



Phone : 2551-3452 (College)
2551-3202 (Ashrama)

IQAC Meetings 2021-22

1. Online IQAC Meeting 19/07/2021

A meeting of the IQAC was held by Google Meet at 3 pm.

Members Present:

Pravrajika Vedarupaprana (Chair)

Dr Chaiti Mitra

Dr Gargi Gangopadhyay

Dr Bidisha Chatterjee

Smt. Debrupa Das

Smt. Tanju Datta

Dr Saheli Roychoudhury

Smt. Parama Sarkhel

Dr Anasuya Chatterjee

Agenda:

1. Curricular and cocurricular planning for the coming academic session.
2. Planning of Webtalk on Internet and Social Media Safety by Sri Murli Dhar, Jt. Commissioner of Police (Crime) on 20/7/2021.

Minutes:

The meeting resolved the following:



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1. Online academic activities, such as classes, projects and presentations, extension lectures and seminars/workshops will be carried out till the situation normalizes and offline classes are possible.
 2. The Academic subcommittee will prepare the Academic Calendar till December 2021, then add the next semester, modifying it according to the situation. WBSU Exam schedules will be followed as and when available.
 3. The Student Welfare Committee would be requested to continue the welfare measures like financial and technical support for the students.
 4. Psychological counseling will also continue online. Mentors and teachers would be asked to recommend students for counseling.
 5. The Principal emphasized the need for adequate placement facilities and career counseling for the students, as the most sought after job sector for humanities students, school and college teaching, has reached stagnation. There should be other avenues open before the students, she said. The focus of quality improvement this year, she suggested, should be Employability and Placement. Dr. Chaiti Mitra suggested the Placement Cell be expanded and become more active.
 6. The issue of cyber security was discussed, with confirmation of a web-talk on awareness planned earlier. Dr. Rohini Dharmapal, faculty, Department of Education, reported that she had been able to contact Sri Murli Dhar, Jt. Commissioner of Police (Crime), who had consented to address the students on the issue of Internet and Social Media Safety on 20th August 2021. Since the speaker was a much sought after expert, and the college had very little time for preparation, it was decided that a flyer and Google Meet link would have to be prepared at the earliest, and circulated to students.
- Dr. Sanghamitra Mukherjee, faculty, Department of Sanskrit, and Dr. Rohini Dharmapal would be asked to coordinate with the speaker and technical team. The welcome address would be delivered by the Principal and Dr. Chaiti Mitra would present the vote of thanks at the end.

All department heads would be asked to circulate the link in their respective departments and ensure the students have joined before the speaker.

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



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2. Online Meeting held on 21/9/21

Members present

1. Pravrajika Vedarupaprana
2. Dr. Chaiti Mitra
3. Smt. Parama Sarkhel
4. Dr. Gargi Gangopadhyay
5. Dr. Bidisha Chatterjee
6. Smt Debrupa Das
7. Smt. Tanju Datta
8. Dr. Saheli Roychoudhury
9. Pravrajika Amritarupaprana

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

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

1. Excellent student response and interaction with the Jt. Police Commissioner at the Internet Safety Webtalk held on 20th August. Dr. Chaiti Mitra Proposed that the students should be encouraged to create awareness among their peers and family members about the perils and pitfalls of the cyber world. She also suggested that such awareness and sensitization events should be followed up with student activities, only then would the process be complete and outcome achieved.
2. Dr. Bidisha Chatterjee and Dr. Saheli Roychoudhury suggested organizing a similar webtalk or seminar on IPR, and were asked to make a list of probable experts who could be invited. Dr. Roychoudhury suggested speakers from outside the state, if the event were to be online.
3. Career Counseling facilities for students was discussed, the Principal suggested a Career Fair be organized once the college reopened and the safety situation was normal.



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4. The Principal mentioned the difficulties of fresh faculty recruitment and funds, and suggested the college apply for an Autonomous status. The issue was debated and discussed and resolved that all faculty members be consulted for consensus. It was also decided that a few members will visit RKM Rahara to consult the Principal Maharaj on the issue.
5. The Principal mentioned that the college needed to prioritize career-based add on courses, as student progression beyond graduation was repeatedly being emphasized by NAAC. She mentioned the tie up with SNU and the progress with the proposed Hospital Management and other courses. It was decided that a team led by the IQAC members would oversee the add on courses and report to the IQAC periodically. Anchoring and Radio-jockeying were also discussed as future course possibilities.
6. The IQAC Coordinator mentioned the need of immediate and meticulous planning for the proposed NAAC visit, and suggested the distribution of work among a core team formed with teacher members in addition to the IQAC. It was resolved that a meeting will be held with an extended team for NAAC preparation.
7. Resolved that the Academic subcommittee be asked to prepare a Draft Academic Calendar in consultation with the Principal and IQAC Coordinator.
8. Resolved that a single form would be prepared for Students' Feedback for the outgoing batch, but the necessity for feedback from all stakeholders was acknowledged. Dr. Saheli Roychoudhury, Parama Sarkhel and Debrupa Das were assigned the task of preparing the feedback form.

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

3. IQAC Meeting held on 3/1/2022

A single agenda emergency meeting was convened at 1:15 pm to plan the Jan1-7 "Students' Activity Week" as directed by the H'ble Chief Minister of West Bengal.

Members present

1. Pravrajika Vedarupaprana
2. Dr. Chaiti Mitra



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3. Dr. Gargi Gangopadhyay
4. Dr. Bidisha Chatterjee
5. Smt. Tanju Datta
6. Dr Anasuya Chatterjee
7. Pravrajika Amritarupaprana

The meeting was held on 3/1/2022 at 1:15 pm to discuss the modalities of observing Students' Activity Week following the directives of the WB Govt. at such a short notice. It was presided over by the Principal, Pr Vedarupaprana. In the meeting the following student activities were planned:

1. Awareness workshop on Scholarships & other Assistance Schemes for Students, to be conducted by the Office
2. WB Govt. Credit Card for Students: Awareness Programme, to be conducted by Dr. Chaiti Mitra and Smt. Amrita Pramanik
3. Students' Performance on Gender based issues, overseen by the Cultural Subcommittee
4. Parent-teacher meet, to be held departmentally.
5. Poster competition for students on Mental Health Awareness: Dementia, organized by ICC and SWC

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

4. IQAC Meeting held on 16/2/2022

A meeting of the IQAC with the Placement Cell on Recent Student Placements and Future Placement Policies was held on Wednesday, 16th February 2022. 1.45, at the Principal's Meeting Room.

It was presided by the Principal, Pr. Vedarupaprana.

Agenda:

1. Professional Courses and Placement Opportunities
2. Placement Cell functions and policies



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3. Review of ongoing Professional Courses
4. Miscellaneous

Members present

1. Pravrajika Vedarupaprana
2. Dr. Chaiti Mitra
3. Dr. Gargi Gangopadhyay
4. Dr. Bidisha Chatterjee
5. Smt. Tanju Datta
6. Smt. Parama Sarkhel
7. Dr. Rakhi Ghosh (Invitee, Placement Cell)
8. Dr. Sanchali Bhattacharya (Invitee, Placement Cell)
9. Dr. Sanghamitra Mukherjee (Invitee, Placement Cell)

The following items were discussed:

1. The Principal reported the recent college initiatives on student placement, in collaboration with Tata Consultancy Services (TCS) CSR Programme. TCS would conduct a Youth Employment Programme for our students, followed by training and employment opportunities, she said. Keeping the academic schedule in mind, it was decided that the workshop would be held in April.
2. A detailed discussion was held on the policies and activities of the Placement Cell. It was decided that the Cell would coordinate the placement related activities, ensuring a smooth placement process for the students. This would help in providing a platform for interested students of the College to have an early exposure to employment avenues and explore their orientations and aptitudes.
3. It was also decided that some of the key responsibilities of the Placement Cell will include the following:
 - a) getting in touch with trainers
 - b) potential internship and employment providing companies



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- c) hosting job fairs
 - d) disseminating information to the students
 - e) facilitating the submission of student details to future employers
 - f) organizing pre-placement training for programmes for students which will include honing soft skills such as computer literacy, proficiency in spoken English, interview skills and the like.
4. The Principal requested the members to be particularly proactive since the college has not yet been able to offer significant placement or career opportunities to its students.
 5. A review on the ongoing add on courses was also held, and some changes suggested, eg, revamping of the Computer Course following student's and parents' feedback, division of 3 year courses into shorter modules that can be offered as separate courses for interested students, depending on their abilities.

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

5. IQAC Meeting held on 25/3/2022

A meeting to review and finalize the institutional policies was held on Wednesday, 25th March, at 11 am. Queries on leave rules and practices were also discussed. It was held in the Principal's Meeting Room, and presided by the Principal, Pr. Vedarupaprana.

Members Present

Pravrajika Vedarupaprana (Chair)

Dr. Chaiti Mitra

Dr. Gargi Gangopadhyay

Dr. Bidisha Chatterjee

Smt. Debrupa Das

Smt. Tanju Datta

Smt. Parama Sarkhel



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Dr. Anasua Chatterjee

Pravrajika Amritarupaprana

1. The members reviewed the existing institutional policies, including the Vision and Mission of the college. Dr. Chaiti Mitra and Dr. Gargi Gangopadhyay pointed out the necessity of inclusion of employability and self reliance of students as a mission of the holistic education provided by the college, which should be clearly reflected in the website.
2. Dr. Gargi Gangopadhyay and Dr. Anasua Chatterjee, convenors of the Website Committee, requested the IQAC to ensure that all major institutional policies be made available on the website. Accordingly, the following policies were discussed and reviewed:
 - a) Vision and Mission
 - b) Admission
 - c) Anti Ragging
 - d) Grievance Redressal
 - e) Participatory Management
 - f) Scholarships and Prizes
 - g) Environmental Practices
 - h) Placement and Career Support
3. It was decided that the policies would be uploaded on the college website after a review of the final drafts by the Principal and the IQAC Coordinator.
4. Dr. Chaiti Mitra mentioned certain queries and clarifications demanded by some teachers on leave for faculty. The Principal promised to look into the matter, including clarification from the proper authorities.
5. All faculty members were to be asked to be present at the Drone demonstration programme to be held the next day, 26th March.

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



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6. IQAC Meeting 25/5/2022

A meeting of IQAC with the Leave Committee members was held on Wednesday, 25th May, at 1.30 pm. Queries on leave rules and practices were discussed. This was followed by a meeting with the Infrastructure and Canteen Committee members to act upon the Student Feedback on Canteen facilities. Also discussed were the s NAAC preparations. It was presided by the Principal, Pr. Vedarupaprana.

Agenda:

1. Leave Rules
2. Student Feedback
3. NAAC Preparation
4. Miscellaneous

Members present:

Pr Vedarupaprana (Principal, Chair)

Dr Chaiti Mitra (Coordinator)

Smt Tanju Datta

Smt Parama Sarkhel

Dr Bidisha Chatterjee

Dr Gargi Gangopadhyay

Dr Saheli Roy Choudhury

Dr Anasuya Chatterjee

Dr. Sanghamitra Mukherjee (Leave Committee)

Dr. Sharmishtha Dutta (Leave Committee)



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Dr Saberi Rakshit (Leave Committee)

Dr Rohini Dharmapal (Leave Committee)

- I. The queries and clarifications regarding Earned Leave, especially the ones regarding attachment of holidays and vacations with ELs were discussed.
- II. It was decided that the Service Books were to be updated at the earliest for signature.
- III. The LC members mentioned certain lacuna in maintenance of teachers' attendance records. It was decided that biometry will be introduced to reduce such irregularities.
- IV. The student feedback analysis was discussed and suggestions and criticisms considered. The members of the Infrastructure and Canteen Committee were informed that students had identified one specific area – the college canteen – as a facility that needed to be improved. The matter was discussed. It was decided that an advertisement would be put up on the college website for an efficient canteen service provider.
- V. It was also decided that the pending AQARs will be submitted at the earliest, and that the NAAC peer team visit, due in Dec '22, will be postponed.

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

P. Vedatrapapana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan