

## Minutes of the IOAC Meeting 06/06/2019

### Members present:

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

### Minutes

1. Minutes of the previous meeting were confirmed.
2. Resolved that the NSS would start from July 2019 with an advisory committee comprising Dr. Chaiti Mitra and Dr. Kabita Nath.
3. Noted that all the grievances raised are in the process of being addressed.
  - PG department of Philosophy will talk to its Guest Faculty regarding the complaint lodged against her.
  - Principal will convey to the HOD Political Science that the IQAC coordinator, T. C. Secretary and the SWS Convener will not meet the students along with the Principal and the matter should be addressed internally and confidentially.
4. Coordinator reported that the IQAC, ICC, GRC and Anti Ragging cell have been updated on the website. But the data on RTI is dated. Principal will explore for a new person to take the charge for RTI cell. Noted that Dr. Chaiti Mitra is willing to take the charge.
5. Noted that the guidelines for a green campus have been finalized. Resolved to take first steps towards going for a green audit. So these guidelines will be sent to the experts who will be invited to visit the campus for an initial survey.
6. Resolved to go for online structured feedback from all stakeholders.
  - As per the clarifications given by WBSU 'employer' means employer of the former students.
  - Website expert will explain us the technicalities.
  - Formats to be finalized after getting all written suggestions from all permanent teachers by 28<sup>th</sup> June 2019.
  - The questions and language should be more simple.
  - Students should give their opinions on the office, class four staff and the library.
  - Coordinator has been requested to allocate the IQAC members to take charge of finalizing the format of each stakeholder.
  - The IQAC meeting of 5<sup>th</sup> July 2019 will finalize the formats.

7. Resolved to opt for a thorough change of our website. Noted the proposal for changing our existing web developer. Principal will consult with the Principal of Belur Vidyamandir. SSR to be removed from our website.
8. Changes in Academic Calendar: Resolved that the College shall reopen on 1<sup>st</sup> July 2019; first Parent-Teacher meet will be held on 18<sup>th</sup> August 2019. This has to be informed to the Academic Subcommittee by Pravrajika Vedarupaprana.
9. Resolved that Pravrajika Vedarupaprana, Dr. Soma Marik and Dr. Saberi Rakshit will visit Banipur Post Graduate Government Institute For Physical Education in order to discuss about the syllabus for SEC for Semester III and Semester IV on 10<sup>th</sup> June 2019
10. Resolved that ICT workshop to be organized on 9<sup>th</sup> or 11<sup>th</sup> September 2019.
  - Proposal to keep the number of participants within 120 (maximum).
  - Participants will be requested to bring their own laptop and dongle. The three resource persons: Dr. Partha Sarathi Mukhopadhyay (Associate professor and Head, Department of Library and Information Science); Dr Manas Kumar Baidya (Principal Malda College); Sri. Kankan Sarkar, (Assistant Professor, Department of Mathematics and Coordinator, Department of Computer Science and Application) will be given a high speed wi-fi connection.
  - Online Registration Fees will be kept at Rs 400 for full time and Permanent Part time teachers and Rs. 200 for Guest Faculty.
  - Approximate budget is between Rs. 45000 to 50000. Budget and the programme will be finalized in the next meeting. The office will be providing the expense related to internet connection for the Resource Persons by 1<sup>st</sup> July 2019. Possibilities for corporate funding and donation will be looked into.
  - The following committees will work to make the workshop a success:
    - ✓ Welcome, Registration and Attendance Certificates
    - ✓ Technical Assistance
    - ✓ Food and Refreshment
    - ✓ Finance and disbursement of Honoraria and T. A.
    - ✓ Publicity and Kit

*Soma Marik*

**Co-ordinator, IQAC**  
**RKSM Vivekananda Vidyabhavan**

06/06/2019

*Pravrajika Vedarupaprana*

**Principal 6.6.19**  
**Ramakrishna Sarada Mission**  
**Vivekananda Vidyabhavan**