

Minutes of the IOAC Meeting 03/01/2020

1. Minutes of the previous meeting (25 September 2019) were confirmed.
2. **Feedback Report:** Noted that the feedback reports have been received from the Centre for Counselling Services and Studies in Self-Development, JU on 3 January 2020. Resolved that the Principal will discuss the report individually with the teachers to make them aware of the suggestions and comments of the students maintaining confidentiality. This year a huge delay was noted in getting back the reports from CSSSD. Under this circumstance the meeting discussed the possibility of finding out some other agencies for assessment of students' feedback. This will cater to **Students' Satisfaction Survey category** as required to show in the AQAR.
3. **13 Queries by NAAC to AQAR-2018-19:** Discussed and resolved to send the replies to the Director of NAAC with a copy to college. The meeting resolved to keep the vacant files as they are. The college cannot show these activities the infrastructure created (asked in the AQAR format) in 2018-19 academic session.
4. **Follow up issues that came up while preparing the AQAR of 2018-19 and the following resolutions taken:**
 - **Major IQAC minutes** (signed by the Principal and Coordinator) are to be uploaded on the website
 - Henceforth **academic calendars** are to be uploaded in every academic session.
 - Examination subcommittee is to keep **records of the dates of i) End Semesters examination and ii) the publication of result of all programmes.**
 - In the 2019-2020 session we will be uploading the **online feedback** of all the stakeholders.
 - To start a **Management Information System:** collation and digitization of data on students, teachers (leave, academic and service) and non-teaching staff and library. The aim is to create a data repository capable of not only gathering, organizing and storing data but also processing and analysing them. These will have to be made accessible to all including the Management so as to develop more effective policies and monitor performance. The ultimate aim is to ensure quality control in academic and administrative domains and rationalize storage space. For this and to create a e-corner we need **a separate computer and laptop exclusively for IQAC with LAN.**
 - Departments will be requested through the mechanisms set up by the Academic Subcommittee to start preparing **Course Outcome; Programme Outcome and Programme Specific Outcome.** The IQAC has the following general suggestions:
 - i) Course outcome: unitization of syllabus; our teaching procedure and what students can expect from these courses with teaching hours (basically lesson plans with how we analyse, assess, evaluate or communicate)
 - ii) Programme Outcome: What do the students learn from the programmes?

iii) Programme Specific Outcome: Any specific academic or professional skill acquired and understanding of programme ethics and values is achieved.

- Need to mobilize internal human resources for **developing e-content materials and LMS**: Dr. Gargi Gangopadhyay, Smt Aditi Das and Dr. Saheli Roy Chowdhury are initially requested to conduct a session and enlighten the rest of the faculty on MOOC platform and other LMS platforms and how to develop e contents. It is necessary to know how PPTs are converted into study materials of E-Learning Courses. We will have to at some point of time look for external experts in this field.

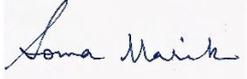
- IQAC will plan for an **IPR Cell in the near future** to deal with the highly necessary and relevant issues: a) categories of IPR, b) Intellectual Property, Patenting c) Plagiarism, d) Laws and Ethics connected to them, and e) why it is important to promote IPR?

- A **preliminary survey** will be conducted by external experts: Dr. Santanu Chacraverty and Dr. Debapriya Mukherjee in the college campus on 9 January 2020 in order to give us recommendations for **Green Audit**.

- The SWC is recommended to start the **group counselling** session in a sustained manner. The possibility of **need based one-to-one counselling** will also be explored. SWC will also look into the possibility of arranging a **Career Fair in April 2020**. Teachers who have attended these fairs in the past are requested to pitch in with contacts and brochures.

5. **Finance, Office and liaison with Bikash Bhavan**: A committee of teachers already in the Office Committee are to communicate with relevant sections of the Bikash Bhavan. The IQAC will enquire about experts who can talk about the issues that came up as a result of publication of the latest CAS rules of December 2017. The Principal will also talk to Dr. Sanjiban Sengupta JDPI, and Sri Bikash De, JDPI of Bikash Bhavan for conducting a session with the candidates. IQAC too, will explore experts in this field. **Office workshops are to be held on HRMS**. Office staff too especially Pravrajika Amritarupaprana are to recommend experts. The office will provide the teachers with the latest figures of their PF by March 2020. From next financial year (2020-21) IT will be deducted from April to March.
6. **Research**: The Call for Proposal for College funded research will have to be uploaded on our website and sent to the common email, WhatsApp groups and Staff Room Notice board **ASAP** so that the research tenure this year can be **started from April 2020** after blind refereeing. All the MRP (2012 onwards) synopses should be uploaded on our website. It is long overdue.
7. IQAC resolved to organize a **lecture on the History of Dumdum from ancient to modern times**. **Contact Persons**: Sumana Metya and Maitrayee Sarkar. **History Department and research cell** are to be contacted. HOD History reported that two students from Sem IV and II will be sent to a training workshop on preservation of Heritage buildings on 17 January 2020. The permission of the Principal has been sought. The venue is Sarojini Naidu College for Women.

8. **Liaison with Howrah Sahitya Sanskrita Samaj:** The college has been working for an agreement with HSS where the Samaj will share their digitized collection of ancient, medieval and modern manuscripts and one faculty of Sanskrit Department (Dr. Sanghamitra Mukherjee) will deliver regular lectures at the HSS. The IQAC thanked Dr. Mukherjee for taking this initiative.
9. Noted with pleasure that the Principal has arranged a **special remedial class for Spoken Sanskrit** course.
10. Resolved that a **rolling seminar fund** be created for the college with the balance (**Rs. 6809/-**) remaining after the ICT workshop, held in August 2019. This will be the seed money under the joint supervision of the IQAC and the college office. All surplus from future IQAC conducted/supported seminars (when not accountable to any Government funding agency) should be part of this fund. IQAC coordinator has been requested to write a letter to the President of the MC seeking the necessary permission.
11. **GRC** has reported its resolutions on activities planned and on a seminar on Research Methodology and Gender. However, the IQAC has broadened its scope from Gender to **Literature and Social Sciences**. It may be planned and organized in the coming academic session: **July 2020--June 2021**. **The Principal will talk to an expert Gynaecologist** who will speak to the students and local women and girl teenagers on **Menstrual Health and Hygiene on 28 January 2020**.
12. Noted that the dates of **Annual Excursion** are: 15-16-17 January 2020. Students of General Courses may go and one stay is allowed.


Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan

04/01/2020


Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

04/01/2020