teachers asked to offer certificate course
	6	Ex- Students to use college Library	Library Rule modified
26.06.2014	1	Reconstitution of IQAC	Reconstituted
	2	Extension of scope of Student Feedback	General Course students also to be brought under the purview
	3	Monitoring of subcommittee activity	Reporting system introduced
16.04.2015	1	Accessibility to Academic Calendar	Academic Calendar hosted on website
	2	Photo gallery	Scope to be explored after expansion of the Library
	3	Collection of Student details from the Admission Committee	Soft copy collected
07.05.2015	1	NAAC accreditation (3 rd cycle)	Preparatory meeting with faculty held
03.09.2015	1	Preparation AC (2015-2016)	Prepared
	2	Department wise SWOC analysis	Departments asked to make SWOC analysis
	3	Feedback on other curricular aspects	Feedback on seminar talk introduced
	4	Admission system reviewed	Suggestions for improvement given to Admission Committee

	5	Uploading expertise for facilitating consultancy	Teacher Profile Uploaded
	6	Supplementary Test for those who failed the main Test Exams	Supplementary test introduced
	7	Selling of <i>JAST</i> for mobilizing resource	Teachers' subscription ensured
	8	Academic collaboration	Seminars organized on collaboration basis
	9	Student performance in YPC	Performance, First in the District recorded
	10	1. Use of ICT 2. Acting upon PT recommendation (2 nd Cycle) 3. Plantation	1. Use strengthened 2. PTR kept in focus in planning 3. Programme implemented
23.12.2015	1	Leave application	E-mail id mucwcleave@gmail.com created, application received
	2	Fixed date for showing answer script	Date notified
	3	More Add on course	Decision communicated to TC
	4	Test Result	Uploaded on website
	5	E-resource collection	One librarian given charge of augmenting collection
	6	Updating website www.mucwcburdwan.org	Data updated
	7	Displaying important phone numbers	Display Board prepared for hostel
24.02.2016	1	Introducing PG Science course	Proposal for P.G. (Nutrition) sent to WBSCH
	2	Job oriented course	Training course with the help of Pedelite Introduced
	3	Welfare scheme (NT)	Compassionate appointment made by GB
	4	Health Insurance Scheme (students)	All students brought under Health Insurance Scheme
	5	Smart Class Room	Classroom being used by faculty members
	6	Evaluative Report	Date of submission notified, report collected
	7	Academic Audit	Initiative taken
	8	IQAC – job distribution	Job distributed criterion-wise

07.05.2016	1	NAAC preparation	Team constituted
	2	Consultancy	Stressed
	3	Extension activity	Augmented
	4	Interdisciplinary classes	Classes held
	5	Curricular Enrichment Programme	Programmes held
31.08.2016	1	Monitoring	Regular reporting system introduced
	2	Student attendance	Regularity in publication of attendance percentage maintained
	3	Publication of <i>JAST</i>	Teachers motivated to contribute
	4	M.Sc. Nutrition	University approached for extending affiliation
	5	New Course	Steps taken for introducing BA General Course in Mass Com & Journalism
	6	Strategic Planning	Planning Module prepared
	7	E-governance	Major areas identified
	8	NIRF	Registration done
14.09.2016	1	Class Test (software based)	Computer Science department asked to prepare software
	2	Academic Audit	Data collected, format finalized
	3	No. of Class Test	4 per department per year
	4	MOU	Signed with Shyamsundar College
	5	GRC e-mail	E-mail Id created, grievamncemucwcburdwan@gmail.com communicated to students
18.11.2016	1	Reconstitution of IQAC	Reconstituted
	2	Students' Common Room & Guest Room	New space found
31.01.2017	1	Result Review	Report collected & analyzed

	2	Green Audit	Dept of ENVS (BU) contacted for Format
	3	Syllabus Completion Report	Report collected from departments
	4	Feedback analysis on seminar	Analysis done
	5	Let's Agree / Debate	Innovative practice introduced
	6	Time Table of service	Prepared & uploaded
	7	Benchmarking	<ol style="list-style-type: none"> 1. At least one paper per year 2. Ph. D degree holders to apply for MRP, Non Ph.D. Degree holder to Complete Ph. D within a time frame 3. One PPT each week 4. Knowledge Sharing presentation after attending OP/RC 5. Reporting on Add -on course 6. Diagnostic test followed by Bridge Course 7. Wall Magazine publication 8. Organizing Tutorial / Remedial class
	8	Recognition as Research Centre	Proposal sent to the University in respect of departments of English, Physics, Zoology, Mathematics, Microbiology
	23.02.2017	1	Disbursement of IQAC grant
2		Green Effort : Vehicle / Car	Decision taken to restrict motorized vehicle one day every week
3		Chemical treatment plant	Plant constructed
15.09.2017	1	Organizing Seminar	Departments motivated to send proposal to UGC and organize seminar with fund from college
	2	Evaluative Report	Collected within date line
	3	Use of Virtual Class Room	E- resource creation effort taken
	4	Green Audit	Details of fields of and process of collecting data finalized

	7	Mentoring	Mentor –mentee distribution policy finalized
	8	PPT presentation	Practice strengthened
	9	Evaluation of teacher-performance by General Course students	To be done from 2017- 2018 session
	10	Extension of duration of Add-on Course	Time extended from 15 to 30 hours
29.11.2017	1	Academic Audit	Report submitted to University
	2	Green Audit	Report submitted for verification
	3	Analysis of PO, PSO & CO	Analysis done
	4	Strengthening of Knowledge Sharing Practice	Teachers motivated to present Seminar/Conference papers at the college before their colleagues
	5	Bridge Course	Reports collected from departments
	6	Book Review	Reports submitted to Library
	7	SWOC	Departments asked to submit Hard Copy
	8	Mentoring	Guidelines prepared