

## Minutes of the IOAC Meeting 10/07/2020

The meeting was held by Google Meet under the ongoing pandemic conditions.

Members Present:

Pravrajika Bhaswaraprana –Principal in the Chair

Pravrajika Pradiptaprana-- Secretary

Pravrajika Vedarupaprana—Vice Principal

Pravrajika Amritarupaprana—Office in Charge

Sri. Kalyan Kumar Nandy – External Member

Sri Debasish Saha – External Member

Smt. Jaya Chakraborty – External Member, President, Alumni Association

Dr. Chaiti Mitra – Teacher Member

Dr. Kabita Nath – Teacher Member

Dr. Rakhi Ghosh -- Teacher Member

Dr. Bidisha Chatterjee -- Teacher Member

Akanksha Krishnatre – Student Member

Dr. Soma Marik – IQAC Coordinator

This meeting noted the following:

**The Report of work done** (July-2018- June 2020) by Dr. Soma Marik. As such, it is completing two years, which is the regulation term of an IQAC, in accordance with NAAC rules. The 2018 IQAC had been given the plans made by the previous IQAC, (with Dr. Chaiti Mitra as Coordinator). To this were added the plans made at the 13 August 2018 meeting, and the plans projected by the AQAR for 2017-18 and the AQAR or 2018-19. At the end of the term there is a need for stock taking – of the achievements, the incomplete work, and future plans.

**1. Research** has been a strong point of the faculty of this college from NAAC cycle 1.

(a) Accordingly, plans were made for further developing research. The Research Cell

of the TC was able from 2018-19 to start the Research Grants offered by the college. As reported by Dr. Gargi Gangopadhyay, (former Research Cell Convenor for 2018-19, invitee to the IQAC meeting), modalities had been worked out for the Call for Proposals, the selection procedure, the starting of the grant, the sanction letter and the submission of the final report. The first such grant for 11 months, for Rs. 10,000, was to Dr. Sanghamitra Mukherjee of the Department of Sanskrit. She was given the first instalment of Rs. 5000. Her report has been slowed down due to the lockdown. She is expected to submit the report and the full accounts in July 2020 and give a presentation. Thereupon, she is to be given the balance funds. Bishakha Blone of the Department of Sociology has had her proposal accepted, and she will get it as soon as the Research Cell and the College authorities process the relevant papers. *A personal suggestion from the coordinator:* since the proposal from the Department of Geography has been approved with necessary revisions the Research cell can request the applicant to modify so that the proposal can be given the Research Grant in 2020-2021 session. [It is to be noted that from the beginning we are actually running late].

(b) 3 UGC MRPs have been submitted during the term of the current IQAC, by Dr. Gargi Gangopadhyay, Dr. Saheli Roychaudhury and Dr. Payal Bose Biswas. Three Research talks were organised – two by Dr. Bidisha Chatterjee, one by Dr. Panchali Majumdar. A creative writing workshop was conducted by an external guest. The suggestion is that in each Semester there should be at least two research talks with our own colleagues as well as invited scholars speaking.

(c)The Website Committee in consultation with the IQAC has suggested a separate link for all MRPs since 2012, in order to provide a strong picture of our research output. Dr. Chaiti Mitra, who is one of the Convenors of the Website Committee, explained that the Website has to be redone.

Noted that a **B. Ed. Course in Education, as well as PG section** in other departments cannot be opened as West Bengal State University had some problems in sanctioning B. Ed Courses. In the case of PG courses, the Department of Higher Education of Wb government was unwilling.

2. The **Students Welfare Committee** of the College has achieved a lot: Blood Donation, Menstrual Health and Hygiene and Counselling. During the pandemic situation, and the Amphan, it rose to the challenge in a big way. Funds were raised, initially from teachers, then from ex-students, to assist students who have been severely affected by the lockdown and the super-cyclone. Finally, the SWC is proposing to build a smart phone bank, so that students who cannot attend online classes due to the lack of smart phones will be able to borrow from this

bank and attend classes. IQAC has organized a Webinar on Mental Health challenges of teachers. It also addressed the problems of uncertainty and agony of the students and set up a Webinar in collaboration with SWC.

3. The **Gender Resource Centre (GRC)** of the college, in collaboration with the Alumni Association, has organised poster exhibition, awareness programmes, on menstrual health, on violence, on marginal genders, etc. The GRC has discussed the possibility of applying for the UGC funds to build a Women's Studies Centre. At present UGC is willing to give up to Rs 25 lakh per year if a proper proposal is submitted. To move in this direction, Dr. Aparna Bandyopadhyay, Associate Professor, Diamond Harbour Women's University has also been invited to join the GRC as external member with the consent of the Principal.
4. The **college's environmental concerns** were reflected in the actions taken by the IQAC to move in the direction of a Green Audit. Steps have been taken. These include developing a set of Green Campus guidelines, and the calling in of external experts to conduct a preliminary survey. It is expected that the incoming IQAC will organise the Green Audit.
5. The college has taken **steps for AAA**---A Workshop was convened to create relevant guidelines. The format for the External AAA is ready.
6. The **Academic Calendar, Best Practices, Institutional Distinctiveness and IQAC minutes** are being regularly prepared and uploaded on the website as per AQAR guidelines. AQAR has been submitted every year on time.
7. **Online Student Satisfaction Survey** is ready to be uploaded.
8. The state level ICT workshop organised by the IQAC has started providing the teachers of this college as well as others with basic training that has come in handy during the lockdown. The meeting resolved to explore **softwares to develop MIS, LMS and e-modules of teaching**. The IQAC has already seen presentations by Campus Technology and Kramah Technology. But we need a clearer understanding of what we need before purchasing any other service or software.
9. The College is attempting to build a Digital Archive of Ancient Indian Manuscripts in collaboration with Howrah Sahitya Sanskrita Parishad with the initiative of Dr. Sanghamitra Mukherjee. The meeting resolves, for the time being, this will be uploaded on the website as soon as we get the metadata.
10. Dr Chaiti Mitra and Dr. Gargi Gangopadhyay are in charge of the **website overhauling**, (in collaboration with our website developer Sri Akash Mondal), keeping in mind two very different types of people accessing it. The primary users are students and guardians, who require one set of information. The other users are NAAC, UGC etc. Much of the data they want have to be supplied through links which

will open fresh pages. Resolved that this has to be ensured so that the profile of the college is well developed, and we are also able to inform and attract students.

**This Meeting also noted Work promised but yet to be done:**

1.
  - i) Resolved that new additional curricular and extra-curricular courses to be opened to increase the enrolment of the college which was recommended both by NAAC and NIRF. The following suggestions and conclusions emerged. Dr. Chaiti Mitra reported that making outside agencies to explore the reasons of low enrolment, will need prohibitive cost. To achieve this the IQAC had discussed the possibility of opening Self-financed courses or short/diploma courses in collaboration with private universities like Sister Nivedita and open the admission to external students: Tally Accountancy courses (high in demand), Interior Decoration, Fashion Designing, Travel Tourism, Graphic Designing.
  - ii) Proposal by Debashish Saha – there should be short term courses – from 6 months to a year. Classes may be held between 5 and 8 in the evening. He can assist in getting in touch with relevant people.
  - (iii) Discussion on the dress code. The principal assured that some relaxation would be permissible. However, this would have to be within the boundaries of the college outlook.
  - (iv) It was also proposed that online courses could be introduced, and such courses would require no gender separation.
  - (v) Sri Kalyan Nandi offered to help getting information on PG Courses from Higher Education Council.
2. Two Office workshop on CAS Enquiries and Skill Development were planned to be held in April but could not be carried out due to the Pandemic and the lockdown. The next IQAC needs to look into it.
3. Career fair too could not be held due to Covid 19 situation. Contact has been made with Hiralal Majumdar College and Brahmananda Keshab Chandra College, who have organised such programmes and they have suggested names of concerns who might be interested in employing our students.
4. Problems faced to avail of the MPLAD money. The Principal reported that government bureaucracy often does not release MPLAD funds even when the MP was forthcoming.

**Further tasks:**

1. Something new that came up was the UGC instruction to set up Covid cells. This has been done. But personally, it is the view of the coordinator that this Cell should also have a set of clear guidelines.
2. The website has to show, from this year, the Project/Course Specific Outcomes and the Academic sub-committee may be guided in this respect. AQAR requires the weblinks.
3. The New IQAC Guidelines specify that an Eminent Educationist has to be a member of the IQAC hereafter.
4. The IQAC Coordinator noted that her term is over, so the college needs to appoint a fresh Coordinator. The Principal thanked the Coordinator for her work. She also announced that Dr. Chaiti Mitra would be the next Coordinator, and that a thorough overhaul of the IQAC would be done.

  
Co-ordinator, IQAC  
RKSM Vivekananda Vidyabhavan

11 July 2020

  
**Principal**  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan

11 July 2020