

MINUTES OF THE IQAC MEETING 03/10/2018

Members present

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

- I. Minutes of the previous meeting were confirmed.
- II. Resolved that marks of the Mid Term tests will be recorded in the College Marks Register and the HODs will retain the soft copy for departmental record
- III. Special tests will be held if the examinee acquires less than 40% in Hons. No such tests in GE and Pure General
- IV. The College will email format for marks of the Ist Semester Internal Examination along with registration numbers on 5th October and the HODs are supposed to submit the duly filled in mark sheet to the college by 10th October 2018. This has to be signed and sealed by the respective HODs.
- V. All results are to be displayed publicly at the entrance of the college.
- VI. Resolved that the HODs are required to submit the credit hours fulfilled by each teacher at the end of Ist Semester on 30th November 2018 to the Principal.
- VII. Noted that the CAS forms of Ms. Tanju Datta and Dr Saberi Rakshit required some discussion in the IQAC especially the new rules that came into effect from December 2017
- VIII. Resolved no special test will be held after in 2018 in the Internal Examinations
- IX. As per the instructions of NIRF an Innovation Cell was opened.

The meeting was adjourned after this due to lack of time and it was decided to recall the meeting on the 9th of October 2018

- X. Resolved that from next session the Academic Calendar should mention the Parent-Teacher Meeting. The date should be convenient for both the teachers and the guardians. This time many departments found that the guardians of the 3rd year students did not turn up.
- XI. Resolved from the next time the Examination Subcommittee shall take the responsibility of displaying the results on the notice board.
- XII. Noted that Dr. Sunetra Mitra has taken the laptop for repair and submitted the books that are required for her to get clearance from the college. Patama Sarkhel is yet to confirm.
- XIII. Resolved that college will apply ASAP for additional posts as per the new GO dated 27/09/2018. A letter should go from the principal to the Deputy Secretary seeking some clarifications on the both UG and PG programmes and on documents to be submitted. Apart from this the Principal is requested to follow up on the issue of getting posts sanctioned with Education Minister
- XIV. Resolved that the IQAC will organize a workshop on preparing the guidelines for Academic and Administrative Audit tentatively on 4th December 2018.

Soma Malik
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan

03/10/2018

Praerajita Daswanjona

Principal 3.10.18
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan