

## Minutes of the IOAC meeting 10/05/2019

### Members present:

1. Pravrajika Bhaswaraprana (in the Chair)
2. Pravrajika Amritarupaprana
3. Pravrajika Vedarupaprana
4. Soma Marik
5. Chaiti Mitra
6. Rakhi Ghosh
7. Bidisha Chatterjee
8. Parama Sarkhel

### Minutes

1. Minutes of the previous meeting were confirmed. One correction: Rakhi Ghosh questioned how syllabus can be distributed before a teacher of a single faculty department goes for a long leave.
2. Soma Marik raised the issue of reconsidering the issue of consequences of leave taken by teachers while minutes were being confirmed. She pointed out that consequences of leave cannot be evaluated without discussing the leave taken by the colleagues. IQAC has earlier was of the opinion that leave will be discussed by the Managing Committee. Soma Marik has also emphasized that leave is guided by statutes and the authority of leave is the Managing Committee. IQAC is a coordinating body of different structures of the college. It is supposed to encourage research, introduction of new courses and ICT related activities. Its quality control should not take the form of policing colleague's leave options. But it will surely help the principal in maintaining academic quality of departments by a collaborative approach.
3. **Leave of longer duration:** Resolved that if any teacher wants to avail of leave for more than three weeks will have to apply one month before to the Principal indicating how she seeks to compensate her loss of credit hours. The principal will then sit down with the department concerned to discuss the implications and let the IQAC know the situation.
4. Resolved that the **Managing Committee** will form **leave guidelines** in case of **long leave**.
5. **Reporting on NIRF Awareness Meeting** organized by the department of Higher Education (held on 3 May 2019): a) The copy of application already submitted by the College for new posts will have to be given to Sm. Jayasri Ray Chaudhuri, DPI again as reminder. b) Documentation is very crucial: all programmes should have banners and the photographs should indicate time and date. Important lectures or presentation

- should be recorded through voice recorder and by skype. Documentation on Student Progression should be kept regularly. d) Colleges have full autonomy over SECs. They can devise their own course and ratified by the respective BOS. VC has suggested that Yoga can be taken up by us get passed through the BOS education. The IQAC has resolved to take up Yoga for the 3<sup>rd</sup> Semester and Value Education for the 4<sup>th</sup> Semester. e) Regular research activities and seminar presentation should be encouraged by the college f) Study materials for remedial teaching can be sent through email. g) ICT enabled teaching should be encouraged.
6. Resolved that **Student Satisfaction Survey** should be taken every year online and linked to the website. This point is also found in the new format of AQAR.
  7. Resolved that the **Compliance Form on NIRF** should be filled up by the Principal
  8. **ICC and Anti-Ragging public notification** should be displayed ASAP.
  9. **Library:** Parama Sarkhel has reported that Library has given clearance to Saheli Roy Chowdhury. Resolved that the college will address the issue of installing AC in the library. The college will prepare an estimate of AC installation. Principal has appealed to the teachers also. She will explore possible donations. This is necessary for the preservation books and periodicals. Resolved to install a water purifier with cooling mechanism.
  10. Resolved to introduce NSS from the coming academic session. For this we need a rotational Coordinator. **General Course on Film Studies and self-financed BBA course** to be opened from 2020 and 2021 respectively.
  11. Resolved to take a structured feedback from all stake holders.

*Sona. Marik*  
Co-ordinator, IQAC  
RKSM Vivekananda Vidyabhavan  
10/05/2019

*Prasanna Chaswarafina*

Principal 10.5.19  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan