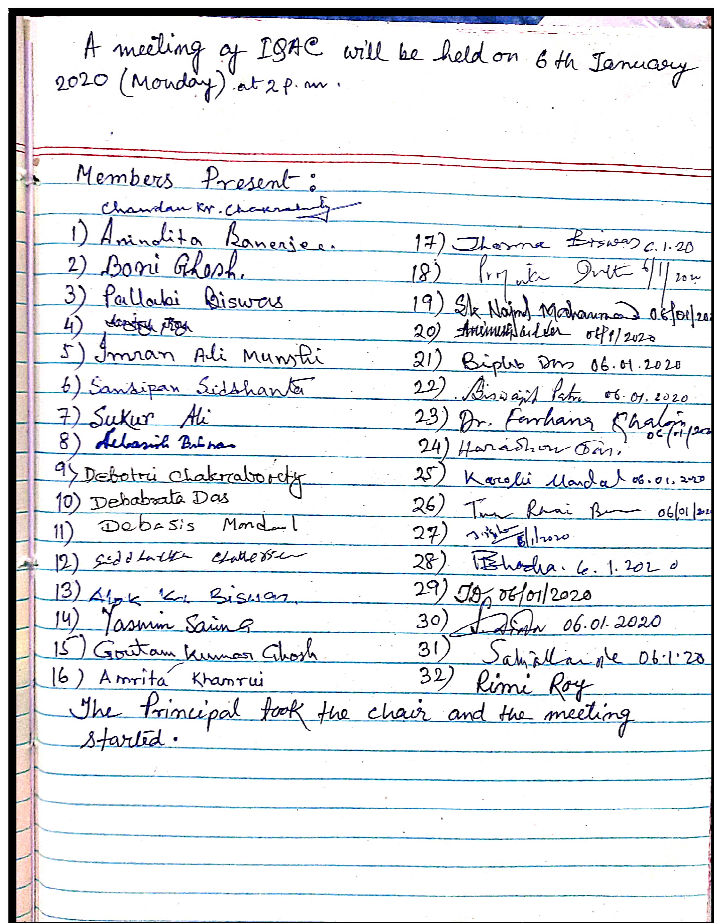


The Proceedings of minutes of IQAC meeting of Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129, held on 06.01.2020 in the Principal's Chamber at 2 : 00 p.m.

### NAME OF THE MEMBERS PRESENTS

- |   |                         |
|---|-------------------------|
| 1. Dr. Chandan Kumar Chakraborty, Principal | 17. Smt. Jharna Biswas  |
| 2. Smt. Anindita Banerjee                   | 18. Dr. Priyanka Biswas |
| 3. Smt. Boni Ghosh                          | 19. Sk Najmul Mahammad  |
| 4. Pallabi Biswas                           | 20. Animesh Golder      |
| 5. Imran Ali Munsi                          | 21. Biplab Das          |
| 6. Sri Sandipan Siddhanta                   | 22. Dr. Biswajit Patra  |
| 7. Sukur Ali                                | 23. Dr. Farhana Khatoon |
| 8. Debasish Biswas                          | 24. Dr. Haradhon Das    |
| 9. Debatri Chakraborty                      | 25. Karobi Mondal       |
| 10. Debabrata Das                           | 26. Dr. Tunu Rani Bera  |
| 11. Dr. Debasish Mondal                     | 27. Dr. Jhilam Poptani  |
| 12. Dr. Siddhartha Chatterjee               | 28. Dr. Paramita Bhadra |
| 13. Alok Kumar Biswas                       | 29. Tapati Das          |
| 14. Dr. Yasmin Saima                        | 30. Satyabrata Dinda    |
| 15. Dr. Goutam Kumar Ghosh                  | 31. Satyakam Ojha       |
| 16. Dr. Amrita Khamrui                      | 32. Dr. Rimi Roy        |



Dr. Chandan Kumar chakraborty, Principal took the chair and the meeting started.

Agenda:

**1. To discuss regarding academic affairs of the College.**

\*\* All the Department In-Charges reported before the Principal regarding, completion of Syllabus and internal examinations. All the Departments are completed their most of all syllabus in due course. The Principal requested all the teaching staffs to take more classes for the Backward students for achieving good result in future. The Principal also requested all the English Department teachers to arrange spoken English classes for the students to enrich their ability of speaking power in English language.

**2. Discussion regarding College Routine both P.G. & U.G.**

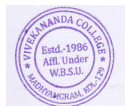
\*\* All the Department heads in P.G and all the Department In-Charges in U.G. are requested to prepare the Departmental Routine for the session 2020-2021 immediately. In this regard, the routine committee will take an initiative to prepare the routine with the discussion of all Heads of P.G. and all Department In-Charges in different subjects for the session 2020-2021.

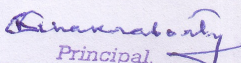
**3. Miscellaneous.**

\*\* Nil

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

  
Director / Co-ordinator  
IQACs  
Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129



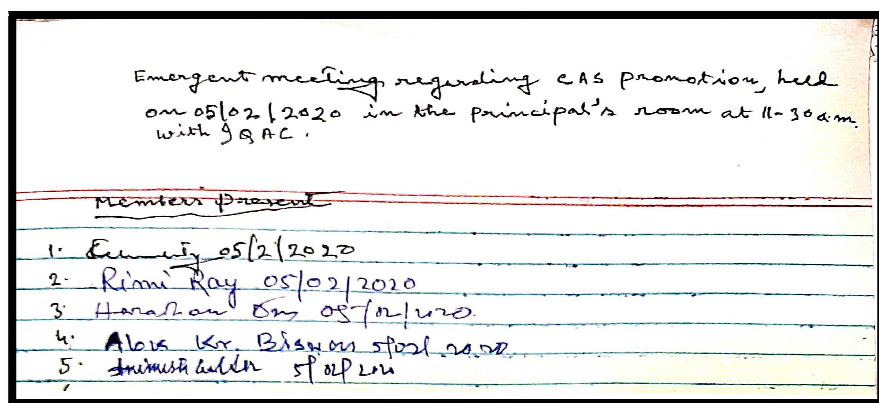
  
Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Dr. Rimi Roy, Co-ordinator.IQAC

Sd/ Dr. Chandan Kr Chakraborty  
(Principal)

**NAME OF THE MEMBERS PRESENTS**

1. Dr. Chandan Kumar Chakraborty, Principal
2. Dr. Rimi Roy, IQAC Coordinator
3. Dr. Haradhan Das, Asstt. Prof in Bengali
4. Sri Alok Kumar Biswas, Asstt. Prof in History
5. Sri Animesh Golder, Asstt Prof in Bengali



The Principal took the chair and the meeting started

**Agendum:**

**1. Discussion regarding attendance of the teachers to fill up the CAS Promotion forms and other related matters.**

\*\* The Principal reported before the IQAC Coordinator and the present members that the CAS Promotion of seven teachers viz. . 1. Dr. Rimi Roy, Assistant Professor in Geography from Stage II to Stage – III , 2. Dr. Haradhan Das, Assistant Professor in Bengali from Stage – II to Stage – III, 3. Dr. Jhila Poptani, Assistant Professor in Pol Sc from Stage – II to Stage – III , 4. Dr Paramita Bhadra, Assistant Professor in History from Stage – II to Stage – III, 5. Dr. Farhana Khatoon, Assitt. Professor in Geography from Stage – I to Stage – II, 6. Sri Alok Kumar Biswas, Asstt. Prof in History from Stage – II to Stage – III and 7. Sri Animesh Golder, Asstt. Prof. in Bengali from Stage – II to Stage – III are pending due to not submit the requisite papers before the IQAC Coordinators for getting CAS Promotion.

The Principal directed all the above said teachers to maintain the attendance statement properly as per guideline of the Higher Education Department and UGC. Unfortunately, three teachers viz. Dr Jhila Poptani, Dr. Paramita Bhadra (Sur Roy) and Dr Farhana Khatoon were not present in the meeting. The Principal requested the IQAC Coordinator to submit requisite papers of all the CAS Promotion holders duly signed by the IQAC Coordinator before the Principal and before the screening committee meeting.

Dr. Paramita Bhadra (Sur Roy) and Dr Jhila Poptani intimated to the Principal through WhatsApp that they are not in position to attend the meeting due to their CAS promotional papers are not prepared. Further, the Principal reported that the experts name from the West Bengal State University and name of the Govt. nominee is already received by the Principal for arranging the CAS Promotion Screening Committee meeting. All the present teaching staff and the

Coordinator of IQAC ensured the Principal that they will assist the Principal for completion the CAS Promotional process smoothly.

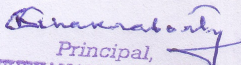
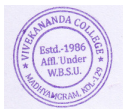
The meeting is ended with a vote of thanks to the chair.

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Director / Co-ordinator  
IQACs  
Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129

Dr. Rimi Roy, Co-ordinator.IQAC



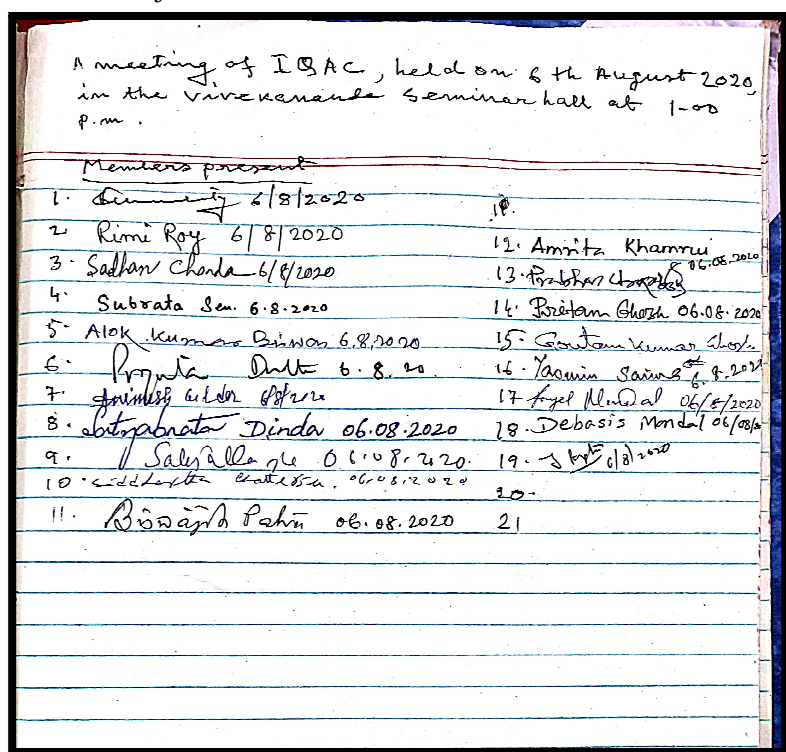
Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Sd/ Dr. Chandan Kr Chakraborty  
(Principal)

The Proceedings of minutes of IQAC meeting of Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129, held on 06.08.2020 in the Seminar Hall at 1 : 00 p.m.

### NAME OF THE MEMBERS PRESENTS

- |   |                            |
|---|----------------------------|
| 1. Dr. Chandan Kumar Chakraborty, Principal | 12. Dr. Amrita Khamrui     |
| 2. Dr. Rimi Roy                             | 13. Prabhas Chakraborty    |
| 3. Dr. Sadhan Chanda                        | 14. Pritam Ghosh           |
| 4. Subrata Sen                              | 15. Dr. Goutam Kumar Ghosh |
| 5. Alok Kumar Biswas                        | 16. Dr. Yasmin Saima       |
| 6. Dr. Priyanka Duttas                      | 17. Payel Mondal           |
| 7. Sri Animesh Golder                       | 18. Dr. Dedbasish Mondal   |
| 8. Satyabrata Dinda                         | 19. Dr. Jhilam Poptani     |
| 9. Satyakam Ojha                            |                            |
| 10. Dr. Siddhartha Chatterjee               |                            |
| 11. Dr. Biswajit Patra                      |                            |



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

#### Agenda.

#### 1. To discuss regarding the activities and future plans of all the sub-committees for facing NAAC.

\*\* Dr. Rimi Roy, Coordinator, IQAC reported before the present members including Principal that all the Conveners of sub-committees are requested to arrange meeting for doing their work properly. Further, Dr. Rimi Roy reported that the next NAAC will commence on September 2021, in this regard, all the pending works will be completed immediately. The beautification and Gardening including plantation will be completed within November 2020. The Open Stage will be completed within December 2020. The College is already sanitizing with the collaboration of Madhyamgram Municipality. Already installed 12 (twelve) Sanitize machines for the stake holders of the College. Three steel sanitize stands and two Thermal Guns for measuring temperature are already purchased. The Principal approved all the above said statement by the IQAC coordinator. The Principal noted that all the Non-teaching staff and some teaching staff are

present in the pandemic situation for greater interest of the College duly maintained the social distancing norms. Further, all the present members unanimously appreciated this type of activities in the College campus. Further, all the pay-fixation works for new Pay-commission of T.S. & NTS are completed during the pandemic situation. All the teaching staffs do the online classes for the students and examination works are completed as per instruction of the authority of West Bengal State University.

## **2. To discuss on admission of students of B.A./B.Sc Semester – I (both Hons & General) 2020.**

\*\*Dr. Rimi Roy, Coordinator of IQAC reported before the present members including Principal that the admission procedure of B.A./B.Sc Semester – I of 2020 will be started on and from September 2020. In this regard, all the preparation work to make admission will be completed within 1<sup>st</sup> September 2020. Online admission process and Prospectus will be published through our website immediately. The total intake capacity is increased by the West Bengal State University. As per intake capacity we will be admitted students as per different categories. The total admission fees will be decreased maximum 50% from the previous year admission rate. The total exemption is made from online fees and Prospectus fees from the students for the year 2020. The Principal admitted the above said statement by the Dr Rimi Roy, Coordinator of IQAC.

## **3.To discuss regarding Prospectus (both P.G. & U.G. level), 2020.**

\*\*Dr. Rimi Roy, IQAC Coordinator reported before the present members including Principal that the Prospectus will be printed immediately for PG & UG courses. The UG prospectus will be displayed through our website . In this year we do not collect any online fees and Prospectus fees from the students due to pandemic situation 2020. The Principal approved the above statement of the IQAC coordinator.

## **4. To discuss on Autonomous College and its prospects.**

\*\*The Principal reported before the IQAC Coordinator and all the present members that as per UGC's letter No. F.18-1/2018(AC) dated 3<sup>rd</sup> April 2019 the UGC requested the College authority to apply for getting Autonomous freedom in respect of academic and administrative affairs of the College. In this regard, the Principal seek the opinion from the TS and NTS of the College as per instruction of the GB of the College. In this regard, all the present teaching and Non-teaching staff are confirmed the Principal to submit their opinion as early as possible regarding Autonomous status of the College through the UGC.

## **5. To arrange admission in P.G. Courses viz. Geography, Bengali and Education.**

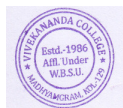
\*\*The Principal requested all the Department Heads of PG courses viz. Geography, Bengali and Education to arrange the PG admission 2020 through online as early as possible as per guideline of the West Bengal State University. All the Head of the Departments of PG are admitted with the above statement of the Principal and they assured to make arrangement for new admission of PG courses 2020.

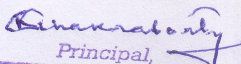
## **6.Miscellaneous**

\*\* Nil

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

  
Director / Co-ordinator  
IQACs  
Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129



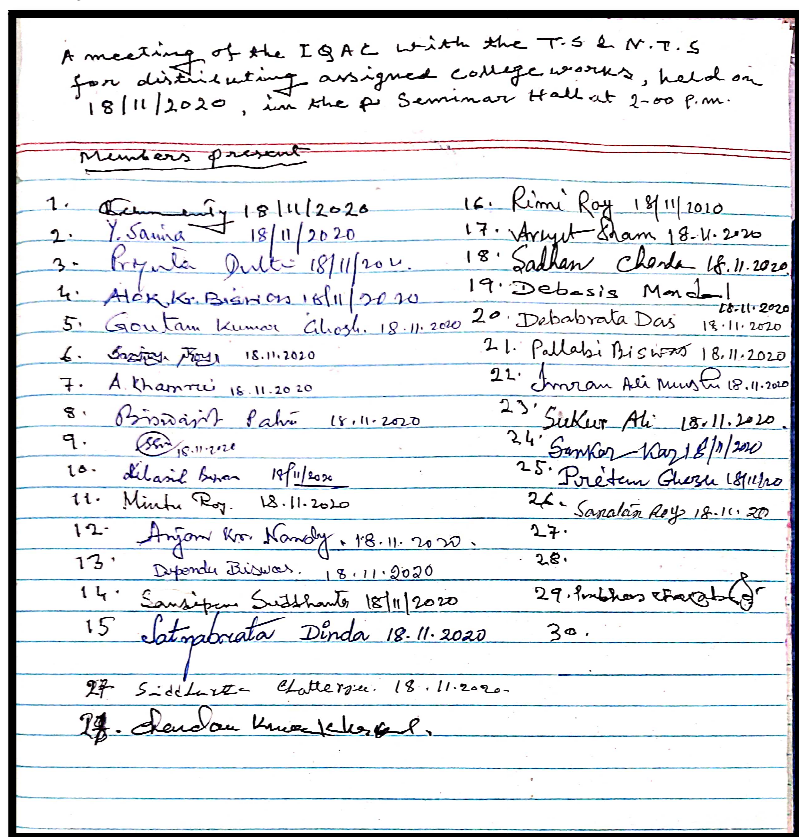
  
Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Dr. Rimi Roy, Co-ordinator.IQAC

Sd/ Dr. Chandan Kr Chakraborty  
(Principal)

### NAME OF THE MEMBERS PRESENTS

- |   |                               |
|---|-------------------------------|
| 1. Dr. Chandan Kumar Chakraborty, Principal | 16. Dr. Rimi Roy              |
| 2. Dr. Yasmin Saima                         | 17. Arijit Dhara              |
| 3. Dr. Priyanka Dutta                       | 18. Dr. Sadhan Chanda         |
| 4. Alok Kumar Biswas                        | 19. Dr. Debasish Mondal       |
| 5. Dr. Goutam Kr Ghosh                      | 20. Debabrata Das             |
| 6. Sri Sanjoy Roy                           | 21. Pallabi Biswas            |
| 7. Dr. Amrita Khamrui                       | 22. Imran Ali Munsu           |
| 8. Dr. Biswajit Patra                       | 23. Sukur Ali                 |
| 9. Subrata Sen                              | 24. Sankar Kar                |
| 10. Debasish Biswas                         | 25. Pritam Ghosh              |
| 11. Mintu Roy                               | 26. Sanatan Roy               |
| 12. Anjan Kumar Nandy                       | 27. Dr. Siddhartha Chatterjee |
| 13. Dipendu Biswas                          | 28. Chandan Kr Khaskel        |
| 14. Sandipan Siddhanta                      | 29. Prabhas Chakraborty       |
| 15. Satyabrata Dinda                        |                               |



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

### Agendum:

#### 1. Discussion regarding assigned College work of teaching and Non-teaching staff.

\*\* Dr. Rimi Roy, Coordinator of IQAC reported before the present members of teaching and Non-teaching staffs including Principal that the work load will be distributed among the teaching and Non-teaching staff for preserving data of

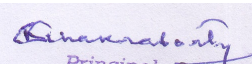
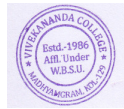
the Colleges to face the NAAC 2021. In this regard, specific work load for respective efficient teaching and Non-teaching staff in different matters be attached to do the pending work smoothly. So a list is required of the teaching and Non-teaching staff mentioning specific works immediately.

All the present members approved the above statement of Dr Rimi Roy for above said work. Dr. Chandan Kuamr Chakraborty, Principal also approved the above statement of Dr. Rimi Roy. In this regard, Dr Chandan Kumar Chakraborty, Principal suggested that Dr. Rimi Roy, Coordinator of IQAC, Dr. Goutam Kumar Ghosh, Dr. Yasmin Saima, Dr. Amrita Khamrui, Dr. Biswajit Patra, Animesh Golder, Alok Kumar Biswas, Dr Siddhartha Chatterjee, Barnali Mitra Sinha, Dr Priyanka Dutta, Satyabrata Dinda, Prabhas Chakraborty, Pritam Ghosh, Anjan Kumar Nandy are requested to distribute the work load among the teaching and Non-teaching staff to complete the pending work as early as possible.

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



Director / Co-ordinator  
IQACs  
Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129



Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Dr. Rimi Roy, Co-ordinator.IQAC

Sd/ Dr. Chandan Kr Chakraborty