

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

NOTICE

Date : 30.12.2019

There will be a meeting of the IQAC members on 03.01.2020 at 01:30 P.M. in the R & D Cell. Kindly be present.

Agenda :

- Visit of Dr. Sister Doris D'Souza A.C., Provincial Superior, Apostolic Carmel, Northern Province
- Annual Sports Day
- Annual Day
- Farewell / Thanksgiving Programme
- Any other

Sl. No.	Name	Signature
1.	Dr. Sister M. Rashmi A.C. — Chairperson	<i>[Signature]</i>
2.	Sister M. Tanisha A.C.	<i>[Signature]</i> 3/1/2020
3.	Dr. Shahla Yasmin	<i>[Signature]</i>
4.	Dr. Sister M. Reema A.C.	<i>[Signature]</i>
5.	Dr. Ameeta Jaiswal	<i>[Signature]</i> 3/1/20
6.	Dr. Bhawna Sinha	<i>[Signature]</i>
7.	Dr. Aprajita Krishna	<i>[Signature]</i> 3/1/2020
8.	Dr. Upasana Singh	<i>[Signature]</i> 3/1/2020
9.	Dr. Soofia Fatima	<i>[Signature]</i> 3/1/2020
10.	Ms. Manisha Prasad	— AB
11.	Dr. Sister M. Stuti A.C.	— AB.
12.	Dr. Pallawi	<i>[Signature]</i> 3/01/20
13.	Ms. K. T. Philomena	— AB.
14.	Mr. A.K. Sinha	<i>[Signature]</i> 02/01/2020
15.	Mr. R. N. Roymajumdar	<i>[Signature]</i> 2.01.2020
16.	Ms. Anjali Kumari Sinha (Librarian)	<i>[Signature]</i> 02/01/2020
17.	Mr. Alok John	<i>[Signature]</i>
18.	Dr. Amrita Chowdhury — Co-ordinator	<i>[Signature]</i> 2.01.20

[Signature]
(Dr. Sister M. Rashmi A.C.)

Principal
Patna Women's College
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Bailey Road, Patna - 1

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Minutes of the IQAC Meeting held on 04.01.2020 in Research and Development Cell, Patna Women's College at 01:20 P.M.

Agenda:

- Visit of Dr. Sister Doris D'Souza A.C., Provincial Superior, Apostolic Carmel, Northern Province
- Annual Sports Day
- Annual Day
- Farewell / Thanksgiving Programme
- 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. Dr. Pallawi
11. Mr. A. K. Sinha
12. Mr. R. N. Roymajumdar
13. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with the silent prayer.

It was conveyed by the Chairperson that the Provincial Superior, Avila Convent, Northern Province, Dr. Sister Doris D'Souza A.C. with Sister Zeena A.C. will be on Canonical visit on 9th & 10th January, 2020, and as per schedule the departments will keep themselves prepared.

It was decided that for the purpose of Academic and Administrative Audit (AAA), Xavier Board, India has been invited. For this purpose, a meeting will be convened by IQAC for all Heads and senior teachers. The format form of AAA as sent by Xavier Boards has already been circulated to all departments.

Annual Sports Day will be on 18th January, 2020. This year for March Past one PG group will be formed and MCA students will also join that.



Annual Day will be on 24th or 25th January, 2020 depending on Chancellor's final word. Next day could be the Thanksgiving programme.

The Chairperson stated that a group of 6 students along with Dr. Amrita and Dr. Aprajita Krishna will be visiting Sofia Girls College, Ajmer to attend a teacher and student exchange programme. A MoU will also be signed.

A group of teachers will visit our College from 26th January, 2020 for Carmel College, Goa. They will also interact with the students.

The Chairperson informed that the examination dated for Mid Semesters and End Semester are fixed and will be circulated shortly.

The Principal thanked the members for their support and co-operation at the end of the meeting.

M. Rashmi Me

Chairperson

Principal
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Bailey Road, Patna-1

A. Chowdhury

Coordinator

IQAC Coordinator
Patna Women's College
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Minutes of the **IQAC Meeting** held on **07.11.2020** at **1:00 P.M.** in Lucile Memorial Hall.

Agenda:

- Expansion of IQAC
- New Academic Session
- Submission of AQAR
- Applying for CE Status
- Action taken for Uniform Code
- Any Other

Members

Sl.No	Members	Attendance
1	Dr. Sister M. Rashmi A.C. (Chairperson)	Present
2	Dr. Sister M. Tanisha A.C	Absent
3	Dr. Sister M. Reema A.C	Absent
4	Prof. Shahla Yasmin	Absent
5	Dr. Ameeta Jaiswal	Present
6	Dr. Bhawna Sinha	Present
7	Dr. Aprajita Krishna	Present
8	Dr. Soofia Fatima	Absent
9	Dr. Upasana Singh	Absent
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.	Absent
15	Mr. R.N. Roymajumdar	Present
16	Mr. A. K. Sinha	Present



17	Ms. K.T. Philomena	Absent
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 agenda of the meeting was taken up.

The Chairperson introduced and welcomed the three new members included IQAC namely Dr. Sister Celine Crasta A.C., Sister M. Jincy A.C. As a student member the Premier of the Student Council Ms. Soumya Shree was also included in the cell.

The Chairperson stated that the AQAR of NAAC was submitted and now the work is on for sending application for CE status of UGC.

It was stated that some changes have been done regarding the colour of the uniform of students (mainly for Arts stream) from the coming session.

The Chairperson applauded and appreciated the hard work done by IQAC coordinators, even during the pandemic period.

M. Rashmi Me
Chairperson
Principal
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NOTICE

Date : 09.01.2020

There will be a meeting of the IQAC members on **09.01.2020** at **03:00 P.M.** in the **R & D Cell**. Kindly be present.

Agenda :

- Meeting with Dr. Sister Doris D'Souza A.C., Provincial Superior, Northern Province.
- Any other

Sl. No.	Name	Signature
1.	Dr. Sister M. Rashmi A.C. — Chairperson	M. Rashmi A.C.
2.	Sister M. Tanisha A.C.	M. Tanisha A.C.
3.	Dr. Shahla Yasmin	Shahla
4.	Dr. Sister M. Reema A.C.	M. Reema A.C.
5.	Dr. Ameeta Jaiswal	A. Jaiswal
6.	Dr. Bhawna Sinha	B. Sinha 9/1/2020
7.	Dr. Aprajita Krishna	Aprajita 9/1/20
8.	Dr. Upasana Singh	Upasana 9/1/20
9.	Dr. Soofia Fatima	S. Fatima 9/1/2020
10.	Ms. Manisha Prasad	M. Prasad 9/1/2020
11.	Dr. Sister M. Stuti A.C.	Stuti A.C.
12.	Dr. Pallawi	Pallawi 9/01/20
13.	Ms. K. T. Philomena	Philomena
14.	Mr. A.K. Sinha	A.K. Sinha
15.	Mr. R. N. Roymajumdar	R. N. Roymajumdar
16.	Ms. Anjali Kumari Sinha (Librarian)	Anjali Kumari Sinha 09.01.2020
17.	Mr. Alok John	A. John
18.	Dr. Amrita Chowdhury — Co-ordinator	A. Chowdhury

M. Rashmi A.C.

(Dr. Sister M. Rashmi A.C.)

Principal

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Minutes of the IQAC Meeting held on 09.01.2020 in Research and Development Cell, Patna Women's College at 03:00 P.M.

Agenda:

- Meeting with Dr. Sister Doris D'Souza A.C. Provincial Superior, Apostolic Carmel, Northern Province
- Any other

Members Present:

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

The meeting started with a prayer by Dr. Sister Doris D'Souza A.C., Provincial Superior, Apostolic Carmel, Northern Province.

A special meeting was held with Dr. Sister Doris D'Souza A.C., Provincial Superior, Apostolic Carmel, Northern Province of the IQAC members on 9th January, 2020 at 03:00 P.M. in R & D Cell.

The Co-ordinator, IQAC, Dr. Amrita Chowdhury welcomed Dr. Sister Doris D'Souza A.C. for this special meeting.



She interacted with the members and got acquainted with the recent activities of IQAC and the duties performed by the members towards the overall development of the College.

Dr. Sister Doris D'Souza A.C. presented some input and gave some suggestions to the members:-

- (i) Benchmarking with the Colleges having NAAC grade of A and above category.
- (ii) Expanding the field of Institutional Social Responsibility with adoption of neighborhood villages and other developmental programmes.
- (iii) Keeping updated with the UGC / NAAC/ MHRD websites and availing their schemes and other opportunities.

She went through the files and records reports of the last year related to important activities, schemes, regulations etc.

She expresses her happiness and satisfaction over the functioning of IQAC as a core action group of the College.

M. Rashmi Me

Chairperson

Principal
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A. Chowdhury

Coordinator

IQAC Coordinator
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Minutes of the **IQAC Meeting** held on **16.04.2020** at **12:00 Noon** through Online platform using Zoom Meetings Application.

Agenda:

- Examination Form Filling
- Preparation of Online e-Contents
- Any other

Members Present:

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

An online meeting of the IQAC members was organised owing to the National lockdown due to COVID-19 pandemic. The meeting was hosted on Zoom platform.

The meeting started with a prayer to the Almighty for protection against the COVID-19 and relief and healing to those suffering from this pandemic.

It was resolved that the Examination forms would be available online for the students from 15th April, 2020. All those students who have got attendance percentage of 60% or more will be allowed to fill their examination forms for the end semester examinations. This was done



considering the loss of classes from 14th March to 31st March due to prevailing pandemic and consequent lockdown.

It was stated by the Chairperson that the dates for issuing of application forms for admission in UG, PG programmes (2020-21) session and the tentative dates for entrance examination have been worked out.

It was decided that the teachers are required to prepare e-content for the topics of their respective subjects which remained incomplete due to lockdown and upload the same on the College website. The teachers need to conduct online classes for the incomplete topics as per their availability of e-resources.

It was suggested by the Chairperson, that the practical topics which remained incomplete need not be taken up.

It was also stated that teachers must restrain themselves from uploading any kind of hand written study materials or photocopied materials on the College website.

Discussion about the students' uniform was also carried out any it was decided that from next academic session some changes will be done in the colour of the uniform.

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Principal
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Minutes of the **IQAC Meeting** held on **22.05.2020** at **10:00 A.M.** through Online platform using Google meet.

Agenda:

- Preparation and Execution of upcoming online workshop on NAAC Preparation and Accreditation.
- Any other

Members Present:

1. Dr. Sister M. Rashmi A.C. (Chairperson)
2. Sister M. Tanisha A.C.
3. Dr. Shahla Yasmin
4. Dr. Ameeta Jaiswal
5. Dr. Sister M. Reema A.C.
6. Dr. Bhawna Sinha
7. Dr. Aprajita Krishna
8. Dr. Soofia Fatima
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12. Dr. Pallawi
13. Ms. K.T. Philomena
14. Mr. A. K. Sinha
15. Ms. Anjali Kumari Sinha
16. Mr. R. N. Roymajumdar
17. Mr. Alok John
18. Dr. Amrita Chowdhury (Co-ordinator)

The meeting started with a prayer song played on video.

This meeting was specially called to discuss about the upcoming online workshop to be hosted by IQAC in collaboration with St. Aloysius College (Autonomous), Jabalpur.

It was stated by the Chairperson that there will be an Online National Workshop on NAAC Assessment and Accreditation: Preparation and Training on 29th & 30th May 2020. This online event is specially designed for our college teachers (IQAC members, Departmental Heads,



selected senior teachers and selected Administrative Staffs), Teacher Representatives from our collaborating institution and representatives from mentee colleges under PARAMARSH scheme UGC. UGC has recognized Patna Women's College as a mentor institution for this particular scheme and IQAC has been given charge to execute it as the Principal as the Accreditation Ambassador and IQAC Coordinator for managing.

The NAAC workshop will be designed to undertake the seven criteria of accreditation in detail. For this purpose, the IQAC members have been already working under seven groups along with the teacher associates of our College. These group leaders and the associates were asked to keep themselves prepared specially for the workshop.

The Resource Persons for the above said workshop will be :-

- (i) Dr. Father Davis George, NAAC Assessor and Director, St. Aloysius Institute of Technology, Jabalpur.
- (ii) Dr. Father G. Vazhan Arasu, NAAC Assessor and Principal, St. Aloysius College, Jabalpur (Autonomous).
- (iii) Dr. Mercy Pusphalata, Programme Consultant, United Board of Christian Higher Education in Asia, South Asia.
- (iv) Dr. B. S. Ponmudiraj, Director Secretariat & Advisor NAAC, Bangalore
- (v) Prof. A. Joseph Dorairaj, Dean, Gandhigram Rural Institute, Tamil Nadu

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