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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)
Dr Chaiti Mitra
Dr Gargi Gangopadhyay
Dr Bidisha Chatterjee
Smt. Debrupa Das
Smt. Tanju Datta
Dr Saheli Roychoudhury
Smt. Parama Sarkhel
Dr Anasuya Chatterjee
Dr Sanghamitra Mukherjee (NAAC Core Committee)
Dr Rakhi Ghosh (NAAC Core Committee)
Dr Payal Bose Biswas (NAAC Core Committee)
Pravrajika 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.
11. Dr. Chaiti Mitra read out a report on the 4 FDPs (online) attended by 3 faculty members, Anurima saha, Amrita Pramanick and Sanju Lal, and suggested that the institution organize

short workshops on faculty development, to encourage overall faculty upgradation, including those who have completed the required FDPs.

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

P. Velasquez
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chait Mita
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan