



**Govt. of West Bengal**

Office of the Principal, Govt. College of Art & Craft, Calcutta.

28, Jawaharlal Nehru Road, Kolkata- 700 016.

Phone no: 2252-2186, 2252-0329 and 2252-2479(Fax)

Email ID: [principaldutta@gmail.com](mailto:principaldutta@gmail.com).

**MINUTES OF THE IQAC ONLINE MEETING HELD ON 03.09.21 AT 4.00 PM.**

The following is for the information of all TEACHER'S concerned only:

1. All forthcoming Admission related schedule, duties and deadlines discussed are intimated to members present. All In-Charges are hereby requested to assign Admission Test Evaluation & Viva-voce duties to the respected teachers. Accordingly, all faculty members are requested to perform their duties as assigned by their respective In-charges.
2. BFA 3<sup>rd</sup>, 5<sup>th</sup>, & 7<sup>th</sup> Semester, BFA Part-IV & MFA 1<sup>st</sup> & 3<sup>rd</sup> Semester (all odd sem. 2021) Class Routine are to be submitted to [gcacqnm2020@gmail.com](mailto:gcacqnm2020@gmail.com) by 07.9.2021. All odd semester Online classes will begin from 20.09.21 except for MFA 1<sup>st</sup> Semester.
3. Sri. Pramathes Chandra will continue to Coordinate the BFA 1<sup>st</sup> & 2<sup>nd</sup> Semester classes as earlier. Ms. Swapna Biswas, Sri. Bikash Karmakar, Ms. Nandini Chakraborty, Ms. Arpita Pradhan & Sri. Amit Debnath will be conducting the classes for 1<sup>st</sup> Semester; the Online classes for which will begin from 01.10.2021. Online Class Routine is to be prepared accordingly.
4. All members of ONLINE ADMISSION COMMITTEE (OAC) will meet shortly to finalize BFA Admission Viva-voceseat-allotment, schedule and other issues. Schedule of MFA Viva-voce and other related issues will also be discussed.
5. All faculty members are requested to submit proposals for the already continuing "Re-Imaging Abanindranath" series of webinars as well as for the centenary celebration of Somnath Hore.
6. The issue related to incomplete work of the PWD Electrical renovation of the Archive Room of the old building was discussed. The urgent need to complete the electrical work was mentioned. An Online Meeting of the Archive Committee will be soon held to discuss the issues of safety, security etc. that need to be ensured while the PWD work will be done

Co-ordin  
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(INTERNAL QUALITY ASSURANCE CELL)  
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28, Jawaharlal Nehru Road, Cal-16

*S. Bhattacharya*

**Coordinator: Dr. Swati Bhattacharya**  
(Associate Professor)



*Prof. Chhatrapati Dutta*  
Principal.

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MINUTES OF THE IQAC ONLINE MEETING HELD ON 11.09.21 AT 4.00 PM

**IMPORTANT NOTICE FOR STUDENTS WHO NEED FINAL MARKSHEET**

1. This is to inform all students of current MFA 4<sup>TH</sup> Semester & BFA Part IV (who have completed their course of study in 2021) to collect their Final Mark Sheet from the college on Monday, 13.09.2021 between 2.00 pm & 4.00 pm.
2. It is IMPORTANT that all students should contact their respective teachers, to collect all their works, tools & other material from their respective studios and submit tools/materials etc. to the respective teachers & get the CLEARANCE from their respective In-charges;
3. The students are also instructed to submit their borrowed books (if any) & get the Library CLEARANCE.
4. All Students are also hereby informed that they must Submit their online FEED BACK forms sent to them before 13.09.2021.
5. No Mark sheets will be issued without the above CLEARANCE.
6. All teachers & In-charges are requested to cooperate.  
For those who do not need their Mark sheet urgently, another date & time will be given for the same.
7. All students are instructed to follow all Covid-19 precautions & maintain distancing while collecting the mark sheets.

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**Minutes of the IQAC Meeting held on 06.07.2021**

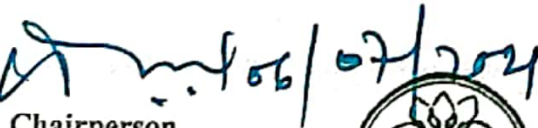
This is to inform all concerned that as discussed in the online meeting held on 02.07.2021 & as recommended by the specialization In-charges the COMMITTEE FOR ONLINE EXAMINATION is being formed with the following members:

Sri.AmitDebnath,  
Ms. Soma Das,  
Sri.Deep GobindaChoudhury,  
Sri.BikasKarmakar,  
Sri.Soujit Das,  
Sri.ParthaPratimGayen  
Ms. LipikaBalaChakraborty &  
Jyotirmoy Das (for BFA 2<sup>nd</sup> Semester)

The above members are hereby informed that an online meeting will be soon held to discuss the procedures & duties of the forthcoming examinations, the Google meet link for which will be e-mailed soon.

