

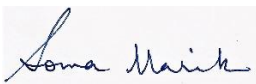
IOAC: Faculty Meet: 21 January 2020

1. Pravrajika Bhaswaraprana (in the Chair)
2. Pravrajika Vedarupaprana
3. Sabita Chaudhuri
4. Parama Sarkhel
5. Panchali Majumdar
6. Sunetra Mitra
7. Saheli Roychowdhury
8. Bisakha Blone
9. Aditi Das
10. Payal Bose Biswas
11. Rohini Dharmapal
12. Saberi Rakshit
13. Bidisha Chatterjee
14. Sanghamitra Mukherji
15. Rumela Banerjee
16. Anusua Chatterjee Sanju Lal
17. Sanchali Bhattacharya
18. Sarmistha Dutta
19. Debrupa Das
20. Anurima Saha
21. Amrita Pramanick
22. Rakhi Ghosh
23. Soma Marik
24. Tanju Dutta

1. Report on IQAC activities, with special reference to AQAR and follow up.
2. Noted that the revised AQAR was submitted to NAAC and that it was accepted on January 6, 2020.
3. The meeting accepted that the Management Information System has to be implemented with a laptop and LAN exclusively for IQAC use.
4. Resolved that the college be asked to consider an online leave application system, and that all academic records of the teachers including TC and Sub-committee reports be digitized and kept online.

5. In view of the AQAR question patterns, all HoDs are to work with the Academic Sub-committee to prepare Course Outcome, Programme Outcome and Programme Specific Outcome for the coming session.
6. Resolved that a member of the Office be requested to work with the Examination Sub-committee in order to keep accurate records of end-semester Examination schedules of each semester, as well as the dates of publication of results. These have to be preserved jointly by Office and Examination Sub-committee.
7. The proposal of the IQAC to enlist the support of college faculty in developing E-content was discussed. It was however noted that while colleagues have written or recorded such content, nobody has the technical expertise regarding recording etc, and that this would therefore require some outside help at the beginning. Pravrajika Vedarupaprana suggested that Sangita De Sarkar of Sammilani Mahavidyalaya may assist us in developing e-content.
8. The meeting suggested that IPR is very important, and a small IPR cell should be created and it may help the IQAC in organising a workshop on it in the coming session.
9. Initiative has to be taken for the organisation of a Career Fair for a couple of days. Pravrajika Vedarupaprana suggested that the Karmayoga (Canteen In-Charge) be contacted. Noted that Rohini Dharmapal and Saberi Rakshit, who had attended a Career Fair in the Vijaygarh Jyotish Roy College, had collected some brochures, which they had submitted to the Convenor of the Students' Welfare Committee through a TC meeting. Soma Marik is to gather information from BKC college, who had organised a fair from 27 January 2020.
10. The meeting highly appreciated the IQAC proposal to hold an Office Workshop on HRMS and CAS new rules.
11. The meeting also recommended the IQAC proposal to create a Manuscript corner in the library in collaboration with Howrah Sanskrita Sahitya Samaj. It thanked Sanghamitra Mukherjee of the Department of Sanskrit for initiating this.
12. The meeting also accepted the proposal for a workshop on the history of Dum Dum from ancient to modern times, to be organised by the IQAC, the Research Cell and the Department of History.
13. Noted the visit of the students of the Department of History to Sarojini Naidu college for Women on 17 January to participate in a training workshop on Heritage Buildings.
14. The IQAC proposal to the Research Cell on the submission of all the MRP synopses (2012 onwards) for uploading on the website has been strongly recommended.
15. The GRC proposal to organise a Menstrual Health and Hygiene Workshop for students and local community women on 28 January from 12-15 to 2-00 was welcomed by the meeting.
16. The Faculty meet endorsed the IQAC proposal to use the existing seminar surplus and to create a rolling seminar fund.

17. The IQAC proposal to organise a Research Methodology Seminar was discussed and referred back to the IQAC.
18. Noted that two environmentalists visited the college on January 9 for a survey. They have stressed many issues among which three are highlighted (i. segregation of waste and recycling of Green waste, ii. Reduction of wastage and No Plastic environment; iii. water saving measures, which have to be implemented prior to any Green Audit next year. The Canteen Committee has to be active to reduce waste. In Green mapping, NSS and a student volunteer group that needs to be created, should be involved.
19. The Geography Department has accepted the proposal for preparing a GIS Map.
20. Noted the proposal to broaden the scope of the College Sarada Mela to be held on 28 February—1 March, 2020.
21. Resolved that a data base of students who have graduated over the last five years is to be prepared, including academic record, jobs and salaries where applicable.
22. Noted that the GRC is organising two programmes for all stakeholders. On 18 February Ebong Alap is organising a Poster Exhibition on Women and Social and Political Movements. There will also be student interactions. On 3 March there will be a programme on Disability and Mental Health & Sexual Harassment.


Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan

22/01/2020


Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

22/01/2020