

IQAC MEETINGS: 2022-2023 & ACTION TAKEN REPORT

IQAC meeting dated 02.07.2022

Agendum

Preparation for the 3rd cycle of NAAC

Minutes of the meeting

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Dr. Shakuntala Bhaduri
5. Smt. Jayanti Sen
6. Dr. Santi Ranjan Dey
7. Dr. Sayonti Mitra
8. Dr. Ashesh Garai
9. Dr. Shantanu Das
10. Dr. Saurav Dutta
11. Dr. Samiran Mondal
12. Dr. Kaustuv Dutta Chowdhury
13. Dr. Md Ahmadullah

- The meeting was presided over by Dr. Saswati Sanyal, Principal, Rammohan College.
- It was a single agendum meeting and discussions were done to take successful initiatives for the 3rd cycle of NAAC.
- NAAC Steering Committee was constituted.
- Principal Madam explained in details the duty and responsibilities to the Convenors & Members of each of the criteria.
- Principal madam concluded the meeting with expressing thanks to all the members.

Action taken report

NAAC Steering Committee

1. **Principal: Prof. Saswati Sanyal**
2. **IQAC Coordinator: Prof. Krishnendu Sarkar**
3. **NAAC coordinators: Prof. Samarendra Nath Banerjee**
4. **Joint Coordinators: Prof. Samiran Mondal & Prof. Sayonti Mitra**
5. **Head of all the Departments: English, Bengali, Hindi, Economics & Business Economics, Political Science, Geography, Education, Philosophy, History, Sanskrit, Mathematics, Chemistry, Physics, Botany, Zoology, Physiology, Commerce & Environmental Science**

Convenors & Members of different criteria-wise groups

#1. Curricular Aspects :

Joint Convenors

1. Prof. Priti Probha Dutta
2. Prof. Shantanu Das

Other members

1. Prof. Nandini Niyogi
2. Prof. Bhuban Chandra Das
3. Prof. Arup Mandal
4. Prof. Om Prakash Rabidas
5. Prof. Dharitri Mondal
6. Prof. Dipayan Mukherjee
7. Prof. Soumi Mondal
8. Prof. Debapriya Das

2. Teaching, Learning, & Evaluation

Joint Convenors

1. Prof. Sahana Sen Mazumdar
2. Prof. Susmita Siddhanta

Other members

1. Prof. Sudipta Ghosal
2. Prof. Kakali Chatterjee
3. Prof. Tapati Barman
4. Prof. Anasuya Roychowdhury
5. Prof. Sanoar Molla
6. Prof. Iman Hazra
7. Prof. Neela De
8. Prof. Shibu Das
9. Prof. Anima Roy

3. Research, Innovation, & Extensions

Joint Convenors

1. Prof. G. P. Dutta
2. Prof. Kaustav Dutta Chowdhury

Other members

1. Prof. Sumita Das Mazumdar
2. Prof. Santi Ranjan Dey
3. Prof. Madhab Ghosh
4. Prof. Mehfuji Alam
5. Prof. Sonali Ghosh
6. Prof. Samik Acharjee
7. Prof. Srabani Sen

8. Prof. Arun Kumar Guchhait

#4. Infrastructure & Learning Resources

Joint Convenors

1. Prof. T. N. Roy
2. Prof. S. R. Dey

Other members

1. Prof. Dibakar Dutta
2. Prof. Jogoda Roy
3. Prof. Sanjoy Kumar Paul
4. Prof. Moumita Mandal
5. Prof. Sibnath Sarkar
6. Gargi Das
7. Aditwia Chowdhury
8. Dinabandhu Mondal

#5. Student Support & Progression

Joint Convenors

1. Prof. Suratna Ganguly
2. Prof. Saurav Dutta

Other members

1. Prof. Antara Mukherjee
2. Prof. Sucharita Ray Saraswati
3. Prof. Debjani Gangopadhyay
4. Prof. Tapati Barman
5. Prof. Tanusree Murmu
6. Prof. Subhankar Mandal
7. Prof. Anindita Das
8. Prof. Suranjan Sarkar
9. Prof. Piu Dhal
10. Prof. Madhuparna Mukherjee

6. Governance, Leadership, & Management

Joint Convenors

1. Prof. Sudipta Ghosal
2. Prof. Ashesh Garai

Other members

1. Prof. Manas Pal
2. Prof. Md Ahmadullah
3. Prof. Samrat Dhar
4. Prof. Anjan Niyogi
5. Prof. Madhusree Poddar

7. Institutional Values & Best Practices

Joint Convenors

1. Prof. Sampa Biswas
2. Prof. Jayanti Sen

Other members

1. Prof. Biswarup Saha
2. Prof. Chandrima Sen
3. Prof. Dalia Hom Chowdhury
4. Prof. Sonali Ghosh
5. Prof. Trina Kundu
6. Prof. Manabendra Saha
7. Prof Malini Basu

ADDITIONAL KEY PROFILE

Teacher profile & quality: Prof. Manjusri Bandopadhyay

Student Satisfaction Survey: Prof. Ranajit Mondal

Innovation Ecosystem: Prof. Chumki Majumder

Alumni Engagement: Prof. Piyali Ghosh Sircar

Institutional Values & Social Responsibilities: Prof. Sipra Goswami

IQAC meeting dated 28.11.2022

Agenda

- **Arrangements for the forthcoming NAAC accreditation**
- **Arrangements for AISHE 2021-22**
- **Report on Academic Audit**
- **Student-Teacher-Alumni Feed Back**
- **Report on Alumni Association**
- **Arrangement for ISO 9001:2015 certification**
- **Miscellaneous**

Minutes of the meeting

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee

4. Smt. Jayanti Sen
5. Dr. Santi Ranjan Dey
6. Dr. Sayonti Mitra
7. Dr. Ashesh Garai
8. Dr. Shantanu Das
9. Dr. Saurav Dutta
10. Dr. Samiran Mondal
11. Dr. Kaustuv Dutta Chowdhury
12. Dr. Md Ahmadullah
13. Dr. Piyali Ghosh Sircar
14. Sri Amitava Mahapatra

- The meeting was presided over by Dr. Saswati Sanyal, Principal, Rammohan College.
- **Agendum 1: Arrangements for the 3rd cycle of NAAC**
Principal Madam suggested that a meeting is needed with teaching, non-teaching and library staff for the preparation for NAAC. It was decided that accordingly a meeting will be held on 13th December, 22 at 10.30 am.
Student workshops will be organized in the later period for Humanities, Science and B. Com. Streams.
- **Agendum2: AISHE 2021-2022**
AISHE will be filled up in due time.
- **Agendum 3: Academic Audit**
It will be conducted as early as possible. Dr. S. Bhaduri will be requested to assist in Academic Audit.
- **Agendum 4: Student-Teacher-Alumni Feed Back**
Arrangements were made for Student-Teacher-Alumni Feed Back & IQAC requested the concerned Convenors to analyze the feed back.
- **Agendum 5:** Alumni Association registration is under processing.
- **Agendum 6:** Arrangement for ISO 9001:2015 certification
- **Miscellaneous**
Dr. S. R. Dey enquired about the progress of the previous initiatives. Dr. Dey expressed his concern about the initiation of Skill India, DST FIST, DSC PURSE in Rammohan College. For the recognition as 'Star College' arrangements are to be made.
Dr. Dey also suggested for the arrangements of GST training course in the College. Commerce department may submit project to NSDC.
Dr. A. Garai given emphasis to initiate Physiotherapy and Computer application courses in our College.
- Principal madam concluded the meeting with expressing thanks to all the members.

Action Taken Report

- Student-Teacher-Alumni Feed Back were collected and analyzed.
- Arrangements were made for ISO 9001:2015 certification.

IQAC meeting dated 13.12.2022

Agenda:

- 1. Preparation for the 3rd cycle of NAAC**
- 2. Preparation for Green Audit 2022-2023**

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Dr. Shakuntala Bhaduri
5. Sri Tapas Narayan Roy
6. Dr. Sayonti Mitra
7. Dr. Santi Ranjan Dey
8. Dr. Ashesh Garai
9. Dr. Samiran Mondal
10. Dr. Kaustuv Dutta Chowdhury
11. Sri Tridib Chakraborty
12. Sri Amitava Mahapatra

- The meeting was presided over by Dr. Saswati Sanyal, Principal, Rammohan College.
- The meeting was held with Teaching, non-teaching staff and Library staff.
- Criteria-wise responsibilities were discussed in details.

- All the members supported the move to proceed for the Green Audit (2022-2023) in association with RSP Green Development & Laboratories Pvt. Ltd.