  
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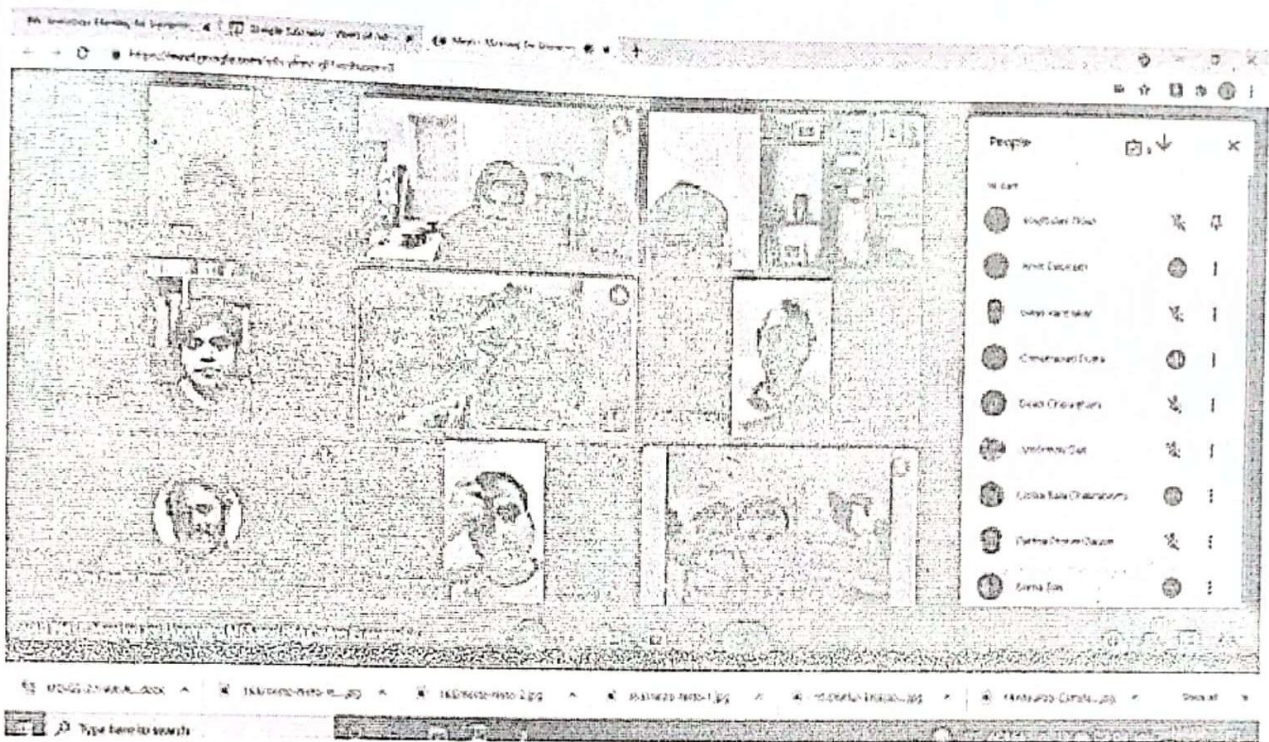
**Minutes of the IQAC Online Meeting held on 08.07.2021**

As per notification served on 06.07.2021, an online meeting via Google meet was held on 08.07.2021 from 6:30 PM to 8:00 PM to discuss various modalities and prepare a roadmap, in regard to the upcoming examination.

The meeting was chaired by the Principal, Prof. ChhatrapatiDutta and attended by all committee members of Online Examination Committee 2021. The Principal briefed about the expected activities and introduced to the challenges faced during the previously conducted online examinations.

The following points were discussed and agreed by the Committee:

1. The committee members will be responsible for streamlining and monitoring the submission and moderation process of the question papers. All concerned moderators need to submit the moderated question papers in MS Word file only, including their digital signature in each moderated paper. Their name as Moderator should also be mentioned along with the signature.
2. The concerned departments and faculty members should submit instructions about Practical Paper Submission. Question papers regarding practical exam needs to be put in proper format, with uniform division of marks as intimated.
3. Committee members should communicate with concerned batches about the modalities of PDF submissions
4. All departments should be ready with a dedicated department specific email, through which submission links via "google form" will be created with the help of the co-ordinators.
5. Final list of the students appearing in upcoming exams, should be cross-checked by each department. Any backlog or discrepancy should be reported immediately.
6. All marks (internal and external) should be compiled in the CU approved excel files, which will be provided through the departmental co-ordinators.
7. A notice from the Principal's Office will be served on or before 30<sup>th</sup> July 2021, with the details of all links for submission.



Screen shot of the online meeting held on 06.07.2021 via Goggle Meet.

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*Swati Bhattacharya*

**Coordinator: Dr. Swati Bhattacharya**  
(Associate Professor)

*06/07/2021*

**Chairperson**  
Prof. Chhatrapati Dutta  
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### Minutes of the IQAC Meeting held on 27.08.2021

The following issues have been addressed and discussed in presence of all the faculty through 'Online Mode' communication.

1. It is of great pleasure to announce to all Teachers, students & staff that the Indian Museum and the Govt. College of Art & Craft, Calcutta is in collaboration to mark the 150th birth anniversary of Abanindranath Tagore.
2. This yearlong endeavor has at its core 'Re-Imaging Abanindranath'- designed to be a celebration of this multifaceted stalwart through webinars, workshops and discussions.
3. The inaugural Webinar session titled 'Institution & Beyond' will be held on 30.08.2021 at 4.30 PM. It gives us great pleasure in having the esteemed presence of Dr. Tapati Guha Thakurta, Dr. Jayram Poduval & Dr. Soumik Nandy Majumdar as speakers. Students will also participate in the inaugural session.
4. All are hereby requested to attend and circulate the information through their respective online platforms & individual connections to make this effort a success. The Poster & links are shared through Whatsapp groups for all to access.

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*Swati Bhattacharya*

**Coordinator:** Dr. Swati Bhattacharya  
(Associate Professor)

*[Signature]* 27/08/2021

**Chairperson**  
Prof. Chhatrapati Dutta  
Principal.  
Govt. College of Art & Craft, Calcutta.

