

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

| Sl.No | Members | Attendance |
|-------|---|------------|
| 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) | 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.

M. Rashmi Me
Chairperson
Principal
 Patna Women's College
 Autonomous
 Patna University
 Bailey Road, Patna-1

A. Chowdhury
Coordinator
 IQAC Coordinator
 Patna Women's College
 (Autonomous)
 Patna University



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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

| Sl.No | Members | Attendance |
|-------|---|------------|
| 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 |



| | | |
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| 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 20th 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
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A. Chowdhury
Coordinator
IQAC Coordinator
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 (Autonomous)
 Patna University



Online IQAC Meeting on 18.06.2021 at 4:15 PM.

1 message

Fri, Jun 18, 2021 at 11:41 AM

Alok John <alok.amm@patnawomenscollege.in>

Cc: "Sister Tanisha A.C." <tanisha.hsc@patnawomenscollege.in>, Principal PWC <principalpwc@patnawomenscollege.in>, "Sister Jincy A.C." <jincy.soc@patnawomenscollege.in>, "Sister Celine Crasta A.C." <celine.hist@patnawomenscollege.in>

Bcc: Amrita Chowdhury <amrita.geog@patnawomenscollege.in>

Respected Sister,

Please join the Online IQAC Meeting on 18.06.2021 at 4:15 PM.

Zoom Meeting Link <https://zoom.us/j/97352504104?pwd=S2xTSDRsYUkvNXJKand3SEUyU25Mdz09>

Meeting ID: 973 5250 4104

Passcode: 077531

Regards,
Alok

--
Alok John
Assistant Professor (Management)
Patna Women's College (Autonomous)
Bailey Road
Patna - 800001, BIHAR
Phone: +91 8697325826

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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

| Sl.No | Members | Attendance |
|--------------|--|-------------------|
| 1 | Dr. Sister M. Rashmi A.C. (Chairperson) | Present |
| 2 | Dr. Sister M. Tanisha A.C | Present |
| 3 | Dr. Sister M. Reema A.C | Absent |
| 4 | Prof. Shahla Yasmin | Present |
| 5 | Prof. 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 |
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| 17 | Ms. K.T. Philomena | Absent |
| 18 | Ms. Anjali Kumari Sinha | Present |
| 19 | Dr. Iti Suman | Present |



| | | |
|----|--|---------|
| 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.

M. Rashmi Me
Chairperson
Principal
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A. Chowdhury
Coordinator
 IQAC Coordinator
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Attendance

IQAC meeting held on 25.10.2021 at 12:30 P.M. in Lucile Memorial Hall.

Agenda :

1. College activities (Sports Day, College Day).
2. NAAC AQAR / SSR (Review meetings of IQAC NAAC working committees and Progress Report).
3. Joy of giving week.
4. Audit Report by Xavier Board.
5. Any other.

| Sl. No. | Name | Category | Signature |
|---------|--|------------------------------|--------------------------------|
| 1 | Dr. Sister M. Rashmi A.C. Principal, Patna Women's College | Chairperson | <i>Rm</i> 25.10.21 |
| 2 | Dr. Sister M. Tanisha A.C. Vice Principal & Head, Dept. of Home Science | Member | |
| 3 | Prof. Shahla Yasmin Head, Dept. of Zoology | Member | <i>Sh</i> 25.10.21 |
| 4 | Prof. Ameeta Jaiswal Head, Dept. of Philosophy | Member | <i>Am</i> 25.10.21 |
| 5 | Dr. Sahar Rahman Head, Dept. of English | Member | |
| 6 | Dr. Bhawna Sinha Head, Dept. of MCA | Member | <i>Bh</i> 25/10/21 |
| 7 | Dr. Aprajita Krishna Head, Dept. of Physics | Member | <i>Apr</i> 25/10/21 |
| 8 | Dr. Sister Celine Crasta A.C. Head, Dept. of History | Member | <i>Sc</i> 25/10/21 |
| 9 | Dr. Soofia Fatima Head, Dept. of Commerce | Member | <i>S. Fatima</i> 25/10/2021 |
| 10 | Dr. Upasana Singh Head, Dept. of Education | Member | <i>Up</i> 25/10/21 |
| 11 | Dr. Sister M. Stuti A.C. Assistant Professor, Dept. of Zoology | Member | <i>St</i> 25/10/21 |
| 12 | Ms. Manisha Prasad Head, Dept. of Computer Science | Member | <i>Man</i> 25/10/21 |
| 13 | Dr. Pallawi Head, Dept. of Business Administration | Member | <i>Pall</i> 25/10/21 |
| 14 | Sister M. Jincy A.C. Assistant Professor, Dept. of Sociology | Member | <i>Jincy</i> 25/10/21 |
| 15 | Controller of Examination | Member | <i>Ch</i> 25/10/21 |
| 16 | Librarian, Central Library | Member | |
| 17 | Mr. A.K. Sinha Section Officer - Examination | Member | <i>A.K. Sinha</i> |
| 18 | Dr. Iti Suman Advocate, Patna High Court | Alumni Representative | <i>Iti Suman</i> |
| 19 | Ms. Richa Vatsayan Founder and CEO, Cislunar Janki Pvt. Ltd. | Industry Representative | |
| 20 | Ms. Reeya Prakash Premier – Students Council | Student Representative | <i>Reeya</i> |
| 21 | Mr. Alok John Assistant Professor, Dept. of AMM | Assistant Coordinator - IQAC | <i>Alok John</i> |
| 22 | Dr. Amrita Chowdhury Assistant Professor, Dept. of Geography | Coordinator - IQAC | <i>A. Chowdhury</i> |

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

Principal
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Agenda:

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

| Sl.No | Members | Attendance |
|-------|--|------------|
| 1 | Dr. Sister M. Rashmi A.C. (Chairperson) | Present |
| 2 | Dr. Sister M. Tanisha A.C | Present |
| 3 | Prof. Shahla Yasmin | Present |
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| 5 | Dr. Sahar Rahman | Present |
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| 11 | Dr. Sister M. Stuti A.C. | Present |
| 12 | Ms. Manisha Prasad | Present |
| 13 | Dr. Pallawi | Present |
| 14 | Sister M. Jincy A.C. | Present |
| 15 | Controller of Examination | Present |
| 16 | Librarian, Central Library | Absent |
| 17 | Mr. A.K. Sinha | Present |
| 18 | Dr. Iti Suman | Present |
| 19 | Ms. Richa Vatsayan | Absent |
| 20 | Ms. Reeya Prakash (Premier - Students Council) | Present |



| | | |
|----|------------------------------------|---------|
| 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 25th to 27th 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 2nd September, 2021 to 4th September, 2021. The departments are advised to go through the report and convey their observations (if any) to the IQAC Coordinators.

M. Rashmi Me
Chairperson
Principal
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A. Chowdhury
Coordinator – IQAC
IQAC Coordinator
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