



## Vivekananda Mission Mahavidyalaya

NAAC Accredited College, Affiliated to Vidyasagar University  
Chaitanyapur (Haldia), Kukrahati to Haldia Rd, Sutahata,  
Purba Medinipur, West Bengal - 721645

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### Minutes of IQAC meetings and Action Taken Report 22-23



*Principal*  
Principal  
Vivekananda Mission Mahavidyalaya  
P.O.-Chaitanyapur, Purba Medinipur, W.B.

## Resolutions of IQAC meetings of 2022-23

IQAC meeting dates - 6.09.22&9.09.22, 1.11.22, 29.11.22, 3.01.23&7.01.23, 30.01.23, 21.02.23, 25.04.23 and 27.06.23

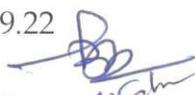
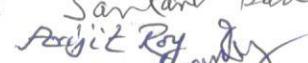
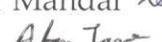
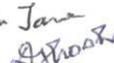
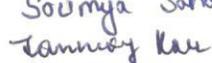
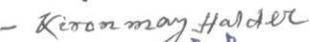
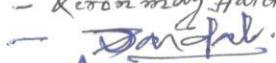
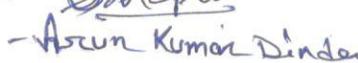
Meeting dates: 6.09.22 and 9.09.22

As all the agenda in the meeting could not be covered on 6.09.22, a second meeting was held on 9.09.22.

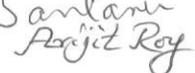
### Agenda:

1. Confirmation of the resolutions of the meeting dated 22.06.22
2. Continuation of the good practices begun lately
3. New quality initiatives
4. Tabling of the the feedback data
5. Mobilization of funds
6. Criterion wise stock taking
7. AQAR 20-21 preparation
8. PO/CO attainment
9. Miscellaneous

### Members Present on 6.09.22

1. Sri Partha Batabyal 
2. Dr. Manabendra Sahu 
3. Dr. Santanu Basu 
4. Dr. Arijit Roy 
5. Dr. Dipak Kumar Mandal 
6. Dr. Atanu Jana 
7. Dr. Dipesh Ghosh 
8. Dr. Munmun Dey 
9. Dr. Gopal Mandal 
10. Dr. Soumya Saha 
11. Dr. Tanmoy Kar 
12. Sri Kiranmoy Halder - 
13. Sri Srideb Mondal - 
14. Sri Arun Kumar Dinda - 

### Members Present on 9.09.22

1. Sri Partha Batabyal 
2. Dr. Manabendra Sahu 
3. Dr. Santanu Basu 
4. Dr. Arijit Roy 

5. Dr. Dipak Kumar Mandal *Dipak Kumar Mandal*
6. Dr. Atanu Jana *Atanu Jana*
7. Dr. Dipesh Ghosh *Dipesh Ghosh*
8. Dr. Munmun Dey *Munmun Dey*
9. Dr. Gopal Mandal *Gopal Mandal*
10. Dr. Soumya Saha *Soumya Saha*
11. Dr. Tanmoy Kar *Tanmoy Kar*
12. Sri Kiranmoy Halder *Kiranmoy Halder*

Resolutions of the meetings dated 6.09.22 and 9.09.22:

Agenda 1: Confirmation of the resolutions of the meeting dated 22.06.22: The IQAC has been newly constituted on 1.09.22 and the newly formed IQAC sitting for the first time welcomed the new members amidst them. Next the resolutions of the meeting dated 22.06.22 were read out and confirmed.

Agenda 2: Continuation of the good practices begun lately: The IQAC Coordinator read out the good practices that the IQAC has initiated in the last year. It was also felt that some of those practices needed to be strengthened, like for example the mentor-mentee system, alumni registration mechanism, grievance redressal system etc. As far as mentor-mentee, it was felt that on the retirement of Dr. Pradip Kumar Dash, two other teachers needed to be chosen who will do the mentor-mentee selection like Dr. Dash did last year.

Agenda 3: New quality initiatives:

a) It was felt that the dearth of teachers in different departments was adversely affecting teaching-learning in those departments. As it was not possible for the college to appoint teachers, it was decided that the college arrange seminar lectures by qualified academics for the benefit of the students of those departments.

b) It was felt that the college needed to earmark its Best Practices and Institutional Distinctiveness and build on them from now on. The two Best Practices, thus, chosen were i) Clean and Green Campus and ii) Digitization of curriculum transaction. The institutional distinctiveness selected was Esho Manush Hao (Be and Make Man). A three member committee comprising Dr Dipesh Ghosh, Dr. Tanmoy Kar and Sri Samir Kumar Maity was formed to oversee the Esho Manush Hao programme. It was felt that for greenification of campus, water logging in the land in front of science building needs to be addressed. The College President assured that he will look into the matter.

c) It was felt that the college subcommittees needed to be made functional. The IQAC Coordinator proposed that each sub-committee head submit a report every 3/6

monthson the activities of the respective sub-committee in that period. The proposal wasaccepted.

d) As the old biometric device was malfunctioning, and the college office was finding itdifficult to retrieve essential data from the system, a proposal of having a new biometric device came up. The members urged the college authority to use biometric data to fix accountability, provided which an upgraded biometric system be installed.

Agenda 4: Tabling of the feedback data: The feedback data that was taken in offline/online mode was put before the IQAC by the feedback committee. The responses of the students to the overall academic scenario in the college was found to be on the whole satisfactory. The response of the teachers to the academic environment including infrastructural facilities in the college was not however very satisfactory. Dearth of books in the library along with poor sanitary facilities were highlighted. In the light of the feedback from teachers, it was resolved that the existing washrooms of both the male and the female teachers are to be renovated.

Agenda 5: Mobilization of funds: Sri Srideb Mandal, alumni of the institution and more importantly a reputed business person in the Haldia belt assured the college authority that he will do his utmost to tap into his contacts among industrialists in Haldia and arrange meetings of college representatives with the HR's of reputed industrial houses in Haldia. It would then be up to the college to convince the industrial houses to release funds for the development of the college.

Agenda 6: Criterion wise stock taking: The Criteria were redistributed among IQAC teacher members following the formation of the new IQAC. Among additions and changes, Dr. Dipak Kumar Mandal was given the charge of Criterion 1, Dr. Atanu Jana and Dr. Arijit Roy would be jointly in charge of Criterion 2, Similarly Dr. Dipesh Ghosh and Dr. Tanmoy Kar would be jointly in charges of Criterion 5 and 7 respectively. Also, to ensure accountability the IQAC Coordinator suggested that criteria heads submit reports every month on the quality initiatives undertaken by them in their criteria in that period. The IQAC Coordinator read out some such quality initiatives that could be executed in each of the criteria for the benefit of the criteria heads.

Agenda 7: AQAR 20-21 preparation: The respective criteria heads were requested to activate their respective criteria Whats app groups and start collecting data for AQAR 20-21. A deadline of 28th September (last day before the Pujas) was set by which they would have to finish the above process.

Agenda 8: PO/CO attainment: The IQAC felt that once more we need to find out to what extent our outgoing 6th sem students have been able to achieve the requisite PO/CO. As like last time, it was decided thatPO/CO will be measured by both the direct and indirect method.

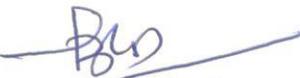
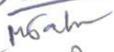
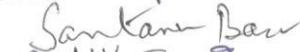
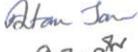
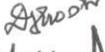
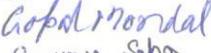
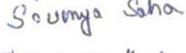
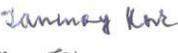
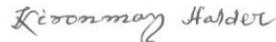
Agenda 9: Miscellaneous: There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Meeting date: 1.11.22

Agenda:

1. Confirmation of the resolutions of the meetings dated 6.09.22 and 9.09.22
2. Submission of AQAR 20-21.
3. Procurement of data by individual criteria heads.
4. Miscellaneous

Members Present:

1. Sri Partha Batabyal 
2. Dr. Manabendra Sahu 
3. Dr. Santanu Basu 
4. Dr. Arijit Roy 
5. Dr. Dipak Kumar Mandal 
6. Dr. Atanu Jana 
7. Dr. Dipesh Ghosh 
8. Dr. Munmun Dey 
9. Dr. Gopal Mandal 
10. Dr. Soumya Saha 
11. Dr. Tanmoy Kar 
12. Sri Kiranmoy Halder - 

Resolutions of the meeting dated 1.11.22:

1. The resolutions of the meetings dated 6.09.22 and 9.09.22 were read out and confirmed.
2. It was decided that the college would submit AQAR 20-21 within the scheduled date of 31<sup>st</sup> December 2022 and the President of the College Governing Body and the Principal of the College (Chairperson of the College IQAC) expressed concern that AQAR 20-21 preparation has not progressed much from the last meeting. They were told that the month-long Puja Vacation has come in the way of AQAR 20-21 preparation.
3. It was felt that teachers needed to be taken on board in the process as they will have to procure data and documentary evidence for the exercise. It was, therefore, decided that in the ensuing meeting of the College President with the teachers (Bijoya Sammelan, that was to be held later on the very same day), the college IQAC will request the teachers to assist actively in the AQAR preparation process. The deadline of 30<sup>th</sup> November 22 was also set for procurement of data by individual Criteria heads.
4. There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Meeting date: 29.11.22

Agenda:

1. Confirmation of the resolutions of the meeting dated 1.11.22
2. Collection and uploading of data for various criteria
3. Miscellaneous

Members Present:

1. Dr. Manabendra Sahu *Mbahu*
2. Dr. Santanu Basu *Santanu Basu*
3. Dr. Arijit Roy *Arijit Roy*
4. Dr. Dipak Kumar Mandal *Dipak Mandal*
5. Dr. Atanu Jana *Atan Jan*
6. Dr. Dipesh Ghosh *Dipesh Ghosh*
7. Dr. Munmun Dey *Munmun Dey*
8. Dr. Gopal Mandal *Gopal Mandal*
9. Dr. Soumya Saha *Soumya Saha*
10. Dr. Tanmoy Kar *Tanmoy Kar*

Resolutions of the meeting dated: 29.11.22:

1. The resolutions of the meeting dated 1.11.22 were read out and confirmed.
2. It was decided in the meeting that all criteria heads are to upload all the details, write-ups, documents they have prepared and collected by Sunday latest (4.12.22) to the iqac@vmmahavidyalaya.ac.in Google account. In case they have problem logging into that account, they can upload it to any other account, providing access to the IQAC coordinator.
3. There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Meeting dates: 3.01.23 and 7.01.23

As the criteria-wise discussions could not be completed on 3.01.23, a supplementary meeting about the remaining criteria was held on 7.01.23.

Agenda:

1. Confirmation of the resolutions of the meeting dated 29.11.22
2. Criteria wise discussion for the betterment of college.
3. Financing of various college programmes.
4. Miscellaneous

Members Present on 3.01.23:

1. Dr. Manabendra Sahu *mbch*
2. Dr. Santanu Basu *Santanu Basu*
3. Dr. Dipak Kumar Mandal *Dipak Mandal*
4. Dr. Atanu Jana *Atanu Jana*
5. Dr. Dipesh Ghosh *Dipesh Ghosh*
6. Dr. Munmun Dey *Mun Mun Dey*
7. Dr. Gopal Mandal *Gopal Mandal*
8. Dr. Tanmoy Kar *Tanmoy Kar*

Members Present on 7.01.23

1. Dr. Manabendra Sahu *mbch*
2. Dr. Santanu Basu *Santanu Basu*
3. Dr. Arijit Roy *A. Roy*
4. Dr. Dipak Kumar Mandal *Dipak Mandal*
5. Dr. Atanu Jana *Atanu Jana*
6. Dr. Dipesh Ghosh *Dipesh Ghosh*
7. Dr. Munmun Dey *Mun Mun Dey*
8. Dr. Gopal Mandal *Gopal Mandal*
9. Dr. Tanmoy Kar *Tanmoy Kar*

Resolutions of the meetings dated 3.01.23 and 7.01.23:

1. The meeting on 3.01.23 was convened in the aftermath of successful submission of AQAR 20-21 on 31.12.22. The meeting intended to chart out the different quality initiatives that can be put in place in the college. First the resolutions of the meeting dated 29.11.22 were read out and confirmed. After that discussion about the quality enhancement measures in each of the respective criteria began in right earnest. As the discussion could not be completed on 3.01.23, a supplementary meeting took place on 7.01.23 to consider the same agenda.

2. The quality enhancement measures the college IQAC resolved to put in place in the college are:

Criteria 1:

- A. Preparation of Academic Calendar (a semester-wise academic calendar to be prepared before the beginning of a semester where each individual event of the college is to be pointed out). College website to carry event-wise schedule in the website calendar.
- B. Beginning of a bouquet of Certificate Courses - Based on the feedback received from students, the college would be offering its students a slew of certificate courses.
- C. Feedback through mentors - also feedback to be analysed and action to be taken on it.

Criteria 2:

- A. Mentor-mentee system to be strengthened.
- B. Identification of advanced learners and slow learners and appropriate remedial measures.
- C. Smart i.e. audio-visual classes to be taken regularly.
- D. Experiential learning: Departments to be encouraged to undertake study-visits, like for example History Department visiting museums.
- E. Lesson Plan to be made available to students through ERP. No provision of class attendance without lesson plans.
- F. Also tutorials and updated question papers to be uploaded in the LMS of college ERP.
- G. Month-wise student and teacher class record data to be maintained.
- H. Only students with requisite attendance would be allowed to sit for internal exams. The list would be centrally prepared following ERP.
- I. Transparency in internal exam assessments to be ensured by allowing students to see their examined scripts.
- J. Making departments ready for NAAC by encouraging them to prepare a departmental profile.

Criteria 3:

- A. Establishment of a Research Centre.
- B. Inception of incubation centre, making entrepreneurship cell functional.
- C. One seminar to be organized by each Honours department in a year- Budget Rs. 6,000/- each.
- D. IPR and RM: 2 seminars each in a year to be organized by IQAC- Budget Rs. 10,000/- each.
- E. Student and faculty participation of each individual department in at least one programme of NSS.

- F. Student and faculty participation of each individual department in at least one outreach programme of NSS.
- G. Making MOU's effective by organizing follow-up programmes in collaboration with our partners.
- H. Ensuring foolproof data capturing of research related information in the IQAC sub-menu

Criteria 4:

- A. Upgradation of Classroom infrastructure.
- B. Upgradation of Wi-Fi infrastructure.
- C. Upgradation of Computer Infrastructure.
- D. Upgradation of Smart-space infrastructure.
- E. Updation of stock register.

Criteria 5:

- A. All student records to be collected from HOD's by providing them a hard copy format that includes all kinds of student data necessary for NAAC.
- B. Capacity building courses to be regularized as Yoga/life skill has been. Other capacity building courses include those run by TCS, Aksharekha Swanirbhar Prasikshan Kendra and the proposed one of Mahindra.
- C. Strengthening of the grievance redressal mechanism.
- D. Alumni Society to be registered. An alumni WhatsApp group to be created including all those present in the Alumni Reunion. Alumni contribution through website to be made operational.

Criteria 6:

- A. Meetings of sub-committee to take place at least every six months and resolutions of the same to be kept. Similarly departmental resolutions to be stored.
- B. Budget estimate to be prepared before the beginning of the financial year.
- C. 360 degree Teacher appraisal to take place through software provided by our software vendor.
- D. Financial support to teachers to be made more wide-ranging.
- E. The e-governance policy of the institution to be framed after discussion with all the stakeholders and the annual e governance report to be prepared regularly.

Criteria 7:

- A. Green, Energy and Environment audit to take place this year also.
- B. Disabled friendly facilities to be set up including disabled friendly washrooms.
- C. Waste management through vermicompost. Purchase of containers for disposal of solid waste. Also disposal of E-waste through Hulladek.
- D. Rain-water harvesting by earmarking an area for the same and carrying out necessary constructions there.

- E. Electricity generated through solar panel to have a separate grid.
- F. Organization of gender-sensitization programmes including self-defense programmes. Also preparation of a gender audit.
- G. Installation of LED lights and sensor-based gadgets.
- H. Greenification of the area between the Library Building and the Science Block. Effective drainage system to be put in place.
- I. Institutional Distinctiveness and Best Practices as identified to be emphasized through institutional activities.

It was also decided that the above document would be placed in the Teachers' Council meeting that would be taking place on 17.01.23 so as to ensure teachers active participation in the quality initiatives.

- 3. It was decided that financial allocation for college programmes would be sanctioned once all programme data is made available to the criteria-head under whose criteria the programme falls.
- 4. There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Meeting date: 30.01.23

Agenda:

1. Confirmation of the resolutions of the meetings dated 3.01.23 and 7.01.23
2. Data collection for the purpose of NAAC
3. QIm writing for SSR
4. Selecting SEC, DSE and DSC courses that involve cross-cutting issues
5. Innovative teaching techniques
6. Sub-committee activities
7. Implementation of certificate course and preparation of course module
8. Miscellaneous

Members Present:

1. Dr. Manabendra Sahu *M.Sahu*
2. Dr. Santanu Basu *Santanu Basu*
3. Dr. Dipak Kumar Mandal *D.K. Mandal*
4. Dr. Dipesh Ghosh *Dipesh Ghosh*
5. Dr. Munmun Dey *Munmun Dey*
6. Dr. Gopal Mandal *Gopal Mandal*
7. Dr. Soumya Saha *Soumya Saha*
8. Dr. Tanmoy Kar *Tanmoy Kar*
9. Sri Kiranmoy Halder - *Kiranmoy Halder*

Resolutions of the meeting of 30.01.23:

1. The resolutions of the meetings dated 3.01.23 and 7.01.23 were read out and confirmed.
2. Each criteria-in-charge is to finalize what kind of support they would need from individual departments and sub-committees and enter that within Wednesday, 1st Feb in the Google doc file that would be shared. Each criteria-in-charge to start collecting data from 2019-20 to the present and store them in Google Drive creating folders and naming them after the metrics and year of data. Hard copy of the same data to be provided to IQAC where they would be stored in physical format.
3. Writing of the qlms for SSR to begin. The first draft of the qlms is to be ready by 15th March.
4. IQAC to hold meetings with individual Hons. departments from Thursday, 2nd Feb onwards according to a pre-scheduled time table so as to identify the SEC and DSC and DSE courses in that subject which contains cross-cutting issues like ethics, gender, human values, environment and sustainability etc. The IQAC intends to persuade the departments to offer their students such interdisciplinary courses.

5. The college IQAC intends the departments to adopt student-centric teaching methods. A few such innovative methods identified by the IQAC include Group Discussion, Peer teaching, Debate, Field trips, Model making, Poster making, Performing texts, Student Seminar, Quiz, Open book test etc. The Criteria 2 head is requested to persuade the departments to adopt the above-mentioned innovative teaching techniques.
6. Criteria-heads to identify subcommittees that fall under their criteria and delegate one member of their criteria team to liaison with the subcommittee so as to make the sub-committees more effective in discharging their functions.
7. All students of 2nd, 4th and 6th sem to be offered certificate courses. The certificate courses are to be selected by the departments based on the feedback received from the students. Each department will prepare the module of certificate courses by 15th Feb and the certificate courses are to be rolled out from March.
8. There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Meeting date: 21.02.23

Agenda:

1. Confirmation of the resolutions of the meetings dated 3.01.23 and 7.01.23
2. Request of Dr. Gopal Mondal regarding sharing of responsibility in Criteria IV
3. Proposed NAAC timeline
4. Feedback report, modalities
5. NEP implementation
6. Add on courses, exact format and modalities
7. Tabling of Academic Calendar
8. Tabling of e governance policy of the institution
9. Outreach, extension activities exact format including a proposed meeting with NSS Secretary in the future.
10. Institutional Perspective Plan
11. Meeting of the IQAC with the faculty
12. Uploading of videos and pictures in the college's social media account
13. Miscellaneous

Members Present:

1. Dr. Manabendra Sahu *M Sahu*
2. Dr. Santanu Basu *Santanu Basu*
3. Dr. Dipak Kumar Mandal *Dipak Mandal*
4. Dr. Dipesh Ghosh *Dipesh Ghosh*
5. Dr. Munmun Dey *Munmun Dey*
6. Dr. Gopal Mandal *Gopal Mandal*
7. Dr. Soumya Saha *Soumya Saha*
8. Dr. Tanmoy Kar *Tanmoy Kar*
9. Sri Kiranmoy Halder *Kiranmoy Halder*

Resolutions of the meeting held on 21st February, 2022:

1. The resolutions of the meeting dated 30.01.23 were read out and confirmed.
2. Dr. Arijit Roy to take independent charge of Criteria 4 and Dr. Gopal Mondal will assist Dr. Atanu Jana in Criteria 2.
3. Proposed time-line of NAAC assessment - NAAC assessment period: From 19-20 to 23-24. IIQA to be submitted by July 2024. SSR by August 2024. DVV - August 2024, September 2024. Peer Team visit later in the year. SSR preparation for 19-20 to 21-22 to begin in right earnest.
4. Outgoing 6th sem students feedback to be taken in online mode, in a centralized manner and to be completed by 15th April.
5. The college IQAC decided to be prepared for the implementation of NEP in the coming academic session. A proposal for organizing awareness programmes that

includes seminars/workshops on ABC (Academic Bank of Credits), Digi Locker and NEP was, therefore, accepted.

6. Add-on courses will be in blended mode, with all three semesters and minimum outside support.
7. Even semester Academic Calendar of 22-23 to be finalized by the end of this week.
8. The e-governance policy document prepared by Dr. Munmun Dey after discussion with different stakeholders was put before the IQAC. Dr. Santanu Basu suggested that the e governance policy document also needs to stress the e governance initiatives of the West Bengal state government of which the college is a beneficiary. Subject to such other minor modifications, the policy document was accepted by IQAC.
9. Outreach & Extension activities framework to be provided by Dr. Soumya Saha soon. Proposed date for meeting NSS secretary to be finalized after consultation with her.
10. The Institutional Perspective Plan including long term and short term goals of the institution was prepared by Criteria 6 head and put before IQAC. The IQAC made a few suggestions after which the proposed plan was accepted.
11. As a part of putting the Institutional Perspective Plan into action, it was decided that the IQAC will sit with all the faculty members at the beginning of the new semester and fix quality benchmarks for the departments to achieve. A review of the progress of the individual departments will take place at the end of the semester.
12. College You-Tube and FaceBook account details will be shared by Sri Debajit Sensarma and Sri Bidhan Halder with the HOD's so that they can upload relevant videos/photos of their departmental activities in the college social media pages.
13. Miscellaneous-
  - a) A departmental checklist month wise for the departments to follow from March onwards to be prepared by IQAC Coordinator.
  - b) Accountability format to be prepared for all IQAC members, with plans for each 15 days and outcome of the said plan after the specified period.

