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RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
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Minutes and Action Taken Report : IQAC Meeting 10/07/2020

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

Members Present:

Pravrajika Bhaswaraprana –Principal (Chair)	<i>Pravrajika Bhaswaraprana.</i>
Pravrajika Pradiptaprana-- Secretary	<i>P. Pradiptaprana.</i>
Pravrajika Vedarupaprana—Vice Principal	<i>Pr. Vedarupaprana</i>
Pravrajika Amritarupaprana—Office in Charge	<i>Pr. Amritarupaprana</i>
Sri Kalyan Kumar Nandy – External Member	<i>Kalyan Kumar Nandy</i>
Sri Debasish Saha – External Member	<i>Debasish Saha.</i>
Smt. Jaya Chakraborty – External Member, President, Alumni Association	
Dr. Chaiti Mitra – Teacher Member	<i>Chaiti Mitra</i>
Dr. Kabita Nath – Teacher Member	<i>Kabita Nath</i>
Dr. Rakhi Ghosh -- Teacher Member	<i>Rakhi Ghosh</i>
Dr. Bidisha Chatterjee -- Teacher Member	<i>Bidisha Chatterji</i>
Akanksha Krishnatre – Student Member	
Dr. Soma Marik – IQAC Coordinator	<i>Soma Marik</i>

This meeting noted the following:

Dr Soma Marik, Coordinator, IQAC, presented a detailed report on the work done during the period July-2018- June 2020. She mentioned the following:

(a) Accordingly, plans were made for further developing research. The Research Cell of the TC has supervised 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 grant for 11 months, for Rs. 10,000, was given 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.

(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

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 3 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.

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

A. 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.

B. 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.

C. 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.

D. 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.

12. Further tasks:

i) Something new that came up was the UGC instruction to set up Covid cells. This has been done. Clear guidelines for the efficient functioning of the cell needed to be in place.

ii) Project/Course Specific Outcomes have to be uploaded on the College website, and the weblinks need to be attached to the AQAR. The Academic sub-committee may be guided in this respect.

iii) The New IQAC Guidelines specify that an Eminent Educationist has to be a member of the IQAC hereafter.

iv) 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.

The meeting ended with an applause for the outgoing IQAC Coordinator DrSoma Marik, and a vote of thanks to the Chair.

Minutes and Action Taken Report: Online Meeting held on 25/ 08/2020

Members present

1. Pravrajika Bhaswaraprana (Chair) *Pravrajika Bhaswaraprana*
2. Pravrajika Vedarupaprana *Pr. Vedarupaprana*
3. Dr. Chaiti Mitra *Chaiti Mitra*
4. Smt. Parama Sarkhel *Parama Sarkhel*
5. Dr. Gargi Gangopadhyay *Gargi Gangopadhyay*
6. Dr. Bidisha Chatterjee *Bidisha Chatterjee*
7. Smt Debrupa Das *Debrupa Das*
8. Smt. Tanju Datta *Tanju Datta*
9. Dr. Saheli Roychowdhury *Saheli Roychowdhury*
10. Pravrajika Amritarupaprana *Pr. Amritarupaprana*

The meeting was presided over by the Principal, Pr. Bhaswaraprana.

In the meeting held in the Google Meet platform, the following items were discussed:

1. The Principal welcomed the new IQAC members and mentioned that Dr. Sudakshina Gupta, Ex Dean, CU, and Professor, Dept. of Economics, CU has been inducted as an eminent academician.
2. The 2019-20 Research Grant awarded by the College for faculty research has been awarded to Smt. Bisaka Blone from the Sociology department, but she has not been formally intimated by the Research Committee, nor has she received the initial funds to start her research. Resolved that the IQAC will look into the matter and ask the Research Committee convenors to act at the earliest. The proposal from the previous IQAC coordinator to simultaneously allot the 2020-21 grants was discussed, but rejected due to scarcity of funds.

3. Resolved that the Research Committee will be urged to be more proactive, and arrange at least two Research Talks (faculty as well as invited speakers) per semester.
4. The need to reshuffle the TC subcommittees was also discussed, and it was proposed that they act for at least two years at a stretch.
5. Noted that the plans for introducing vocational B Ed cannot be pursued due to a govt. injunction on new B Ed colleges.
6. Resolved that the opening of the PG section of the English department will be pursued once again, with the induction of SACT teachers resulting in increased permanent faculty members.
7. Discussed the possibilities of introducing new Diploma and Certificate courses in Library Science, Social Work, Tally, Montessori or Pre Primary Teachers' Training courses under NSOU or IGNOU.
8. Resolved that the Gender Resource Centre will prepare documents to apply to the UGC for funds for a Gender/Women's Studies Centre. GRC Co-convenor Bidisha Chatterjee pointed out that while a lot of activities have been done and documented, few bigger events like workshops, seminars, conferences could be held in the near future, funds permitting.
9. Noted that initial groundwork for both Green Audit and Academic Audit has been completed. Resolved to proceed with both immediately.
10. Resolved that software for online student and stakeholder feedback, Integrated Management System, Learning Management System etc will be procured at the earliest.
11. Noted that the final decision on the Digital Manuscript Archive of Ancient Indian Manuscripts was pending. Resolved that the Library Subcommittee will be asked to report to IQAC about its progress.
12. The Principal proposed a new research project on Swami Vivekananda for the faculty members, which will be funded by the Sarada Math. Resolved that the Research Committee will be asked to proceed.

13. Noted that the self financed courses have stopped during the lockdown period.

Resolved that GSCE and ELTA Global will be asked to resume online classes if possible.

14. Noted that the proposed CAS workshop need not be held immediately, as there have been a number of webinars on CAS Application held by other institutions which the applicants have attended. Reported that the IQAC coordinator has already had a meeting with the CAS applicants on 18th August, 2020.

15. Resolved that Sri Sarada Math Rasik Bhita will be contacted for career oriented courses for our students, as their placement records are quite good.

16. Resolved that Career Fair should be arranged at the earliest. Reported that the previous IQAC had initiated contacts with institutions and agencies, these have to be followed up for a fair, preferably in January 2021.

17. Suggested that a Skill Development Workshop be organized for the office staff, focusing on the proposed new softwares.

18. Policies for the functioning of the Covid Cell were discussed. Noted that no cases for assistance have been received till date.

19. Noted that the Course and Programme Outcomes need to be readdressed.

20. Proposed workshop on e-resources for students (library), and webinar on Intellectual Property Rights (IPR).

21. Noted that the college has no Industry-Academia Innovative Practice till date. Proposed internships with NGOs, Media, Old Age Homes, Orphanages, Dementia Care organizations, Special-need institutions. All teachers to be asked to explore opportunities.

22. Principal enquired about the tie-up with the State Central Library. Librarian Parama Sarkhel was asked to report on its status.

23. Proposed online workshops for students for skill development, like art, painting, anchoring, news presentation, radio jockeying, etc.

24. Discussion on Environment-based programmes were held, need for further detailed planning was noted.
25. Noted that an Admission Committee needed to be set up at the earliest, keeping in view the problems faced during the ongoing UG admissions. Resolved that the committee be formed from among IQAC members, which will liaison between Academic subcommittee, college authority and website admin. Policies to be formed in discussion with the HoDs.
26. Draft Academic Calendar presented and discussion held on events.
27. Resolved that personal counseling for students will be held in early September, funded by Student Welfare Committee. Other events to be held are Health Camps, Environment based student-centric programmes, workshop with RAHI Foundation.
28. Holding of Internal and Unit tests was discussed and resolved that Academic Subcommittee be asked to decide on the dates.
29. Possibilities of holding Puja Social online were also discussed.
- The meeting ended with a vote of thanks to the chair.

Minutes and Action Taken Report: Online Meeting held on 16/09/2020

Members present

- | | |
|-------------------------------------|---------------------------------|
| 1. Pravrajika Bhaswaraprana (Chair) | <i>Pravrajika Bhaswaraprana</i> |
| 2. Pravrajika Vedarupaprana | <i>Pr. Vedarupaprana</i> |
| 3. Dr. Chaiti Mitra | <i>Chaiti Mitra</i> |
| 4. Dr. Gargi Gangopadhyay | <i>Gargi Gangopadhyay</i> |
| 5. Dr. Bidisha Chatterjee | <i>Bidisha Chatterji</i> |
| 6. Smt. Debrupa Das | <i>Debrupa Das</i> |
| 7. Smt. Tanju Datta | <i>Tanju Datta</i> |

8. Dr. Saheli Roychoudhury *Saheli Roychoudhury*
9. Dr. Anasuya Chatterjee *Anasuya Chatterjee*
10. Pravrajika Amritarupaprana *Pr. Amritarupaprana*
11. Smt. Susmita Das (Invited) *Susmita Das*
12. Smt. Aditi Das (HoD, JMC) *Aditi Das*
13. Dr. Kabita Nath (HoD, Economics) *Kabita Nath*
14. Dr. Sunetra Mitra (HoD, History) *Sunetra Mitra*
15. Dr. Anurima Saha (HoD, Bengali)
16. Dr. Rohini Dharmapal (HoD, Education) *Rohini Dharmapal*
17. Smt. Amrita Pramanick (HoD, Geography) *Amrita Pramanick*
18. Dr. Payal Bose Biswas (HoD, Pol Sc) *Payal Bose Biswas*
19. Smt. Nibedita Banerjee (HoD, Psychology) *Nibedita Banerjee*
20. Smt. Moumita De (HoD, Human Rights) *Moumita De*
21. Dr. Sanghamitra Mukherjee (Convenor, Examination Sub Committee) *Sanghamitra Mukherjee*
22. Dr. Sanchali Bhattacharya (Convenor, Examination Sub Committee) *Sanchali Bhattacharya*

The meeting was held on 16/09/2020 at 3 pm to discuss the modalities of conducting the upcoming BA/ B Sc Part III Exams, scheduled from 1st October, 2020, and miscellaneous issues. It was presided over by the Principal, Pr. Bhaswarapana. In the meeting held in the Google Meet platform, the following decisions were taken:

1. The BA-Bsc Part III exams are scheduled to be held from 1/10/2020 to 15/10/2020. Students will receive question papers over mail/ website upload, and scan and mail/upload their answer scripts within 3 hours of receiving the question papers.
2. The departments will be asked to meet the students, ensure they have understood the scanning and mailing of answer scripts procedure (maybe hold a tutorial if needed), form a department gmail group with the examinees for sending question papers (in addition to the departmental whatsapp group). The students will also be provided with helpline numbers,

office numbers, and teachers' numbers to access during exams and uploading/ mailing answer scripts.

3. During the exam days, the Principal, and representatives from the Office and respective departments will be in charge of conducting the exams.
4. The heads of departments will be responsible for uploading of marks in the university portal be 14/10/2020 (for Honours subjects) and 17/10/2020 (for General subjects). They will contact the members of the Examination committee for portal passwords/ otps.
5. The marks of the Practical exams will be uploaded by the departmental representatives by 1/10/2020.
6. An Instruction sheet for students will be circulated among the examinees to ensure smooth conducting of exams, held under these extremely trying and unfamiliar conditions.
7. The IQAC will hold a meeting with the Academic Subcommittee and convey the decisions taken at the earliest.
8. It was resolved that following the directives of WBSU, the parent university, Puja vacations would be curtailed. The vacations will start from 21/10/20, and online classes will be resumed from 2/11/20. The college will again remain closed for 4 days, from 14/11/20 to 17/11/20 for Kalipuja, Diwali and Bhaiphnota. The BA BSc Parts II & III (Supplementary) exams will be held from 2/11/20, and the Examination sub committee will conduct the online exams.
9. It was further resolved that departments will be asked to complete all Internal exams for Sems II and IV by November, as end sem exams for II & IV are likely to be held in December 2020, and that the Principal's office will issue a notice in this regard.
10. Dr Bidisha Chatterjee, convenor of the Gender Resource Centre, informed of a proposed webinar in collaboration with the Centre for Studies in Social Sciences, Calcutta (CSSSC).

