



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

III. RKSMVV IQAC Meeting: 26/08/2022

Notice 19/08/2022

A meeting of the IQAC will be held on 26th August 2022 for discussion on the Plan of Action for the session 2022-23. All members are requested to be present at 11 am at the Principal's Meeting Room.

Agenda:

1. Plan of Action 2022-23
2. Miscellaneous

Minutes

Members present:

1. Pravrajika Vedarupaprana , Principal
2. Dr. Chaiti Mitra, IQAC Coordinator
3. Smt. Parama Sarkhel, Librarian
4. Dr. Gargi Gangopadhyay, Member
5. Dr. Bidisha Chatterjee, Member
6. Smt. Tanju Datta, Member
7. Dr. Anasuya Chatterjee, Member
8. Pravrajika Amritarupaprana, Office in Charge
9. Dr. Sudakshina Gupta, Professor, Dept. of Economics, University of Calcutta (External member)
10. Sri Debashish Saha , Industrialist (External member)
11. Smt. Arunima Kumar, Secretary, RKSMVV Alumni Association (External member)
12. Smt. Madhurima Bairagi, Student representative

Agenda:

1. Detailed Plan of Action, 2022-23
2. Miscellaneous

The meeting was chaired by the Principal, Pravrajika Vedarupaprana. The External Members of RKSMVV IQAC were welcomed by Dr. Chaiti Mitra.

Minutes

1. Minutes of the last meeting were confirmed.
2. Resolved that LMS and Student Satisfaction Survey to be introduced and uploaded on the college website at the earliest.
3. As suggested by the Principal, it was decided that 12th – 16th September will be observed as Orientation Week for the Freshers. They will be introduced to their respective departments, all the facilities, clubs, and activities of the college. Official classes will be held from 19/9/2022, following WB Govt. orders.
4. Resolved that the College Canteen has to be open from 11 to 5 on all 6 days of the week. A suitable agency has to be appointed/ hired to run the canteen. Decided that it will be advertised on the website. The Principal suggested the Alumni be contacted for leads.
5. Discussion was held on installing a beverage vending machine. Decided that the cost of installation and rent will be enquired into. The Principal mentioned that the college was not in a position to bear the cost.
6. Discussion on phone usage in the hostel was held. The Principal clarified the rules and regulations followed by boarders.
7. Resolved that the following seminars are to be organized during the year:
 - i) Workshop on Research Methodology for faculty, with external funding if possible
 - ii) Workshop on Research Methodology for students, held departmentally
 - iii) Seminar on IPR
 - iv) Seminar on AI and Ethics
 - v) Seminar on Environment (SHER directors Joydeep and Suchandra Kundu to be contacted)
8. Principal informed that rainwater harvesting by installing overhead reservoirs on Nivedita Bhavan will be initiated.
9. The convenor Dr Chaiti Mitra shared her experience of the Service Learning Workshop organized by the Scottish Church College, that she and Dr Sanghamitra Mukhereje, The NSS PO, had attended on 17th and 18th August. She suggested the college introduce a Certificate Course on Service Learning which will blend community engagement and academic expertise of students. Could be started with small student groups with interested faculty as facilitator.
10. Resolved that Green Audit to be carried out under ISO certified agency.

11. Dr. Chaiti Mitra reported that the initial data collection for Academic Audit has been done, final reports by a few departments are still pending. Decided that Dr. Sudakshina Gupta and Dr. Chaiti Mitra will go through the reports before the university is contacted for the final audit. Dr. Gupta suggested interdepartments internal audit to ensure parity in the reports.
12. Smt. Arunima Kumar, on being requested for a substantial increase in Alumni contribution for infrastructure reforms, like the college main gate, a large and prominent college hoarding, etc., assured the same after consultation with Alumni Association.
13. Smt. Madhurima Bairagi, student representative, expressed satisfaction with the curricular and co curricular activities. She requested immediate action on Canteen facilities, as many students were dependent on canteen food.
14. Librarian Smt. Parama Sarkhel discussed plans for upgrading library facilities. She mentioned that plans for setting up RIFD (security) gates were held up at the moment for lack of funds. It was decided that:
 - i) The Women Missionaries archive will be upgraded, mainly by digitizing and making an inventory of archived materials.
 - ii) Workshops on archiving will be held
 - iii) Sri Sarada Math Head Quarters and related institutions will be contacted for resourcing archived materials
 - iv) A team from the library sub committee will visit the Sister Nibedita Museum at Bagbazar.

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

P. Vadarupapana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mitra
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan