

Proceeding of minutes of the ordinary meeting of the IQAC Committee with all the Teaching and Non teaching staff, held on Monday the 6.01.2017 Friday, at 3-00 p.m. in the Principal's chamber of Vivekananda College, Madhyamgram, North 24 Pgs.

Name of Members Present:

1. Dr. Chandan Kumar Chakraborty, Principal/Chairman
2. Prof. Satyakam Ojha
3. Dr. Haradhan Das
4. Prof. Biplab Das
5. Prof. Sk Naziuddin
6. Prof. Subrata Sen
7. Prof Jhilam Poptani
8. Prof. Paromita Bhadra
9. Dr. Rimi Roy
10. Prof Karobi Mondal
11. Boni Ghosh
12. Anindita Banerjee
13. Pimasree Roy
14. Goutam Bhattacharjee
15. Sri Prabhas Chacroborty
16. Pritam Ghosh
17. Krishanu Banerjee
18. Anjan Kumar Nandi

Dr. Chandan Kumar Chakraborty, Principal/Chairman took the chair and the meeting started.

The Principal reported before the teaching and Non teaching joint meeting conducted by the IQAC Committee that our college awarded by the NAAC as 'A' Grade Institution on and from 5th November 2016. In this regard, the NAAC Committee advised regarding future plan of the college. In future, we try to develop the infrastructure of the college, introduce the B.Sc general courses from the 2017-18 and regular PG course should be started from the next session 2017-18.

Further NAAC advised to develop the academic carrier of the Teaching staff regularly, papers in different subjects should be published in the recognized Journal and MRP should be applied by the teacher in different disciplines. UGC and other collaborated Seminar should be organized.

Further created new additional teaching and Non teaching posts from the Higher Education Department.

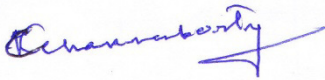
Language lab (English) should be opened immediately and Social Work will be done on regular basis.

In this regard, teaching and Non teaching staff assured the principal to do the above said work for developing the college academic atmosphere as well as locality in future.

The Non teaching staff assured the Principal the work distribution of the Non teaching staff on scientific basis immediately. In this regard, work distribution chart of Non Teaching staff be prepared before this meeting. This chart is approved by the IQAC Committee.

In this regard, the IQAC Committee requested the teaching and Non teaching staff to assist the Principal for holding the "A" Grade Institution in future.

The meeting ended with a vote of thanks' to the chair.



Dr. Chandan Kumar Chakraborty



Dr. Rimi Roy

Proceeding of the minutes of ordinary meeting of IQAC committee will be held on Monday the 16th January, 2017 at 1-00 p.m. in the Principals chamber.

Name of the members present:

1. Dr. Chandan Kumar Chakraborty, Principal/Chairman
2. Dr. Basudeb Karmakar
3. Dr. Maitryee Bardhar (Roy)
4. Prof. Jhilam Poptani
5. Prof. Animesh Goldar
6. Sri Prabhas Chacroorty
7. Dr. Rimi Roy

Dr. Chandan Kumar Chakraborty took the chair and the meeting started.

Agenda-1:

To confirm the resolutions of the previous IQAC meeting held on 02.03.2016.

The resolution of the previous meeting held on 02.03.2016 are read and confirmed.

Agenda-2:

To arrange condolence for sad demise of Sri Saral Deb, former president of our college.

The IQAC committee express deep sorrowness for sad demise of Sri Saral Deb, founder President of our College.

Agenda-3:

To express gratitude to the authority of NAAC for awarding our college as 'A' Grade Institution.

The IQAC committee expressed the gratitude to the authority of NAAC for awarding our College as 'A' **Grade Institution**. We are very much glad to get such type of award of first time visit of NAAC peer team.

Agenda-4:

To place the confidential NAAC report before the IQAC committee for future plan of the College.

The principal placed the confidential NAAC report before the IQAC committee for future plan of the college after verification the NAAC report. The IQAC committee suggested the Principal to fulfill the NAAC recommendations in future immediately (if possible).

Agenda-5:

To encourage the teaching staff for applying MRP to the UGC and Organizing UGC Seminar.

The IQAC committee requested the IQAC Coordinator to encourage the teaching staff for applying MRP to the UGC and organizing departmental Seminar. In the regard, the IQAC committee requested the Principal to take an initiative for MRP and UGC Seminar in different subjects in the College campus.

Agenda-6:

To approvaed CAS Promotion from stage-I to stage –II of three (3) fulltime teachers viz.

- a. Smt. Jhilam Paptani, Assistant Professor in Political Science

- b. Smt. Paramita Bhadra (Sur Roy), Assistant Professor in History and
- c. Dr. Haradhan Das, Assistant Professor in Bengali.

After checking and verifying all the requisite papers for promotion of stage-I to stage –II of three full time teachers viz. Smt. Jhila Paptani, Assistant professor in Political Science, Smt. Paramita Bhadra (Sur Roy), Assistant Professor in History and Dr. Haradhan Das, Assistant Professor in Bengali are recommended for promotion. In this regard, the IQAC Committee requested the Governing Body to approve the promotion from Stage-I to stage-II of above said 3 (three teachers) will be approved as soon as possible. Smt. Jhila Poptani's promotion date is with effect from 06.07.2011, Smt. Paramita Bhadra's date of promotion is with effect from 01.07.2011 and Dr. Haradhan Das's promotion date is with effect from 01.11.2012.

Agenda-7:

To reconstitute the research committee

The IQAC committee requested to the Governing Body to constitute a Research Committee for implement the future Research Programme.

Agenda-8:

To approve the application of Dr. Maitrayee Bardhan for doing the research work in our College under UGC scheme which was already approved by the Principal.

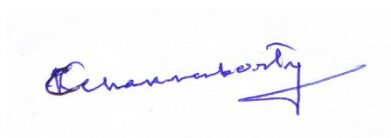
The IQAC committee ratified the principal's action regarding Maitrayee Bardhan for doing the research work in our College under UGC scheme.

Agenda-9:

Miscellaneous.

Nil

The meeting ended with a vote of tanks to the chair.



Dr. Chandan Kumar Chakraborty



Dr. Rimi Roy

Proceeding of minutes of the ordinary meeting of the IQAC Committee with all the Teachers held on Monday the 20.09.2017 Thursday, at 2-00 p.m. in the Smart Class room of Vivekananda College, Madhyamgram, North 24 Pgs.

Name of Members Present:

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|--|--------------------------|
| 1. Dr. Chandan Kumar Chakraborty, Principal/Chairman | |
| 2. Prof. Subrata Sen | 11. Boni Ghosh |
| 3. Prof. Satyakam Ojha | 12. Pimasree Roy |
| 4. Prof. Animesh Goldar | 13. Anindita Banejee |
| 5. Prof Biplab Das | 14. Prof Sk. Nazimuddin |
| 6. Dr. Haradhan Das | 15. Sk. Firoz Ali |
| 7. Arijit dhara | 16. Sandipan Siddhanta |
| 8. Mintu Roy | 17. Prof Jhila Poptani |
| 9. Debasis Mondal | 18. Prof Paromita Bhadra |
| 10. Dr. Farhana Khatoon | 19. Prof Karobi Mondal |
| | 20. Prof Sonali Munda |
| | 21. Dr. Rimi Roy |

Dr. Chandan Kumar Chakraborty, Principal/Chairman took the chair and the meeting started.

Agenda

1. To discuss the present activities and future programmes of NAAC/ IQAC after 1ST Cycle of NAAC

** Dr. Rimi Roy, Coordinator of IQAC Committee reported before the present teachers including Principal that the following development be done after NAAC inspection as follows:-

- (a) The construction work of new four storied building is going on under the supervision of P.W.(DTe.), Social Sector, Barasat, North 24 Parganas.
- (b) The construction of 2nd floor of existing Women Hostel building will be started immediately by the P.W.(DTe.), Social Sector, Barasat, North 24 Parganas.
- (c) The Higher Education Department sanctioned additional new non-teaching staff viz. four new NTS posts, one Librarian, six prior permissions are received to fill up the vacant Non-teaching posts.
- (d) Physics, Chemistry and Computer Science Laboratories are functioning normally.
- (e) Introduced B.Sc General Course in different subjects viz. Physics, Chemistry, Mathematics and Computer Science. New arts subject i.e. Journalism and Mass Communication at UG level as General course is introduced.
- (f) M.Sc in Geography at PG level is introduced.
- (g) Virtual Class room is opened
- (h) Webel Computer Training Centre is opened under the supervision of Webel Technologies Ltd.
- (i) Purchased 10 (ten) Computers for Computer Science class.
- (j) 16 (sixteen) CCTV are installed, the total no of CCTV's at present is 32 (thirty two).
- (k) The construction of boundary wall at Kirtipur North 24 Parganas is completed.

All the teachers aware the above statement of Dr. Rimi Roy, Coordinator NAAC Committee for such type of rapid development in the short time after facing NAAC.

2.To discuss regarding all the newly formed Sub-Committees constituted by the Governing Body after completion of NAAC.

** The Principal reported before the present teachers that after completion of NAAC, the Governing Body constituted the NAAC Committee, IQAC Committee, Finance committee, Purchase Committee and others Sub-committees for facing 2nd Cycle of NAAC. Further, the Principal requested that all the committees should be functioned properly for the holding the A-Grade Institution of our College.

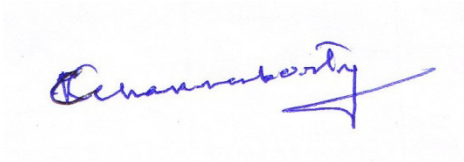
3.To discuss regarding AQAR (2016-2017)

**The Principal requested Dr. Rimi Roy, NAAC Coordinator, to prepare AQAR 2016-2017 under the supervision of the Principal and it would be loaded our website as early as possible. Dr. Rimi Roy assured the Principal to prepare the AQAR 2016-2017 as early as possible and also to be communicated with the NAAC office through our website as early as possible.

4.Miscellaneous

** Nil

The meeting ended with a vote of thanks to the chair.



Dr. Chandan Kuamr Chakraborty



Dr. Rimi Roy.

Proceeding of minutes of the ordinary meeting of the IQAC Committee held on Monday the 9TH November, 2017 at 1-00 p.m. in the Principal's chamber of Vivekananda College, Madhyamgram, North 24 Pgs.

Name of Members Present:

19. Dr. Chandan Kumar Chakraborty, Principal/Chairman
20. Dr.Maitryee Bardhar (Roy)
21. Dr. Sambhunath Chacraborty
22. Dr. Basudeb Karmakar
23. Prof. Animesh Goldar
24. Prof Jhilam Poptani
25. Dr. Rimi Roy
26. Sri Prabhas Chacroborty
27. Sk. Mozaffar Ali (GS of student Union)

Dr. Chandan Kumar Chakraborty, Principal/Chairman took the chair and the meeting started.

Agenda:

1.To confirm the resolutions of the previous IQAC Meeting, held on 16.01.2017

** The IQAC Committee resolved that the Previous resolutions meeting No. 01/IQAC/2017, held on 16.01.2017 were read and confirmed.

2.Placed the report of coordinator of IQAC Committee regarding College Development.

** Dr. Rimi Roy, Coordinator of IQAC Committee placed the report before the IQAC Committee that the following development be done after NAAC inspection as follows:-

- (l) The construction work of new four storied building is going on under the supervision of P.W.(DTe.), Social Sector, Barasat, North 24 Parganas.
- (m) The construction of 2nd floor of existing Women Hostel building will be started immediately by the P.W.(DTe.), Social Sector, Barasat, North 24 Parganas.
- (n) The Higher Education Department sanctioned additional new non-teaching staff viz. four new NTS posts, one Librarian, six prior permissions are received to fill up the vacant Non-teaching posts.
- (o) Physics, Chemistry and Computer Science Laboratories are functioning normally.
- (p) Introduced B.Sc General Course in different subjects viz. Physics, Chemistry, Mathematics and Computer Science. New arts subject i.e. Journalism and Mass Communication at UG level as General course is introduced.
- (q) M.Sc in Geography at PG level is introduced.
- (r) Virtual Class room is opened
- (s) Webel Computer Training Centre is opened under the supervision of Webel Technologies Ltd.
- (t) Purchased 10 (ten) Computers for Computer Science class.
- (u) 16 (sixteen) CCTV are installed, the total no of CCTV's at present is 32 (thirty two).
- (v) The construction of boundary wall at Kirtipur North 24 Parganas is completed.

The IQAC Committee approved the above report of the coordinator of the IQAC.

3. Reporting CAS Promotion of existing Teaching staff.

** The reported before the IQAC Committee that the two teachers viz. (a) Dr. Rimi Roy, Assistant Professor in Geography and (b) Sri Animesh Golder, Assistant Professor in Bengali get the 1st CAS promotion. Further, all the necessary papers for CAS Promotion of three teachers viz. (a) Smt. Jhilam Poptani, Assistant Professor in Political Science, (b) Smt. Paramita Bhadra, Assistant Professor in History and (c) Dr. Haradhon Das, Assistant Professor in Bengali were submitted to the Higher Education Department for getting Pay-fixation approval. The IQAC Committee praised the Principal's action.

4. To Discuss on new additional Non-teaching posts.

** The Principal reported before the IQAC Committee that the Higher Education Department sanctioned four new additional NTS posts, one Librarian and issued a prior permission letter for filling up six existing Non-teaching vacant posts. The IQAC Committee express their thanks to the Higher Education Department for full filling the NAAC's future suggestions.

5. To discuss on new construction of four storied Building and the 2nd floor Building of Women Hostel.

** The Principal reported before the IQAC Committee that the construction work of four storied Building is going on under the P.W.(DTe.), Social Sector, Barasat, North 24 Parganas and the construction of 2nd floor Building of Women Hostel will be started very soon under the supervision of the Executive Engineer, P.W.(Dte.), Social Sector, Barasat, North 24 Parganas. The IQAC Committee admit with the Principal's action.

6. Discussion on final result of 2016-2017.

** The Principal reported before the IQAC Committee that the final result of B.A./B.Sc Part – III students for the session 2016-2017 are remarkable sound. Three students obtained 1st Class from the Education Department and one student obtained 1st Class from Geography Department and overall result including both Hons and General are above 90% and our students have gotten a position in the University's one to ten ranking in subject wise .

In this regard, the IQAC Committee express their thanks to the students, Principal, Teachers, Non-teaching staff and members of the Governing Body for doing the remarkable result at UG level for the year 2017.

7. Discussion on newly introduced Science Stream viz. Physics, Chemistry, Mathematics, Computer Science and Arts stream i.e. Journalism and Mass Communication and introduced regular M.Sc course in Geography at PG level.

** The Principal reported before the IQAC Committee that Science stream viz. Physics, Chemistry, Mathematics and Computer Science (General) introduced from the session 2017-2018. We have opened Journalism and Mass Communication (General) at UG level from the session 2017-2018. Beside that we have introduced M.Sc in Geography at PG level from the Session 2017-2018. The IQAC Committee praised the action of the Principal for opening the above said subjects in a short while.

8. Discuss on Carrier Counseling activities.

** Our online carrier counseling system is going on properly. Beside that we have arranged Seminar on Carrier counseling through various institutions viz. George Telegraph, L.I.C., ICICI Prudential Bank etc.

The IQAC Committee fully satisfied on above said statement of the Principal.

9. Discussion on activities on adopted Shimulia Village.

** The IQAC Coordinator reported before the IQAC Committee that at the month of July – August 2017, our Geography department visited the Shimulia Village for plantation and plantation be made in the Shimulia Village. Further, distributed pencil, Eraser, Pen and Exercise Books among the students of the Shimulia Village Primary School. Further, the Geography Department arranged a Survey on population, Soil testing, Sanitary system, rate of pollution and entire Environment position of the Shimulia Village. The IQAC Committee praised the teachers of the Geography Department for doing the above humanitarian work.

10. To discuss on completion of Boundary Wall at 2nd Campus, Kirtipur, North 24 Parganas.

**The Principal reported before the IQAC Committee that the construction of Boundary Wall at Second Campus, Kirtipur, North 24 Parganas by the financial assistance of the Higher Education Department amounting to Rs. 22 lakh be completed and utilization certificate is already submitted. The IQAC Committee satisfied on the above development work.

11. Discussion on Utilization Certificate of UGC Grants.

** The Principal reported before the IQAC Committee that all the Utilization Certificate of UGC Grants already submitted to the UGC office and we have received the clearance certificate regarding 10th & 11th Plan Grants from the UGC. In this regard, the IQAC Committee expressed their thanks to the Principal and his office for doing the above work.

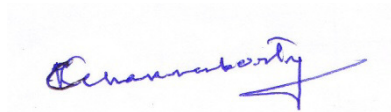
12. Discussion on Completion on Physics, Chemistry, Computer Science Laboratories and Virtual Class room.

** The Principal reported before the IQAC Committee that well furnished Physics, Chemistry, Computer Science Laboratories already be made and installed Virtual Class room by the financial assistance of Higher Education Department amounting Rs. 3 Lakh and UC be submitted. The IQAC Committee expressed that the rapid development of the College is very much satisfied.

13. Miscellaneous.

** Nil

The meeting ended with a thanks to the chair.



Dr. Chandan Kumar Chakraborty



Dr. Rimi Roy