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#### **IV. RKSMVV IQAC Meeting: 11/11/2022**

Notice 04/11/2022

A meeting of the IQAC will be held on 11<sup>th</sup> November 2022 for discussion on Open House and PTM feedbacks, community engagement and related issues. All members are requested to be present at 1.30 pm at the Principal's Meeting Room.

Agenda:

1. Feedback from students and parents
2. Community Engagement and Service Learning 2022-23
3. Miscellaneous

Minutes

Members present:

1. Pravrajika Vedarupaprana , Principal
2. Dr. Chaiti Mitra, IQAC Coordinator
3. Dr. Gargi Gangopadhyay, Member
4. Dr. Bidisha Chatterjee, Member
5. Smt. Tanju Datta, Member
6. Dr. Anasuya Chatterjee, Member

Agenda:

1. Feedback from students and parents
2. Community Engagement and Service Learning 2022-23
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The meeting was chaired by the Principal, Pravrajika Vedarupaprana.

1. The minutes of the last meeting were confirmed.
2. Dr. Chaiti Mitra started a discussion on the prospects of Service Learning as shared by her and Dr Sanghamitra Mukhereje, The NSS PO, who had attended a Service Learning Workshop organized by the Scottish Church College in August. She once again suggested the college introduce a Certificate Course on Service Learning which will blend community engagement and academic expertise of students. The Principal recommended that students could start by imparting basic value education lessons along with simple health and hygiene tips to small groups of children in their locality. All members agreed to this recommendation. Dr. Mitra suggested a student demography survey be undertaken first before the students are selected, to facilitate the process. It was decided that Dr. Mitra would meet students to explain the "Know Yourself" and "Each One Teach Four" models.
3. Department reports on Open House and PTM (Semesters I, III & V) were discussed and Course Outcome were analysed based on these reports.
4. Smt. Tanju Datta informed that a few clarifications were requested by teachers regarding leave rules. It was decided that the matter would be taken up in the next meeting. The Principal requested that the TC Secretary be asked to send her a list of the queries to enable her to be prepared for the clarifications.
5. Dr. Mitra reported on the progress of the Academic Audit.

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

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*P. Vedarupaprana*  
Principal  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan

*Chaiti Mitra*  
Co-ordinator, IQAC  
RKSM Vivekananda Vidyabhavan