The meeting ended with a vote of thanks to the chair.

Minutes and Action Taken Report : IQAC Meeting held on 11th October
2020

A meeting of IQAC was held online over Google Meet on 11/10/2020 at 3 pm. It was presided by the Principal, Pr. Bhaswaraprana.

Agenda:

1. Confirmation of minutes of the last meeting.
2. TC subcommittees
3. Website
4. Puja vacation
5. Miscellaneous

Members present

1. Pravrajika Bhaswaraprana (Chair) *Pravrajika Bhaswaraprana*
2. Pravrajika Vedarupaprana *Pr. Vedarupaprana*
3. Dr. Chaiti Mitra
4. Dr. Gargi Gangopadhyay *Gargi Gangopadhyay*
5. Dr. Bidisha Chatterjee *Bidisha Chatterji*
6. Smt. Debrupa Das *Debrupa Das*
7. Smt. Tanju Datta *Tanju Datta*
8. Dr. Saheli Roychoudhury *Saheli Roychoudhury*
9. Smt. Parama Sarkhel *Parama Sarkhel*
10. Pravrajika Amritarupaprana *Pr. Amritarupaprana*

The meeting began with confirmation of the minutes of the meeting with Heads of Departments and members of the Examination committee. The coordinator reported smooth conduction of Part III exams.

The following items were discussed:

1. Convenor of the Research sub committee, Dr. Saheli Roychoudhury reported that the process of granting the college-sponsored research grant to Smt. Visaka Bloane could not be completed as the previous grantee, Dr. Sanghamitra Mukherjee, had not submitted her completed project and accounts. Dr. Mukherjee was asked to join the meeting at the

Principal's request, and was asked to submit the relevant documents at the earliest, following which the grants to the next awardee would be released.

2. The coordinator, Dr. Chaiti Mitra mentioned the difficulties in data collection for AQAR and AISHE and NIRF reports, and recommended the need to allow the TC subcommittees to work in a more independent and organized way. After much discussion, the following recommendations/resolutions were made:
 - a) All TC and subcommittee meeting notices are to be countersigned by the Principal and TC secretary.
 - b) The Principal /Vice Principal and TC secretary will meet the TC sub committees at the start of the academic session for planning, and periodically (preferably every 2 months) for follow up.
 - c) Minutes of the meetings to be shared with IQAC.
 - d) All subcommittees will submit a report of activities to IQAC for facilitating the AQAR and other annual reports.
 - e) In case of any dispute, the matter may be forwarded to IQAC. If still unresolved, it will be placed before the Managing Committee.
3. Dr. Gargi Gangopadhyay, convenor of the website and publicity subcommittee reported the complete lack of cooperation of the current website developer, citing repeated missed deadlines and a general lackadaisical attitude, and suggested a change. It was resolved that henceforth two separate agencies will be appointed for college website upload and maintenance, and admission procedure. It was decided that the maintenance contract with the current agency will not be renewed, and an advertisement for website developer and maintenance will be put up on the college website. The need for a technical expert while choosing the agency was also acknowledged.
4. Dr. Gangopadhyay also pointed out the necessity of a well planned publicity campaign for increasing student intake. It was recommended that a budgetary allocation be made for this account, and decided that this issue will be followed up in the next meeting after a discussion of the Principal with the Accounts department.
5. It was resolved that following the directives of WBSU, the parent university, Puja vacations would be curtailed. The vacations will start from 21/10/20, and online classes will be

resumed from 2/11/20. The college will again remain closed for 4 days, from 14/11/20 to 17/11/20 for Kalipuja, Diwali and Bhaiphonta. The BA BSc Part II (Supplementary) exams will be held from 2/11/20, and the Examination sub committee will conduct the online exams.

6. It was further resolved that departments will be asked to complete all Internal exams for Sems II and IV by November, as end sem exams for II & IV are likely to be held in December 2020, and that the Principal's office will issue a notice in this regard.
7. Dr Bidisha Chatterjee, convenor of the Gender Resource Centre, informed of a proposed webinar in collaboration with the Centre for Studies in Social Sciences, Calcutta (CSSSC).

The meeting ended with a vote of thanks to the Chair.

Minutes and Action Taken: IQAC Meeting held on 20/01/2021

A meeting of IQAC was held online over Google Meet on 20/01/2021 at 3 pm. It was presided by the new Principal, Pr. Vedarupaprana.

Agenda:

1. Professional Courses and Placement Opportunities
2. Review of ongoing Professional Courses
3. Miscellaneous

Members Present

Pravrajika Vedarupaprana (Chair)	<i>Pr. Vedarupaprana</i>
Dr. Chaity Mitra	<i>Chaity Mitra</i>
Dr. Gargi Gangopadhyay	<i>Gargi Gangopadhyay</i>
Dr. Bidisha Chatterjee	<i>Bidisha Chatterjee</i>
Smt. Debrupa Das	<i>Debrupa Das</i>

Smt. Tanju Datta

Tanju Datta

Dr. Saheli Roychoudhury

Saheli Roychoudhury

Smt. Parama Sarkhel

Parama Sarkhel

Pravrajika Amritarupaprana

Pr Amritarupaprana

In the virtual IQAC meeting held primarily to discuss **Career-Oriented courses and Placement Opportunities**, the following discussions were held, and decisions taken:

1. The college will go into collaboration with Rashik Bhita to conduct computer based career oriented courses for our students, and avail of their campus recruitment facilities by TCS and similar companies.
2. The suggestion made by Pr. Asheshprana, head of Rashik Bhita, about opening an Administrative Services (WBCS, IAS) training centre for our students, was welcomed.
3. The redundancy of the current WEBEL certified computer training course for students, and the possibility of following the Rashik Bhita course in the near future, was discussed.
4. Based on the students' and parents' feedback, it was decided that George Telegraph was no longer going to be conducting the Competitive Exam classes. A team of young trainers has been asked to conduct online classes for the time being, as part of the self-funded courses, th Principal informed.
5. It was decided that Elta Global was to continue with the self financed soft-skill training, but a free compulsory Spoken English class for all students will be offered by the college. A teacher will be appointed for that purpose, like Samarpita, and classes allotted in the time table. Rashik Bhita will design the course, and train the teacher If necessary, and provide the certificates.
6. The Principal announced that NET coaching classes for current pass outs and ex students have already been started.
7. Reporting on the Sports Sub Committee meeting with Principal was made. The committees proposal to hold an interdepartmental sports quiz was approved.
8. Discussion was held on holding the annual cultural competitions online, and decided that Principal will meet the Cultural Sub Committee with the proposal.

The meeting ended with a vote of thanks to the Chair.

Minutes and Action Taken Report : IQAC Meeting , 25th March 2021.

A meeting of IQAC was held online over Google Meet on 25/03/2021 at 3 pm. It was presided by the Principal, Pr. Vedarupaprana.

Agenda:

1. Career –oriented Courses
2. Preparation for NAAC report

Members present:

Pr Vedarupaprana (Principal, Chair) *Pr. Vedarupaprana*

Dr Chaiti Mitra (Coordinator)

Smt Tanju Datta *Tanju Datta*

Smt Debrupa Das *Debrupa Das*

Smt Parama Sarkhel *Parama Sarkhel*

Dr Bidisha Chatterjee *Bidisha Chatterjee*

Dr Gargi Gangopadhyay *Gargi Gangopadhyay*

Dr Saheli Roy Choudhury *Saheli Roychoudhury*

Dr Anasuya Chatterjee *Anasuya Chatterjee*

The virtual meeting was presided over by the Principal, Pravrajika Vedarupaprana.

I. The Principal announced the introduction of the following career-oriented courses:

1. Public Relations & Advertisement with SNU
2. Hospital Management with SNU
3. Psychiatric Counseling with the Indian Psychiatry Association
4. News reading and Anchoring
5. GI and Remote sensing
6. Computer Courses under the National Skill Development Corporation and Rasik Bhita

The step towards empowerment of students was heartily welcomed, and probable dates of commencement were discussed.

