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**RAMAKRISHNA SARADA MISSION  
VIVEKANANDA VIDYABHAVAN  
33, SRI MAA SARADA SARANI  
DUM DUM, KOLKATA-700055**

## **IX. RKSMVV IQAC Meeting: 30/06/2023**

Notice 23/06/23

A Review Meeting of the IQAC will be held on 30<sup>th</sup> June 2023 at the Principal's meeting room. All members are requested to be present.

### Agenda:

1. Review of IQAC activities for the session
2. Prospectus
3. Planning for the next session
4. 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. Pr. Amritarupaprana, Office in Charge

The meeting was chaired by the Principal, Pr Vedarupaprana.

1. Pr. Amritarupaprana pointed out the urgency of updating and revamping of the College Prospectus. It was decided that henceforth e –prospectus will be uploaded on the college website, printed copies will be handed out to students till stocks last.
2. Further deliberations were carried out on Feedback forms and analysis. Smt Tanju Datta reported the difficulty in obtaining responses from employers.
3. Dr. Chaiti Mitra read out a comprehensive report on student feedback at the departmental Open House (Semesters 2, 4, 6). Students had expressed overall satisfaction regarding teaching-learning methods, some had mentioned the benefits of Mock Tests, while some mentioned problems in time management. The Principal advised tighter departmental supervision and mentoring.
4. Dr. Chaiti Mitra reported the formation of two special cells in accordance with UGC guidelines for equal opportunity, namely the SC-ST-OBC Cell and Minority Cell. The first meeting of the SC-ST-OBC Cell was held on 18<sup>th</sup> May 2023, and that of the Minority Cell on 25<sup>th</sup> May 2023.
5. The IQAC reviewed the plans made and targets achieved till date. The coordinator reported the successful completion of the Academic and Administrative Audit and ISO Certification including Energy Audit and Green Audit. She thanked all members for their cooperation during the processes.
6. The Principal shared plans of creating an Urban Forest and a Herbal Garden within the college campus, for which the State Biodiversity Board and experts from RKM, Narendrapur have already been consulted. Simultaneously a Biodiversity map of the campus will also be undertaken, generating awareness and knowledge among participating students.
7. Reports from the subcommittees and cells were discussed. The Principal expressed satisfaction at the overall performance of the units.
8. Resolved that more effective linkages will be made with institutions of repute.
9. Plans of introducing vocational courses in accordance with NEP directives were discussed.
10. Dr. Gargi Gangopadhyay and Dr. Anasua Chatterjee, convenors of the Website Committee emphasized the need of better coordination between the committee and teachers, subcommittees, cells and departments to regularly update the website. The LMS portal needed to be updated and the developer to be asked to be more prompt, they suggested.
11. Smt. Parama Sarkhel requested the Principal to expedite the installment of the RFID gate at the library entrance-exit.

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

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*P. Amritarupaprana*  
Principal  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan

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