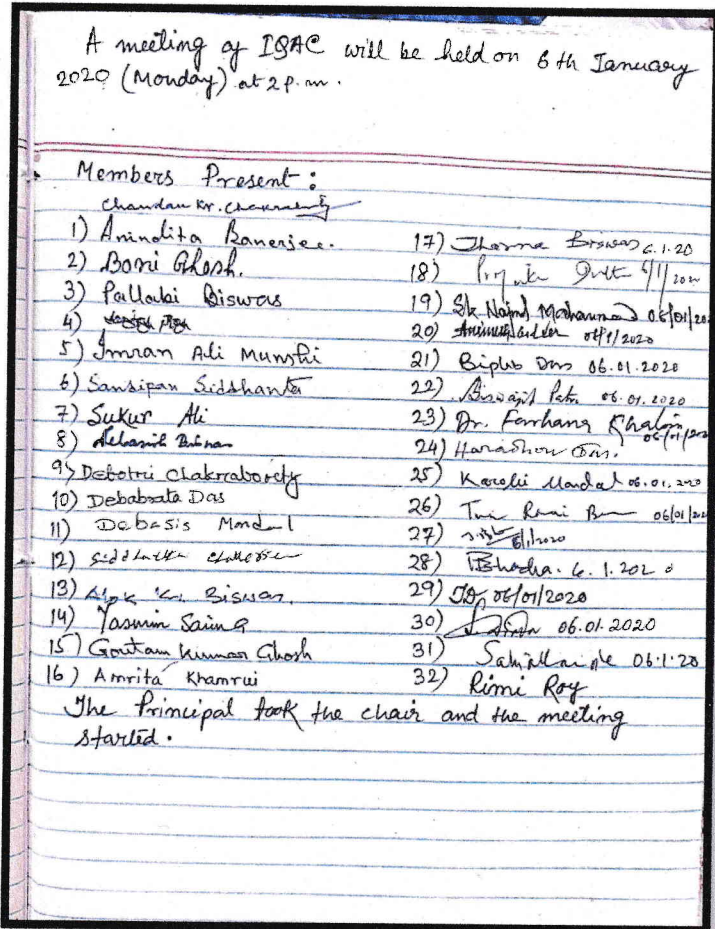


The Proceedings of minutes of IQAC meeting of Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129, held on 06.01.2020 in the Principal's Chamber at 2 : 00 p.m.

### NAME OF THE MEMBERS PRESENTS

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

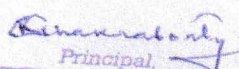
**3. Miscellaneous.**

\*\* 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)

The Proceedings of minutes of IQAC meeting of Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129, held on 21.01.2020 in the Principal's Chamber at 2 : 30 p.m.

**NAME OF THE MEMBERS PRESENT**

An emergent meeting with the Departmental Heads, held on today, 21/1/2020 at 2.30 p.m with the IQAC.

<u>Members present</u>	
1. <del>Samir</del> 21/1/2020	8. Debabrata Das 21.01.2020
2. <del>Samir</del> 21.1.2020	9. Jayalendu Dal 21/01/2020
3. S. Saini 21.1.2020	10. Debasis Mondal 21/01/2020
4. Purto 21.1.2020	11. Amrita Khamrui 21/01/2020
5. B. Mitra (Birha) 21/1/2020	12. Rimi Roy 21/01/2020
6. S. Chatterjee 21.01.2020	13.
7. Animesh Chatterjee 21/1/2020	14.
8. Sabyasachi Ghose 21.01.2020	

The Principal, took the chair and the meeting started.

The result of B.A./B.Sc Part-III Test Examination (both Hons and General) was published on 21.01.2020.

**Resolution Adopted**

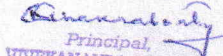
Resolved that the cut off marks for each Honours papers be fixed at 15 (fifteen) per paper i.e.  $15 \times 4 = 60$  and the cut off marks be fixed at 10 (ten) per paper i.e.  $10 \times 3 = 30$  for General course.

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

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

Dr. Rimi Roy  
IQAC, Coordinator



  
Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Dr. Chandan Kumar Chakraborty  
Principal

The Proceedings of minutes of IQAC meeting of Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129, held on 04.02.2020 in the Principal's Chamber at 2 : 00 p.m.

**NAME OF THE MEMBERS PRESENT**

An emergent meeting, held on 4/2/2020, in the Principal's room at 2.00 p.m. with the IQAC.

Members Present	
1. <i>[Signature]</i> 04/2/2020	16. Bhadra
2. <i>[Signature]</i> 04.02.2020	17. Debnata Das 04-02-2020
3. <i>[Signature]</i> 04.02.2020	18. Imran Ali munsli
4. Biplob Das 04.02.2020	19. Subandhina 4/2/2020
5. Sathallige 04.02.2020	20. Sonali Kunda 04.02.2020
6. Haradhan Das 04.02.2020	21. <i>[Signature]</i>
7. <i>[Signature]</i> 04.02.2020	22. Sansipam Siddhanta 04/02/2020
8. Anirudh Das 04-02-2020	23. Subrata Sen. 04.02.2020
9. Gouranga Khaitan 04.2.20	24. Atok Kr. Biswas 4/2/2020
10. <i>[Signature]</i> 04/02/2020	25. Priyanka Das 4/2/2020
11. <i>[Signature]</i> 04/2/2020	26. Banani Mitra (Pm) 4/2/2020
12. Pimavree Roy 04/02/2020	27. Goutam Kumar Das 4/2/2020
13. Karoli Mural 04/2/2020	28. Rimi Roy 4/2/2020
15. Tapati Das 04/02/2020	

An emergent meeting was held on 04.02.2020 in the Room of the Principal at 2:00 p.m. The Principal took the chair and the meeting started.

**Resolution Adopted**

Agendum:

1. Discussion regarding Autonomous College which is offered by the UGC for application.

\*\* The Principal reported before the teaching and IQAC members regarding Autonomous College which is offered by the UGC through application . The Governing Body advise the Principal to collect the opinion regarding Autonomous College from the teaching staff. The Coordinator of IQAC requested the teaching staffs to submit their opinion for applying to the UGC for approval of Autonomous College within seven days.

All the teaching staffs agreed with the proposal of IQAC Cordinator.

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

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



*Chandan Kumar Chakraborty*  
Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

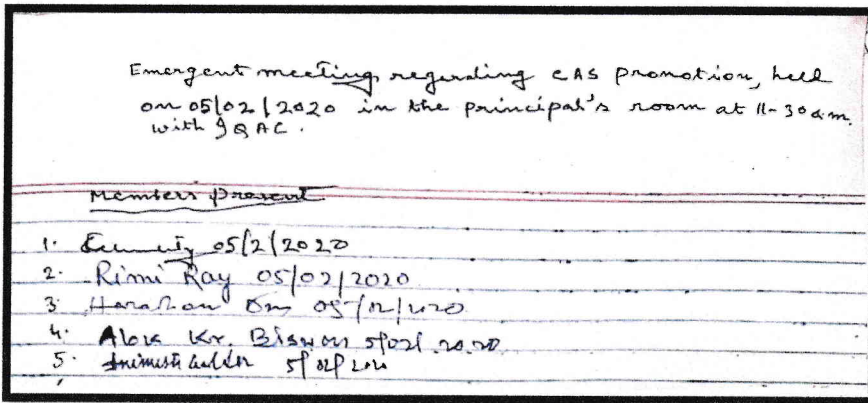
Dr. Rimi Roy  
IQAC, Coordinator

Dr. Chandan Kumar Chakraborty  
Principal

The Proceedings of minutes of IQAC Emergent meeting of Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129, held on 05.02.2020 in the Principal's Room at 11 :30 a.m.

### NAME OF THE MEMBERS PRESENTS

1. Dr. Chandan Kumar Chakraborty, Principal
2. Dr. Rimi Roy, IQAC Coordinor
3. Dr. Haradhon 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. Haradhon Das, Assistant Professor in Bengali from Stage – II to Stage – III, 3. Dr. Jhilam 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 Jhilam 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 Jhilam 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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*Rimi Roy*  
Director / Co-ordinator  
IQACs  
Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129



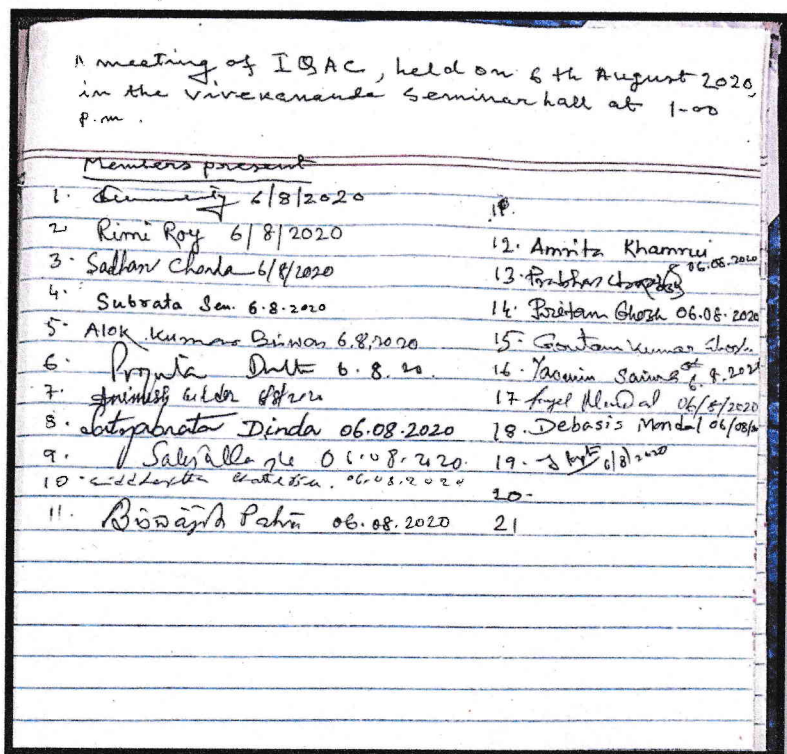
*Chandan Kr Chakraborty*  
Principal  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Dr. Rimi Roy, Co-ordinator.IQAC

Sd/ Dr. Chandan Kr Chakraborty  
(Principal)

**NAME OF THE MEMBERS PRESENTS**

- |   |                            |
|---|----------------------------|
| 1. Dr. Chandan Kumar Chakraborty, Principal | 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

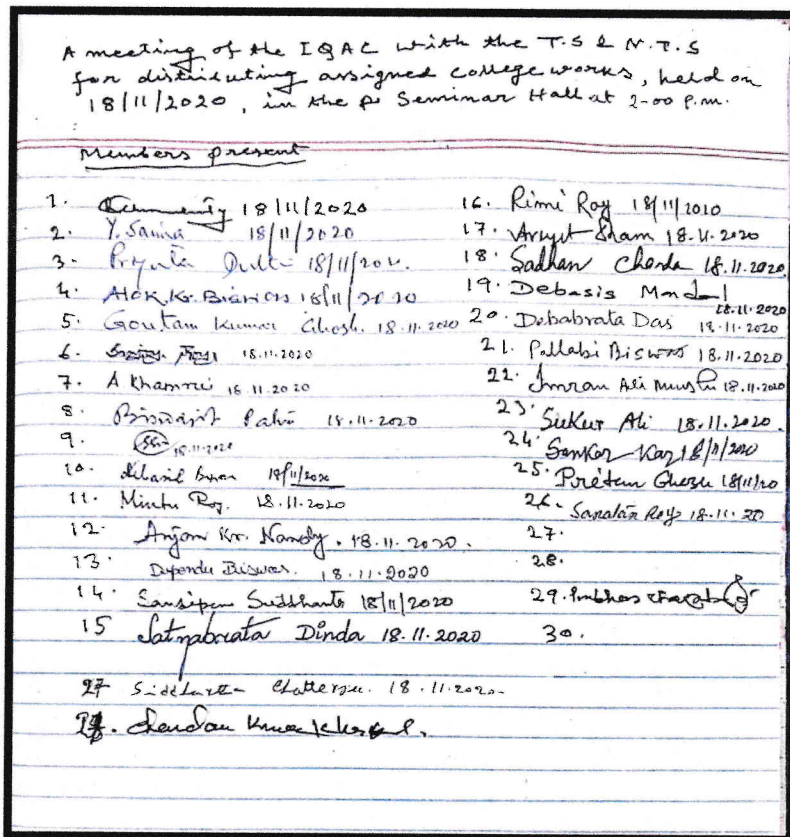
Sd/ Dr. Chandan Kr Chakraborty  
(Principal)



The Proceedings of minutes of IQAC meeting of Vivekananda College, Madhyamgram, North 24 Parganas, Kolkata – 700129, held on 18.11.2020 in the Seminar Hall at 1 : 00 p.m.

**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

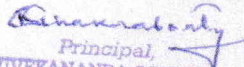
the Colleges to face the NAAC 2021. In this regard, specific work load for respective efficient teaching and Non-teaching staff in different matters be attached to do the pending work smoothly. So a list is required of the teaching and Non-teaching staff mentioning specific works immediately.

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  
IQAC  
Vivekananda College  
East Lidjrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129



  
Principal  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Dr. Rimi Roy, Co-ordinator.IQAC

Sd/ Dr. Chandan Kr Chakraborty