II. The Principal suggested forming a core NAAC group of about 10 members, which will work in a focused and systematic manner towards the imminent NAAC visit. The Principal recommended the names of Dr. Sanghamitra Mukherjee, NSS Coordinator, Dr. Rakhi Ghosh, in charge of NIRF, and Dr. Payal Bose Biswas, Placement Cell Coordinator. The names were unanimously accepted.

III. It was also decided that the NAAC visit, due in November 2021, be postponed to Dec '22. It was suggested that a meeting be called with all the members where the NAAC Manual will be thoroughly studied and the course of action planned.

The meeting ended with a vote of thanks to the chair.

Minutes and Action Taken Report : Meeting held on 16th June 2021.

A virtual meeting of IQAC was held over Google Meet on 16/06/2021 at 3 pm. It was presided by the Principal, Pr. Vedarupaprana.

Agenda:

1. Changes in Professional Course Affiliation
2. Criteria -wise NAAC SSR Preparation
3. Miscellaneous

Members Present

Pravrajika Vedarupaprana (Chair) *P. Vedarupaprana*
 Dr Chaity Mitra
 Dr Gargi Gangopadhyay *Gargi Gangopadhyay*
 Dr Bidisha Chatterjee *Bidisha Chatterjee*
 Smt. Debrupa Das *Debrupa Das*
 Smt. Tanju Datta *Tanju Datta*
 Dr Saheli Roychoudhury *Saheli Roychoudhury*
 Smt. Parama Sarkhel *Parama Sarkhel*
 Dr Anasuya Chatterjee *Anasuya Chatterjee*
 Dr Sanghamitra Mukherjee (NAAC Core Committee)
 Dr Rakhi Ghosh (NAAC Core Committee) *Rakhi Ghosh*
 Dr Payal Bose Biswas (NAAC Core Committee)
 Pravrajika Amritarupaprana *P. Amritarupaprana*

The following items were discussed:

1. Minutes of previous meeting were confirmed.
2. The Principal reported that the PG Diploma Course with Indian Psychiatry Association cannot be continued as planned due to some internal problems in the Association. It will now be offered as a 6 month Certificate Course recognized by the West Bengal State University.
3. The News reading and Anchoring Course has also been sanctioned by WBSU.
4. IQAC member Dr Saheli Roy Choudhury asked to be released from her duties as IQAC member citing familial reasons. She will continue to serve in the NAAC Core Committee.
5. Dr Gargi Gangopadhyay emphasized the importance of data backup. Smt. Parama Sarkhel suggested that the college follow the monthly data backup policy practiced by the library. It was decided that all important data would be stored in an external hard disk henceforth.
6. Detailed discussion on NAAC reporting, tasks assigned to Core Team members.

7. Dr Chaiti Mitra noted that the students of this college needed to be more proactive and participate in the numerous sensitization programmes carried out by the college. She suggested a social media campaign on a significant issue like girl trafficking in the Sunderbans, since many of them hail from that region. Smt Tanju Datta suggested Dr Rohini Dharmapal from the Education department be asked to help, as she is involved in social work in the area. She volunteered to organize an fb campaign with students on a relevant social issue. Gargi Gangopadhyay suggested a social media activity along the lines of "The Humans". The Principal suggested introducing value based and motivational short talks. Dr Mitra once again emphasized involving students in such activities.
8. Dr Mitra pointed out the necessity of an elaborate system of students' feedback. A group comprising Dr Saheli Roy Choudhury, Parama Sarkhel and Debrupa Das was formed to look into the matter, and prepare a questionnaire.
9. The librarian, Smt Parama Sarkhel, pointed out the difficulty of online purchase of books for the library without a debit or credit card, or netbanking facilities. The Principal assured to look into the matter.
10. Dr Gargi Gangopadhyay emphasized the importance of an aggressive social media campaign for admissions.

The meeting ended with a vote of thanks to the Chair.

P. Vedavapana

Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan