



RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055
District : North 24 Parganas

Phone : (033) 2551-3452

Minutes of IQAC Meeting

Action Plan For AAA 2023

A single agenda IQAC meeting dated 17th May 2023 was held in response to the Academic Audit conducted in April 2023. The audit provided valuable insights and recommendations aimed at enhancing the quality of the college's academic programmes and overall institutional effectiveness. The action plan addresses these suggestions with a focus on continuous improvement, ensuring that the college meets and exceeds the highest standards of academic excellence. By implementing these strategies, the college is committed to fostering an environment that supports its mission, promotes student success, and advances its position in higher education.

The academic audit highlighted several key strengths of the institution,

- robust curriculum
- dedicated and qualified faculty
- strong student support services.
- environment conducive to academic excellence and student success

To sustain and build upon these strengths, the institution plans to implement ongoing professional development programmes for faculty, integrate innovative teaching methodologies, and enhance its support services with advanced engagement initiatives.

The academic audit has identified several key weaknesses.

WEAKNESSES IDENTIFIED

- Paucity of funds

Action Plan

- Apply more aggressively for educational grants from government agencies and private foundations
- Seek scholarships and funding opportunities for students to alleviate financial pressure
- Offer continuing education and certificate programmes to generate additional revenue
- Develop online courses and workshops to attract broader audience
- Organise alumni events to strengthen connections and encourage financial support
- Develop an alumni donation programme encouraging regular contributions
- Leverage alumni networks to access additional funding opportunities and sponsorships
- Approach larger corporates for sponsorships and donations and establish partnerships with local businesses for the same
- Develop CSR initiatives that align with institutional goals
- Establish and grow an endowment fund to provide a stable financial foundation and encourage major donors to contribute to the endowment for long-term support

P. Vadaruparana, 19.5.2023
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mukherjee 19/5/23
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



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- Enhance marketing efforts to attract more students and increase enrollment
- Introduce new and self-funded academic and extracurricular programmes to appeal wider audience
- Utilise social media platforms to promote campaigns and reach a wider audience
- Conduct comprehensive review of current budget to identify and eliminate unnecessary expenses and reallocate funds to prioritise essential programmes and initiatives.
- Implement cost-saving measures
- Inadequate teaching and non-teaching staff, unfulfilled sanctioned posts,
Action Plan
 - Conduct a comprehensive review of current staffing needs
 - Expedite the recruitment process to fill all vacant sanctioned posts
 - Collaborate with regulatory bodies to streamline approval processes for new hires
 - Implement an interim strategy to redistribute workload among existing staff until vacancies are filled
- Few departments with inadequate teaching faculty
Action Plan
 - Assess and prioritise departments with the most critical faculty shortages
 - Explore partnerships with other institutions with which college has MoUs or collaborations for faculty exchange programmes to temporarily address shortages
- Regulatory prohibition of appointment of Guest Faculty has resulted in difficulty to conduct the stipulated number of classes
Action Plan
 - Engage with regulatory bodies to seek flexibility or temporary exemptions for guest faculty appointments
 - Introduce virtual guest lectures and online adjunct faculty to supplement teaching
 - Increase collaboration with experts for guest seminars and workshops
- Lacking innovative teaching learning due to pressure of syllabus completion with limited time
Action Plan
 - Organise workshops and training sessions for faculty on efficient and creative teaching methodologies
 - Allocate dedicated time slots for innovative teaching methods within the academic calendar
 - Assign lecture materials and additional audio-visual supporting materials for students through LMS to review outside of class, freeing up in-class time.
 - Utilise educational software and interactive platforms to make learning more engaging and efficient.
 - Integrate small research projects to promote critical thinking and independent learning.

P. Vedarupapana, 19.5.2023
Principal
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- Provide short, intensive courses and workshops focusing on specific skills or topics that supplement the main curriculum.
- Use techniques such as case studies, problem-based learning, and role-playing to make classes more dynamic and student-centred.
- Form study groups where students can discuss topics and collaborate outside of regular class hours.
- Limited scope for excursions and field trips due to non-availability of funds

Action Plan

- Approach philanthropic organisations, alumni, and local businesses for sponsorships
- Apply for educational grants and funding opportunities from government and non-government organisations
- Partner with other institutes to share the cost of joint excursions and field trips
- Negotiate group discounts for educational trips
- Incorporate virtual immersive tours for low cost educational experiences

Additionally, our green campus, commitment to maintaining an anti-ragging environment, extensive outreach activities and an active alumni network have been commended.

- We will continue to prioritise sustainability efforts
- Reinforce anti-ragging policies through awareness and enforcement
- Expand our outreach programmes to benefit the broader community
- Maintain and further strengthen alumni relations.

Also, the college's highly effective placement cell, a diverse range of co-curricular courses, a well-stocked library, and the academic journal that facilitates faculty research has been highlighted as its strengths. To sustain and build upon these strengths, the institution plans to

- Enhance our placement cell by forging stronger industry connections and expanding our alumni network for better job opportunities
- Continually update and diversify the co-curricular offerings to ensure they meet current student interests and industry demands.
- Will encourage the faculty to engage in more interdisciplinary research and seek partnerships with other institutions for collaborative publications.

This action plan formulated intends to capitalize on the strengths and address the identified weaknesses effectively. Moving forward, the college is committed to implementing these strategies in a timely manner.

P. Vedampapanna, 19.5.2023

Principal
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