



# Vivekananda College

(W. B. Govt. Aided College)

NAAC ACCREDITED "A" GRADE INSTITUTION

(AFFILIATED UNDER WEST BENGAL STATE UNIVERSITY)



Ref. No.....

Date. 01/08/2022

## NOTICE

A meeting of IQAC will be held on 05/08/2022 (Friday) at 2:00 P.M in the Smart Classroom. All the Members of IQAC Committee & all the Department-In-Charges are requested to attend the meeting positively.

Dr. Chandan Kumar Chakraborty  
(Principal)

Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

Dr. Rimi Roy  
(IQAC Coordinator)  
Director / Co-ordinator  
IQACs

Vivekananda College  
Udayrajpur, Madhyamgram  
24 Parganas, Kolkata-129

### Agenda:

- 1) Discuss regarding the Admission of UG & PG for the session 2022-2023.
- 2) Reporting regarding the result of PG (Geography, Bengali, Education) for the year 2022.
- 3) Discussion regarding Academic Audit for the year 2021-2022.
- 4) Discussion regarding Green Audit for the year 2021-2022.
- 5) To prepare Self-Appraisal report of the existing Teachers.
- 6) Miscellaneous.

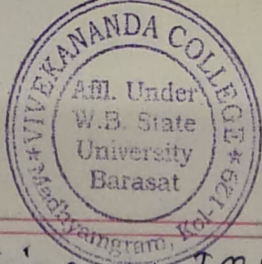
Address: East Udayrajpur, Madhyamgram, North 24 Parganas, Kolkata-700129

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Website: www.vivekanandacollegemmg.edu.in

E-mail: vivekanandacolg@gmail.com, vivekanandacollegemmg@gmail.com



An emergent meeting of IQAC with the Admission Committee and Routine Sub Committee, held on 5.08.2022 in the Smart Class Room at 2pm.

Members Present:

- |   |                           |
|---|---------------------------|
| 1) <del>Sumit</del> 05/8/2022                 | 15) Tharna Bhowmik 5.8.22 |
| 2) Rimi Roy 5/8/2022                          | 16)                       |
| 3) Satyabrata Dinda 05/08/22                  | 17)                       |
| 4) Alok Kr. Bhowmik 05/08/2022                | 18)                       |
| 5) <del>Siddhanta Chakrabarty</del> 5.08.2022 | 19)                       |
| 6) Yasmin Saima                               | 20)                       |
| 7) Pratik Datta                               | 21)                       |
| 8) Karali Mandal                              | 22)                       |
| 9) Sadhan Chanda                              | 23)                       |
| 10) Animesh Golder 5/8/22                     | 24)                       |
| 11) Subrata Sen. 5.8.22                       | 25)                       |
| 12) Biswajit Patra 5.8.22                     | 26)                       |
| 13) Prabhakar Chakrabarty                     | 27)                       |
| 14) Priyanshu Ghosh. 05/08/22                 | 28)                       |
| 15) <del>Tharna Bhowmik</del>                 |                           |

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

Agenda - 1

To Discuss regarding the Admission of UG and PG for the session 2022 - 2023

Dr. Rimi Roy, Coordinator IQAC reported before the IQAC meeting that the Admission of UG courses for the session 2022 - 2023 has been started on and from 18th July, 2022

Report before the Principal within the stipulated time.

67 MISC

Nil.

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



Rimi Roy 5/8/2022

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

*Shannabari*  
Principal,  
VIVEKANANDA COLLEGE 05/08/2022  
Madhyamgram, Kolkata - 129



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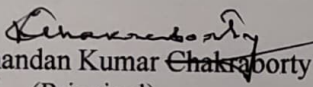


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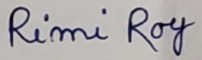
Date. 05/11/2022

## NOTICE

A meeting of IQAC will be held on 05/11/2022 (Saturday) at 1.00 P.M in the Smart Classroom. All the members of IQAC Committee are requested to attend the meeting positively.

  
Dr. Chandan Kumar Chakraborty  
(Principal)

Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

  
Dr. Rimi Roy  
(IQAC Coordinator)

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

### Agenda:

- Discussion regarding AQAR 2021-2022.
- Discussion regarding the format of Add-on courses & Value added courses.
- Discussion on Innovative Ideas in Teaching & Course Curriculum & Appreciation for distributing relief among the flood effected peoples.
- Discussion on Departmental Profile.
- To prepare Power Point presentation for NAAC assessment & accreditation.
- Discussions on our achievements in different fields.

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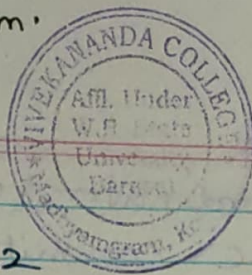
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A meeting of the IQAC held on 5/11/2022 at 1pm  
in the Smart classroom.



### Members Present:

1. ~~Sumit~~ 5/11/2022
2. Rimi Roy 5/11/2022
3. Abak Kr. Biswas 5/11/22
4. Binayak Patra 5.11.22
5. Sadhan Choudhury 5/11/22
6. Animesh Ghosh 05/11/22
7. Sukur Ali 05/11/22
8. Satyabrata Dinda 05/11/2022
9. Tapati Das 05/11/2022
10. Thoma Biswas 05.11.2022
11. Sonali Munde 05.11.2022
12. Paramita Pathak 05.11.22
13. Anindita Benerjee 05.11.22
14. Bomi Ghosh. 05.11.22.
15. Gouranga Khaitan 05.11.22.
16. Debasis Mondal 5.11.22
17. Sahyabrata Ghosh 5.11.22
18. Biplob Das 5.11.22
19. Jansel Ali Mollah 5-11-22
20. Harachon Das 5.11.22
21. Pratik Das 5.11.22
22. Barnali Mitra (Sikha) 5/11/2022
23. Sumanta Kumar Baskey 05/11/2022
24. Anirjit Das 05/11/2022
25. Turu Bera 05/11/22

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

### Agenda 1

Discussion regarding ASAR 2021-2022

prepare their Departmental activities, Academic Affairs and Achievement are to be insert in Power Point Presentation as early as possible. In this regard, all the present members are assured to do the above said work immidiately.

### Agenda 6:

Discussion all our achievements in different fields

We achieve various Awards from MOE, corporate house, and so on. The following Awards are

- 1) Outstanding Ranking in India's Today in the previous four years
- 2) Outstanding Ranking in open magazine and Outlook of the previous year
- 3) A to Z Ranking ~~Grand~~<sup>Band</sup> Performer in
- 4) Innovative Ideas.
- 5) We have participated in NIRF in last three years
- 6) We have signed MOU with various colleges, various Govt. Institution, Corporate house, Local Bodies.
- 7) Recognition of our ITC from MOE.

### Agenda 7:

MISC  
Nil

Rimi Roy 5/11/22  
Director / Co-ordinator  
IQACS  
Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129

*Renukumari*  
Principal, 05/11/2022  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

The meeting ended with a vote of thanks to the chair



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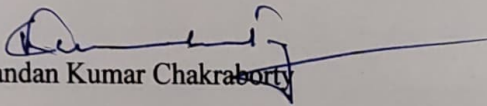


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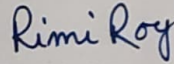
Date..11.01.2023

## NOTICE

A meeting of IQAC will be held on 18.1.2023 (Wednesday) at 2 p.m. in the Smart Classroom. All the members of IQAC are requested to attend the meeting positively.

  
Dr. Chandan Kumar Chakraborty

(Principal)

  
Dr. Rimi Roy

IQAC Coordinator

### Agenda:

1. To discuss matters relating to the completion of SSR for the second cycle of NAAC visit.
2. To discuss regarding the preparedness by all the departments for NAAC visit.
3. To discuss regarding the ongoing Add-on courses by various departments.
4. To discuss regarding the smooth running of LMS portal.
5. To discuss regarding the beginning of new academic session for the even semesters.
6. Miscellaneous

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A meeting of the IQAC was held on 18/11/2023 at 2pm in the Smart Classroom. The following members were present in the meeting.

Members present:—

1. ~~Sumit~~ 18/11/2023
2. Rimi Roy 18/11/2023
3. ~~Shylo~~ 18/11/23
4. Sonali Kanda 18.11.23
5. ~~Byju~~ 18.11.23
6. Y. Saini 18.11.23
7. Boni Ghosh 18.11.23
8. Jansed Ali Mollah 18/11/23
9. Saphan Chanda 18.11.23
10. Satyabrata Dinda 18/11/23
11. ~~Salim~~ 18/11/23
12. Hanadon Das 18/11/2023
13. Bismit Patra 18/11/2023
14. Paramita Patra 18.11.2023
15. Bamali Mita (Singh) 18/11/2023
16. Sarjoy Roy 18.11.23
17. Sumanta K. Barua 18.11.2023
18. Subrata Sen. 18.11.2023
19. Debashis Mazumdar 18.11.23
20. Alok Kumar Biswas 18.11.2023
21. Anrita Khamrui 18.11.2023



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

Agenda 1 - To discuss matters relating to the completion of SSR for the second cycle of NAAC visit.

The IQAC coordinator reported before the house that the college has successfully submitted IQA in December and so the SSR needs to be submitted within the second week of February for the forthcoming NAAC peer team visit. The IQAC coordinator requested all the members to extend their full cooperation for the preparation of SSR.

Agenda 2 - To discuss regarding the preparedness by all the departments for NAAC visit.

The IQAC coordinator requested all the departmental heads to prepare their department profile with the help of the respective faculty members. The departmental profile needs to be updated with regards to students profile, examination results, seminars and special lectures conducted, faculty achievements, SWOT analysis and future prospects. The problems being faced by the departments also need to be highlighted. The departmental heads resolved their queries regarding various matters in this regard and the IQAC coordinator resolved their queries and offered some valuable suggestions.

Agenda 3 - To discuss regarding the ongoing Add-on courses by various departments.

The IQAC coordinators discussed regarding the details of conduction of Add-on courses by various departments. Most of the departments gave details regarding the completion of Add-on courses during the last five years. The IQAC coordinators asked the departmental heads to prepare soft copy for Add-on course details according to the given format in AQAR/SSR and submit the same to the coordinator by end of January.

Agenda 4 - To discuss regarding the smooth running of LMS portal.

The IQAC coordinator requested all the faculty members to keep updating the LMS portal. The faculty members were requested to update the teacher's module, Question bank and study material on a regular basis so that the LMS remains fully updated. The teachers were also requested to update the teacher's diary.

Agenda 5 - To discuss regarding the beginning of new academic session.

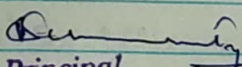
Principal sir reminded that the academic session for the odd semesters have finished and the exams were ensuing. The academic committee need to ~~not~~ prepare the academic

calendar for the upcoming even semesters. The IQAC coordinator requested <sup>the routine committee</sup> to prepare the routine for the even semesters in advance so that the academic session can be started after the completion of the examination of the odd semester. The members of the routine committee agreed to prepare the routine at the earliest.

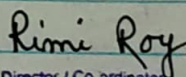
## 6. Miscellaneous.

Some of the members of the teaching faculty clarified their doubts regarding preparation of their personal profiles. Dr Rimi Roy, IQAC coordinator clarified the doubts of the faculty members.

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

  
Principal,  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

18/01/2023

  
Director / Co-ordinator  
IQACS

Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129





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Ref. No.....- Nil -.....

Date...3.03.2023....

## NOTICE

A meeting of IQAC will be held on 10.3.2023 (Friday) at 2 p.m. in the Smart Classroom. All the members of IQAC are requested to attend the meeting positively.

Dr. Chandan Kumar Chakraborty

(Principal)

Dr. Rimi Roy

IQAC Coordinator

### Agenda:

1. To discuss matters regarding the forthcoming NAAC visit.
2. To discuss regarding the preparation of updated Departmental profiles by all the departments for NAAC visit.
3. To discuss regarding the submission of departmental profile and preparation of power point presentation by all the departments.
4. To discuss regarding the updating of LMS portal including Study materials, PO/CO Portal, Teachers' Diary, Question Bank, module etc.
5. To discuss regarding the publication details of the faculty members in journals and edited books.
6. To discuss regarding the completion of Add-on courses by all the departments.
7. Miscellaneous

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A meeting of the IQAC was held on 10/3/2023 at 2pm in the Smart Classroom. The following members were present: -

Members Present -

1. ~~Sumit~~ 10/03/2023
2. Rimi Roy 10/3/2023
3. ~~Subha~~ 10/3/23
4. Sanku Panda 10.03.23
5. ~~Subrata~~ 10.3.23
6. Y. Sains 10.3.23
7. Bani Bishesh 10.3.23
8. Tanzeel Ali Mollah 10.3.23
9. Sanku Chanda 10.3.23
10. Satyabrata Dinda 10.03.23
11. Jalkalita 10.3.2023
12. Haradhan Das 10.3.2023
13. Biswajit Patra 10.3.2023
14. Paramita Patra 10.03.2023
15. Barnali Mishra (Bik) 10.3.2023
16. Sastry Roy 10.3.2023
17. Sumanta Kr. Banerjee 10.03.2023
18. Subrata Sen 10.03.2023
19. Debashis Mozumdar 10.03.2023
20. Alok Kumar Biswas 10.03.2023
21. Amrita Khamui 10.03.2023

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

Agenda 1: - To discuss matters regarding the forthcoming NAAC visit.

IQAC coordinator Dr. Kimi Roy informed the house regarding the submission of the SSR successfully. She also informed the house that the peer team visit was imminent in the month of May-June. The exact date will be shared after communication from the NAAC team. Meanwhile she requested all the faculty members to be prepared for the imminent visit and cooperate with the college administration.

Agenda 2: - To discuss regarding the preparation of updated Departmental profiles by all the departments for NAAC visit.

The departmental heads informed the IQAC coordinator regarding the status of the departmental profiles. Most of the departments have completed the departmental profiles. Discussion was held regarding the submission of profile in hard copy or soft copy. The IQAC coordinator asked the departmental heads to submit the departmental profile to the

designated mail id which has been created for the purpose of NAAC.

Agenda 3. To discuss regarding the submission of departmental profile and preparation of power point presentation by all the departments.

As stated in the earlier agenda, the IQAC coordinator asked the departmental heads to submit the departmental profiles in soft copy to the designated mail id. The departmental heads were asked to keep the hard copies in separate file in the the department. The IQAC coordinator also asked the head of the department to prepare a power point presentation depicting the highlights of the departmental profile including SWOC analysis. The departmental profile should have 30-35 slides. The presentation is to be prepared by April end for the imminent NAAC visit in May.

Agenda 4. To discuss regarding the updating of LMS portal including study materials, PO/CO Portal, Teacher's Diary, Question Bank module etc.

IQAC coordinator Dr. Rimi Roy enquired about the position of LMS portal from the faculty members. They ~~reported~~ informed that the LMS portal is being updated by all the members. Most of the teachers have updated the study material for

both honours and general courses. The P.G. departments have uploaded the study material for P.G. students. Most of the teachers have also updated the modules for the students. The IQAC coordinator also requested the faculty members to upload the Question Bank. The departmental heads were also requested to complete the PO/CO postals of their subject at the earliest.

Agenda 5: To discuss regarding the publication details of the faculty members in journals and edited books.

The IQAC coordinator requested the faculty members to keep their publication details updated. They were also requested to keep the content page of the journal and 1st page of their publication in their personal files. The faculty members were also requested to keep the certificates of the paper presented in their personal files for ready reference.

Agenda 6: To discuss regarding the completion of Add-on courses by all the departments.

The IQAC coordinator enquired regarding preparation of the report on Add-on courses by the departments. The Departmental



heads informed the house that the report on Add-on courses have been prepared as directed by the ~~the~~ guidelines laid down by NAAC. The reports have also been sent to the designated email-id for NAAC.

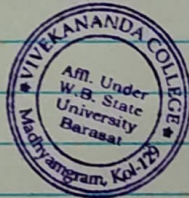
7. Miscellaneous.

Nil.

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

*Rimmi Roy*  
Principal, 10/03/2023  
VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

*Rimmi Roy* 10/3/2023  
Director / Co-ordinator  
IQACs  
Vivekananda College  
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Ref. No..... Nil - .....

Date. 4.05.2023 .....

## NOTICE

A meeting of IQAC will be held on 12.5.2023 (Friday) at 2 p.m. in the Smart Classroom. All the members of IQAC are requested to attend the meeting positively.

Dr. Chandan Kumar Chakraborty

(Principal)

Dr. Rimi Roy

IQAC Coordinator

### Agenda:

1. To review matters regarding the forthcoming NAAC visit.
2. To discuss regarding the schedule of NAAC visit and other related issues.
3. To discuss regarding the work of various committees and preparation of reports by them.
4. To discuss regarding the final preparedness of all the departments for the forthcoming visit.
5. To convey the members regarding mock NAAC visit by IQAC as part of preparation for peer team visit.
6. Miscellaneous

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A meeting of IQAC was held on 12/5/2023 (Friday) at 2 p.m. in the Smart Classroom. Following members were present:

Members present:-

1. ~~Sanjay~~ 12/05/2023
2. Rimi Roy 12/05/2023
3. ~~Sub~~ 12/5/23
4. Sanku Mondal 12.05.23
5. Priyanka Das 12.5.23
6. Y. Saima 12-5-23
7. Boni Adesh 12.5.23
8. Tanzeed Ali Mollahi 12.5.23
9. Sadhan Chouda 12.05.23
10. Satyabrata Dinda 12.05.23
11. Sahinalla 12-5-2023
12. Haradhan Das 12.5.2023
13. Biswajit Patra 12.5.2023
14. Paramita Pattnay 12.5.2023
15. Barnali Mishra (Sinh) 12.5.2023.
16. Sanjoy Roy 12.05.2023
17. Sumanta Kr. Boruah 12.05.2023
18. Subrata Sen 12.05.2023.
19. Debashis Mozumdar 12.05.2023
20. Alok Kumar Biswas 12.05.2023
21. Anrita Khamoui 12.05.2023

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

Agenda 1: To review matters regarding the forthcoming NAAC visit.

The IQAC coordinator informed the house regarding the final dates for NAAC peer team visit. She disclosed that the 3 member peer team is scheduled to visit the college on 1 and 2nd June, 2023. The final programme schedule is being finalised with the chairperson shortly.

Agenda 2: - To discuss regarding the schedule of NAAC visit and other related issues.

The IQAC coordinator Dr. Rimi Roy informed the house that the final detailed schedule for the NAAC peer team visit will be provided shortly after consultation with the NAAC chairperson. She also informed that the NAAC peer team may not devote time to visit all the departments due to paucity of time. However all the P.G. Departments, lab based departments are likely to be included in the visit. So she requested the heads of these departments to keep the presentations

ready for the peer team members. The IQAC coordinator also requested for cooperation from all the members during these preparatory days so that the NAAC peer team visit could be smoothly conducted. All the members assented for full cooperation in this regard.

Agenda 3:- To discuss regarding the work of various committees and preparation of reports by them.

The IQAC coordinator, Dr Rimi Roy madam also asked the convenors of all the committees to update and keep records ready for reference regarding various committee meetings and resolutions which are held throughout the year. All the convenors assented the IQAC coordinator that the meetings and the minutes have been kept ready for reference. The IQAC coordinator also informed the house that the Peer team members may hold separate meetings with the convenors and joint convenors of separate committees. She also resolved the queries in this regard.

Agenda 4 :- To discuss regarding the final preparedness of all the departments for the forthcoming visit.

All the departmental heads informed Principal sir and IQAC coordinator

madam regarding their final stage of preparation for NAAC peer team visit. They also informed that students were also extending full cooperation in these preparations.

The departments are being decorated with charts, models etc prepared by the students. All the members hoped for a good performance during the NAAC peer team visit.

Agenda 5 :- To convey the members regarding mock NAAC visit by IQAC as part of preparation for peer team visit.

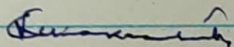
The IQAC coordinator suggested that a mock visit may be conducted 7-10 days prior to the peer team visit to all the departments so that the final preparation for NAAC may be assessed and to identify the shortcomings if any. This suggestion was welcomed wholeheartedly by all the members as it would help to rectify any shortcomings before the actual peer team visit. It was decided that IQAC would prepare a schedule for mock visits to the department shortly and the members would be notified

accordingly.

Agenda 6: Miscellaneous.

Some of the members clarified their doubts regarding the imminent visit. The IQAC coordinator resolved these queries.

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



Principal,

VIVEKANANDA COLLEGE  
Madhyamgram, Kolkata - 129

12/05/2023



Rimi Roy

Director / Co-ordinator  
IQACs

12/5/2023

Vivekananda College  
East Udayrajpur, Madhyamgram  
North 24 Parganas, Kolkata-129