There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Meeting date: 25.04.23

Agenda:

1. Confirmation of the resolutions of the meeting dated 21.02.23
2. SSR preparation
3. Tabling of the annual e governance report for the financial year 2022-23
4. Adherence to the academic calendar
5. Institution Innovation Council in charge
6. Year Planner Preparation
7. Date of Departmental Educational Tours
8. ERP related issues
9. Miscellaneous

Members Present:

1. Dr. Manabendra Sahu
2. Dr. Santanu Basu *Santanu Basu*
3. Dr. Dipak Kumar Mandal *Dipak Mandal*
4. Dr. Dipesh Ghosh *Dipesh Ghosh*
5. Dr. Munmun Dey *Munmun Dey*
6. Dr. Gopal Mandal *Gopal Mandal*
7. Dr. Soumya Saha *Soumya Saha*
8. Dr. Tanmoy Kar *Tanmoy Kar*
9. Sri Kiranmoy Halder - *Kiranmoy Halder*

Decisions arrived at in the meeting held on 25.04.23:

1. The resolutions of the meeting dated 21.02.23 were read out and confirmed.
2. SSR preparation to begin. Criteria-in-charges to write down their responses (writing and also collecting documents) to at least 1 QIM and 1 QnM as identified by the Co-ordinator. The academic years under review will be from 2019-20 to 2022-23.
3. The annual e-governance report for the financial year 2022-23 prepared by Prof. Suvankar Gayen was put before the IQAC. The IQAC felt that in some instances the college could cut down on the e-governance expenses. It was felt that a new cheaper alternative, for example, could be explored for the online UG/PG admission.
4. The Academic Calendar will be strictly adhered to. From 2<sup>nd</sup> May onwards, cultural, sports and observation/outreach activities will take place following the Academic Calendar.
5. Dr. Susnata Bera will be looking after the Institution Innovation Council (IIC) of the college.

6. A Year Planner for next one year to be prepared by the IQAC for Departments, individual teachers and facilities of the college like NCC, NSS, the sub-committees to follow taking inputs from the earlier prepared Departmental Duties file.
7. The date for conducting Educational Tour for this academic year by individual departments is being extended to 31<sup>st</sup> May 2023.
8. A few ERP related issues regarding Academic Plan has been identified for Criteria II in charge to resolve. Criteria IV in charge to make arrangements for a Log book for ICT classes.
9. A few other issues also came up for discussion like providing good Wi-Fi speed, online Alumni registration, updating Financial Audit, preparing Budget, conducting regular Academic & Administrative Audit, ISO certification, solar energy utilization etc.

There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Meeting date: 27.06.23

Agenda:

1. Confirmation of the resolutions of the meeting dated 25.04.23
2. Preparation of academic calendar for odd semesters
3. Feedback report
4. Organization of Induction Programme
5. Organization of Faculty Development Programme
6. Miscellaneous

Members Present:

1. Dr. Manabendra Sahu
2. Dr. Santanu Basu *Santanu Basu*
3. Dr. Dipak Kumar Mandal *Dipak Mandal*
4. Dr. Dipesh Ghosh *Dipesh Ghosh*
5. Dr. Munmun Dey *Munmun Dey*
6. Dr. Gopal Mandal *Gopal Mandal*
7. Dr. Soumya Saha *Soumya Saha*
8. Dr. Tanmoy Kar *Tanmoy Kar*
9. Sri Kiranmoy Halder - *Kiranmoy Halder*

Resolutions of the meeting of 27.06.23:

1. The resolutions of the meeting dated 25.04.23 were read out and confirmed.
2. Academic Calendar for 2023-24 odd semester to include internal assessment dates, CIA dates, mentor-mentee meeting dates, Parents Teacher meeting dates, sports and cultural events dates (to be prepared by sports and cultural committee), clean drive dates and also outreach-extension activity dates.
3. This time, other than the general feedback on teaching-learning and curriculum, the college collected feedback from students on their own individual departments and the specific teachers teaching them. The IQAC noted in the feedback data a wide divergence in the performance of teachers and also departmental functioning and requested both Principal and IQAC Coordinator to sit individually with the teachers and the departments so as to impress upon them the areas where they need to improve.
4. An induction programme for the first semester students was organized by the College IQAC in the previous year. It was decided in the meeting that an expanded induction programme following UGC guidelines will be organized in the coming session.
5. The college has organized Faculty Development Programmes of five days duration in each of the preceding two academic years. On both those occasions, the college collaborated with SAIARD. This time accepting the proposal of IIARI, our MOU partner, it is resolved that the coming Faculty Development

Programme would be jointly organized with IIARI. Tentatively it is going to be held in July in online mode.

6. Miscellaneous-

- a. PTM to become a semester-wise fixture that would be included in the academic calendar. It will be organized by the departments and will take place on a fixed Sunday between the first and second internal assessments.
- b. Dr. Munmun Dey along with her group will be visiting Debra College after fixing up a date with the Debra College administration to have first-hand knowledge of the vermicompost, rainwater harvesting and Biogas installations there and talk with the faculty/staff responsible for these.
- c. There was a proposal that the IQAC needs to meet every 14 days to take stock of the activities of the preceding 14 days.
- d. Awareness programme to be held for 2nd and 4th sem students batch wise to make them aware of the different student friendly systems in place in the college that they can access.

There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

## Action Taken Report 22-23

1. 20 Certificate Courses ran in the present academic year.
2. Along with University specified Internal Exams, the college conducted on its own Continuous Internal Assessments.
3. Both the teachers' washrooms (male and female) were renovated and made spacious. Also, the Principal's Room, the Teachers' Room, the IQAC Room and the Bursar's Room were renovated.
4. A more wide-ranging Induction Programme was organized for the newly admitted first semester students.
5. The college organized multiple seminars/webinars in this period.
6. Mentor-mentee system was strengthened. The IQAC ensured that regular mentor-mentee meetings were held and collected reports of such meetings.
7. The College was beautified; especially the fallow land lying between the Library Building and the Science Block was put to good use. Flowering plants were planted along with the creation of an Herbal Garden in the vacant space.
8. AQAR 20-21 was submitted.
9. Multiple MOUs were signed in the period. Also, multiple MOU activities took place in the period.
10. Biometric attendance system was revamped following the failure of the earlier one.
11. Multiple skill development programmes including those by TCS and Mahindra took place in the year.
12. Feedback was collected and analyzed rigorously.
13. ICT classes were made a regular feature of classroom teaching with more ICT classrooms being created.
14. The Wi-Fi infrastructure in the college was revamped. The whole college came under Wi-Fi purview.
15. Waste-management was given a fillip through MOU with Hulladek - an E-waste management company, setting up of a vermicompost facility and purchasing of containers for disposal of solid waste
16. Rain-water harvesting was initiated by earmarking an area for the same and carrying out necessary constructions there.
17. Disabled friendly facilities were set up including ramps and disabled friendly washrooms.
18. Student-centric teaching methods like Group Discussion, Peer teaching, Debate, Field trip, Model making, Poster making, Student Seminar, Quiz, Open book test etc. were incorporated in classroom teaching.

  
**Principal**  
Vivekananda Mission Mahavidyalaya  
P.O.-Chaitanyapur, Purba Medinipur, W.B.

  
**Co-ordinator, IQAC**  
Vivekananda Mission Mahavidyalaya  
Chaitanyapur, Purba Medinipur, W.B.