

## Minutes of the IQAC Meeting of 13 August, 2018

### **Members Present:**

1. Pravrajika Pradiptaprana
2. Pravrajika Bhaswaraprana (in the Chair)
3. Pravrajika Amritarupaprana
4. Pravrajika Vedarupaprana
5. Kalyan Nandi
6. Jaya Chakraborty
7. Debashis Saha
8. Soma Marik
9. Chaiti Mitra
10. Rakhi Ghosh
11. Kabita Nath
12. Bidisha Chatterjee
13. Parama Sarkhel
14. Ritu Polley

### Minutes

- I. Minutes of the last meeting (of 8<sup>th</sup> August 2013) were confirmed with some corrections.
  - (a) ICPR is willing to fund Rs 10,000 to the Department of Philosophy.
  - (b) Resolved that if the Department of Philosophy in consultation with the IQAC can involve the Research Cell in this, then the further lectures can be perhaps made inter-disciplinary. IQAC has resolved that in future other Departments should organise their talks in collaboration with the Research Cell to make them inter-disciplinary.
  - (c) Resolved that the Rs. 20,000 available for a programme on World Philosophy Day be used for a seminar titled Man and Environment. This will be a programme of the Department of Philosophy might be held in collaboration with the IQAC.
- II. Resolved that the RUSA funds be utilised for the expansion of the first floor of Swamiji Bhavan for laboratory and class rooms. Canteen renovation and modernisation, hostel renovation, and toilet renovation will be done with RUSA funding.
- III. Noted that the college authorities will be procuring separate funding from other sources to develop necessary infrastructure in order to start an integrated B.Ed.

Course. This is also based on the Vice Chancellor's assurance that the University will be issuing an order for a separate integrated B.Ed. course.

- IV. Resolved that in order to increase the student intake of the college, two steps are to be undertaken. First, a survey is to be organised hiring an external agency. Second, more aggressive publicity is necessary from February-March of every year. The Alumni Association will be requested to help in this publicity campaign.
- V. IQAC has to organise an ICT workshop and to look for sponsorship. ICT related guidelines can only be evolved through this workshop.
- VI. Resolved that fully worked out projects with academic value as well as financial implications must be worked out, so that the college can apply for meaningful assistance from MPLAD and MLALADs. Estimates and academic plans should be made with assistance from experts.
- VII. IQAC requests the College authorities to invest more money to avail optimum internet speed, and to call the cable operator to check problem with existing scheme of speed.
- VIII. Noted that Sri Kalyan Nandi is connected with the Uttarpara Joykrishna Library, the Sahitya Parishad Library, and the State Central Library. Resolved that the college should use his good offices to forge close connections between these Libraries and the College Library for resource sharing.
- IX. Resolved that the Library had to develop two distinct policies for external users. There should be one for outsiders, who can use the Library after getting themselves duly vouched by showing some standard identification to the Principal. They should have to deposit caution money to use books from the Library. Guidelines should also be prepared by the Librarian and the Library Sub-Committee, for those wishing to use the Archives of Women Missionaries. .
- X. Sri Debashis Saha is requested to help with the Career Counselling and Placement Cells of the College. Resolved that teachers and College authorities should meet the parents to generate enthusiasm and motivate students to take up vocational training. On 9<sup>th</sup> September 2018, when parents come to visit students, they should be told about the college plans for vocational training. Pravrajika Vedarupaprana has been requested to take a suitable date from George Telegraph.
- XI. Smt. Jaya Chakraborty has been requested to disseminate information about vocational courses among the ex-students.
- XII. The IQAC has requested the Alumni to fund the students counselling and the Gender Resource Centre. In agreement with Smt. Jaya Chakraborty estimates for these will have to be prepared and given to her.



- XIII. Sri Kalyan Nandi will explore what kind of grants can be obtained from the Higher Education Council.
- XIV. New Post Graduate and other courses: B.Ed, BBA course opening possibilities will be explored. The opening of PG courses in other disciplines as discussed on the 8<sup>th</sup> August 2018 meeting will also be explored.
- XV. Smt. Jaya Chakraborty on behalf of the Alumni Association has requested for a separate room with computer facilities.
- XVI. Noted that the Coordinator of IQAC has prepared draft rules for Academic and Administrative Audit. This is to be circulated through email to the members of the IQAC.
- XVII. Resolved that lesson plans are part of the academic audit, and therefore all Departments, all teachers, are requested to take Lesson Plan for Honours students of all the years as a serious component of their work.
- XVIII. The IQAC considered the guidelines for IQAC work and approved the draft placed. The final text reads as follows:

### **IQAC: GOALS, STRATEGIES AND GUIDELINES**

The Internal Quality Assurance Cell (IQAC) was formed in December 2013 following the UGC-NAAC guidelines as an integral part of the college's effort towards quality enhancement and sustenance.

#### **Primary Goals and Mission:**

- Ensure academic and administrative excellence in a sustained manner.
- Developing a process of systematic, conscious, consistent and catalytic improvement in the overall performance of the institution.
- Prioritization of quality enhancement through internalization of quality culture and institutionalization of best practices
- Promotion of environment and gender-friendly campus with special focus on social, physical and mental disability/ies
- Encouragement to quality research and dissemination

#### **Strategies:**

- Providing a sound basis for decision-making to improve institutional functioning through regular interaction with the Managing Committee
- Creating an internal and external mechanism for Academic and Administrative Audit

- Formulating an organised methodology of documentation and internal communication
- Enhancing coordination among various activities and bodies of the institution
- Issuing guidelines for green audit
- Facilitating a conducive institutional back up for ICT enabled teaching-learning and research

XIX. Resolved that the aim should be to hold two full IQAC meetings, including the external members, every year.

XX. The meeting ended with a vote of thanks to the chair and the external members.

*Soma Manik*

Co-ordinator, IQAC  
RKSM Vivekananda Vidyabhavan

13/08/2019

*Pranayika Bhaskarapurna*

Principal 13.8.19  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan