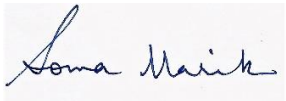


### Minutes of the IQAC Meeting 25/09/2019

1. Minutes of the previous meetings (5 July 2019 and 22 July 2019) were confirmed
2. One almirah for RUSA and IQAC and NSS documents to be ordered. Resolved that the existing IQAC almirah to be used. Further discussion is needed.
3. **IQAC Room:** Resolved that the new IQAC room will be shifted to the existing PG Staff room.
4. **ICT Workshop Surplus/:** Rs 6809/- (this includes the Rs 1500/- commitment form George Telegraph which is yet to receive). They want the photo of the event where their banner was displayed. SM will send this to PR. VR ASAP. Resolved that this money will be kept with the college as core fund of the IQAC. This shall be used on any event organized by the IQAC where the whole college is involved. Before disbursement the IQAC need to sit and decide. Resolved that a letter to be sent to the Managing Committee requesting for its approval for procedure to preserve and disburse the surplus fund which will be kept with the college.
5. **AQAR –July 2018 to June 2019:** Resolved that all the members of the IQAC shall send their inputs regarding AQAR *latest by 1<sup>st</sup> November 2019*. Noted that most of the subcommittees of the TC have not submitted the necessary data for AQAR. Only Research, Infrastructure, Library and Academic Subcommittees have sent their inputs. The departmental inputs from Economics are yet to receive.
6. **SEC:** Noted that Pure General Students will have to study SEC in their 5<sup>th</sup> and 6<sup>th</sup> Semesters. Resolved that under this circumstance permission letter to be sent to the Honourable VC of WBSU so that approval can be granted for Value Education Course in the 5<sup>th</sup> and 6<sup>th</sup> semesters. College will [prepare a syllabus for the said courses.
7. **NSS:** Reports to be gathered from the NSS Coordinator. Orientation to be done.
8. **Students' Representative of the IQAC:** Resolved that the 2<sup>nd</sup> year English Hours student Ms. Akanksha Krishnatre be recommended as the IQAC student representative for two years, since the previous student representative is no longer a student of the college. A Managing Committee resolution is needed for the purpose.
9. **Evaluation Rules of Internal Examination:** The answer scripts of the Internal examination are to be duly signed by the invigilators. The scripts after evaluation should be shown to the students. This should be communicated to the TC and its Academic Subcommittee. The marks given for attendance should also be shown to the students.
10. **Activity Plans from November 2019 to May 2020:**
  - Shantanu Chacraverty to be invited for a preliminary survey to chalk out concrete plans for green audit. He has already been given the College Guidelines for Green Campus. ----November 2019 (IQAC, Environment Cell and NSS)
  - Blood Donation Orientation and Camp—8 November 2019 and 14 November 2019 respectively (SWC)
  - Vidyarthini Home----10 November 2019; Freshers' Welcome---11 November 2019 in the second half.

- Annual Competitions to be planned in parallel sessions in November 2019 so that they could be over within less than a week. SWS Subcommittee is to draft the schedule.
  - Menstrual Health and Hygiene workshop with local community women and teenagers ---January 2020 (GRC and SWC)
  - College and Alumni Association Joint fair ---February 2020. During the fair an exhibition on women's work will be organized by Ebong Alap (GRC and IQAC).
  - Programme on Sexual Harassment and Mental and Physical Disability---March 2020 (GRC and ICC)
11. Resolved that the Principal would request maximum participation of the teachers in these programmes.
12. Resolved that the 10day Study Leave period tentatively in early December and in late April will be utilised for admin and other academic work of the teachers.

  
Co-ordinator, IQAC  
RKSM Vivekananda Vidyabhavan

26/09/2019

  
**Principal**  
**Ramakrishna Sarada Mission**  
**Vivekananda Vidyabhavan**

26/09/2019