

**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 **03.05.2023** at **01:30 P.M.** in the R & D Cell.

**Agenda:**

1. NAAC Working Committees Progress Review
2. NAAC SSR Preparation
3. Any other

**Members Present:**

1. Dr. Sister M. Rashmi A.C. (Chairperson)
2. Dr. Sister M. Tanisha A.C.
3. Prof. Ameeta Jaiswal
4. Dr. Shobha Shrivastava
5. Dr. Sahar Rahman
6. Dr. Bhawna Sinha
7. Dr. Aprajita Krishna
8. Dr. Sister Celine Crasta A.C.
9. Dr. Soofia Fatima
10. Dr. Sister M. Stuti A.C.
11. Ms. Manisha Prasad
12. Dr. Pallawi
13. Sister M. Jincy A.C.
14. Controller of Examinations
15. Librarian
16. Mr. A. K. Sinha
17. Dr. Iti Suman
18. Ms. Richa Vatsayan
19. Premier, Students Council
20. Mr. Alok John (Asst. Co-ordinator)
21. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with a silent prayer.

Points of the Agenda were taken up by the Chairperson.

The progress done in the field of data collection by the working committee members and reviewed by the Chairperson.

The Criterion heads made presentations highlighting the respective works done in their Criteria. The Chairperson communicated that the data collection has to be fast as SSR submission has to be done in the month of July. If required more teachers are to be involved in the process. It

was communicated that the five hundred word writing of qualitative metrics are to be submitted to IQAC Coordinators for correction and modification if required.

It was further stated that proper documental proofs / evidences are to be collected and kept ready.

*M. Rashmi me*

**Chairperson**

*A. Choudley*

**Coordinator**

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**Minutes** of the **IQAC Meeting** held on **17.05.2023** at **12:00 Noon** in the R & D Cell.

**Agenda:**

1. 1<sup>st</sup> Convocation Patna Women's College
2. NAAC SSR Preparation
3. Any other

**Members Present:**

1. Dr. Sister M. Rashmi A.C. (Chairperson)
2. Dr. Sister M. Tanisha A.C.
3. Prof. Ameeta Jaiswal
4. Dr. Shobha Shrivastava
5. Dr. Sahar Rahman
6. Dr. Bhawna Sinha
7. Dr. Aprajita Krishna
8. Dr. Sister Celine Crasta A.C.
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18. Ms. Richa Vatsayan
19. Premier, Students Council
20. Mr. Alok John (Asst. Co-ordinator)
21. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with a prayer.

The Chairperson informed the members that the date is finalized for 26<sup>th</sup> May, 2023 for the first convocation of Patna Women's College to be held in the Veronica Auditorium.

It as stated that Prof. Dr. Sunaina Singh, Hon'ble Vice Chancellor, Nalanda University has given her consent to be the Chief Guest for the programme.

Prof. Girish Kumar Choudhary, Vice Chancellor of Patna University will preside over the function.

The Convocation stole will be bought from Bhagalpur silk manufacturer. Convocation vest is to be ordered for all dignitaries and academic council members who will be the parts of Academic Council members who will be the parts of Academic parade on the Convocation Day.

The IQAC members especially the Criterion heads were instructed to monitor the collection of required data & documents required for SSR submission.

*M. Rashmi me*

**Chairperson**

*A. Chowdhry*

**Coordinator**

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**Minutes** of the **IQAC Meeting** held on **22.05.2023** at **01:30 P.M.** in the R & D Cell.

**Agenda:**

1. NAAC Working Committees : Document Verification and Review Meeting
2. Any other

**Members Present:**

1. Dr. Sister M. Rashmi A.C. (Chairperson)
2. Dr. Sister M. Tanisha A.C.
3. Prof. Ameeta Jaiswal
4. Dr. Shobha Shrivastava
5. Dr. Sahar Rahman
6. Dr. Bhawna Sinha
7. Dr. Aprajita Krishna
8. Dr. Sister Celine Crasta A.C.
9. Dr. Soofia Fatima
10. Dr. Sister M. Stuti A.C.
11. Ms. Manisha Prasad
12. Dr. Pallawi
13. Sister M. Jincy A.C.
14. Controller of Examinations
15. Librarian
16. Mr. A. K. Sinha
17. Dr. Iti Suman
18. Ms. Richa Vatsayan
19. Premier, Students Council
20. Mr. Alok John (Asst. Co-ordinator)
21. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with a prayer.

This meeting was specially convened for preparing the IQAC members to take up data validation exercise for NAAC SSR. It was stated that to monitor the progress of collection of data and documents, Criterion wise meetings of the working committees will be held. The members will be instructed to bring all documents for the verification and validation.

The IQAC Coordinators will be checking the documents metric wise for all criteria. It was further stated that, there are instances when same data will be required in more than one metrics.

Special attention is to be given in these cases to avoid mismatching of data.

*M. Rashmi me*

**Chairperson**

*A. Chowdley*

**Coordinator**

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**Minutes of the IQAC Meeting held on 06.06.2023 at 10:00 A.M. in the R & D Cell.**

**Agenda:**

1. NAAC SSR document verification / uploading
2. Implementation of NEP 2020 Curriculum
3. Any other

**Members Present:**

1. Dr. Sister M. Rashmi A.C. (Chairperson)
2. Dr. Sister M. Tanisha A.C.
3. Prof. Ameeta Jaiswal
4. Dr. Shobha Shrivastava
5. Dr. Sahar Rahman
6. Dr. Bhawna Sinha
7. Dr. Aprajita Krishna
8. Dr. Sister Celine Crasta A.C.
9. Dr. Soofia Fatima
10. Dr. Sister M. Stuti A.C.
11. Ms. Manisha Prasad
12. Dr. Pallawi
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19. Premier, Students Council
20. Mr. Alok John (Asst. Co-ordinator)
21. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with a prayer.

The Chairperson communicated that we will submit the IIQA on 1<sup>st</sup> July, 2023. Before that AQAR for 2022-23 will be submitted. The members were instructed to complete the preparation of documents and give them for Principals signature.

As the documents are sealed and signed, they must scan them and arrange them in folders metric wise. They were communicated to submit the same in the IQAC office by mid June.

It was communicated by the Chairperson that from the office of Governor of Bihar, the notice came regarding implementation of NEP 2020 based curricula for the four year undergraduate programmes from the Academic Session 2023-24, pertaining to this notice we have to revise our existing curricula at the earliest. It was stated that all heads, will finalise the revised curricula for the first two semesters of undergraduate and get them approved by respective boards of studies. It was stated that the revised curricula of all the subjects (UG Semester 1 and 2) are to be submitted in the examination cell by fifteen (15) June.

*M. Rashmi me*

**Chairperson**

*A. Chowdhry*

**Coordinator**