IQAC meeting dated 21.12.2022

Agenda

- 1. Presentation of the proceedings of the last IQAC meeting. dated 13th December, 2022.**
- 2. As per the discussion taken in the NAAC meeting , dated 13th December, 2022, criteria-wise distribution of responsibilities to teaching, non-teaching & Library staff.**
- 3. Introduction of Mentor System in the College.**
- 4. Discussion on the present state of Academic Audit.**
- 5. Registration of the Alumni Association.**
- 6. Discussion on Skill India, DST FIST, DSC PURSE and preparation for recognition as “Star College”.**
- 7. Proposal for Rain Water Harvesting system**
- 8. Miscellaneous.**

Minutes of the meeting

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Dr. Shakuntala Bhaduri
5. Sri Tapas Narayan Roy
6. Dr. Sayonti Mitra
7. Dr. Santi Ranjan Dey
8. Dr. Ashesh Garai
9. Dr. Kaustuv Dutta Chowdhury
10. Sri Amitava Mahapatra

- The meeting was presided over by Dr. Saswati Sanyal, Principal, Rammohan College.
- **Agendum 1:** IQAC Co-Ordinator read out the proceedings of the meeting dated 13.12.2022. It was confirmed & accepted.
- **Agendum 2:** NAAC co-ordinator distributed criteria-wise responsibility for the SSR preparation.
- **Agendum 3:** It has been decided that Mentor System will be implemented in the College.
- **Agendum 4:** dr. Shakuntala Bhaduri Reported that Internal Academic Audit is ready for all the Departments. It will be followed by External Academic & Administrative Audit comprising external experts.
- **Agendum 5:** Rammohan College already applied for a registered Alumni Association.
- **Agendum 6:** Discussions on Skill India, DST FIST, DSC PURSE and preparation for recognition as “Star College” were made in details.
- **Agendum 7:** All the members agreed to establish the Rain water Harvesting System of at least 15000 lit which can be utilized in case of fire incidence as well as watering plants in the campus and culture of ornamental fish.
- Principal madam concluded the meeting with expressing thanks to all the members.

Action Taken Report

Arrangements made for the establishment of Rain Water Harvest System.

IQAC meeting dated 25.12.2022

An emergency IQAC meeting was held on 25th December, 2022 to discuss the present state of our preparation for the 3rd cycle of NAAC.

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Dr. Santi Ranjan Dey
5. Dr. Kaustuv Dutta Chowdhury
6. Dr. Saurav Dutta

IQAC meeting dated 02.03.2023

Minutes

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Sri Tapas Narayan Roy
5. Dr. Santi Ranjan Dey
6. Dr. Sayonti Mitra
7. Dr. Ashesh Garai
8. Dr. Shantanu Das
9. Dr. Saurav Dutta
10. Dr. Kaustuv Dutta Chowdhury
11. Dr. Md Ahmadullah

IQAC Co-ordinator & NAAC Co-ordinator jointly convened an emergency single agendum meeting with all the teaching and non-teaching staff of the College to discuss the preparation & progress for the 3rd cycle of NAAC.

Alumni association of Rammohan College named as “RAJA RAMMOHAN SARANI RAMMOHAN COLLEGE ALUMNI ASSOCIATION” and registered under the West Bengal Societies Registration Act, 1961 on 01.02.2023.

Action Taken Report

Alumni Association Created.

IQAC meeting dated 29.04.2023

Agenda

1. **Submission & confirmation of the of the previous IQAC meeting.**
2. **Arrangements for the 3rd cycle of NAAC.**
3. **Student-Teacher-Alumni Feed Back**
4. **Report on Green Audit (2022-2023)**

5. Miscellaneous.

Minutes

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Sri Tapas Narayan Roy
5. Smt. Jayanti Sen
6. Dr. Santi Ranjan Dey
7. Dr. Sayonti Mitra
8. Dr. Ashesh Garai
9. Dr. Shantanu Das
10. Dr. Saurav Dutta
11. Dr. Samiran Mondal
12. Dr. Kaustuv Dutta Chowdhury
13. Dr. Md Ahmadullah
14. Dr. Piyali Ghosh Sircar
15. Sri Amitava Mahapatra

- Agendum 1: Submission & confirmation of the of the previous IQAC meeting. Proceedings of the previous IQAC meeting submitted and accepted.
- Agendum 2: Arrangements for the 3rd cycle of NAAC.
- Agendum 3: Student-Teacher-Alumni Feed back collected and analyzed accordingly.
- Agendum 4: Report on Green Audit (2022-2023)

Green Audit(2022-2023) comprising Energy Audit, Water Audit, Biodiversity Audit, Green Campus Management Audit, Plastic Waste Management, Carbon Foot Print Audit & Carbon Credit was submitted and accepted by all the honourable members.

Action taken Report

- Student-Teacher-Alumni Feed back collected and analyzed accordingly.
- Green Audit 2022-2023) comprising Energy Audit, Water Audit, Biodiversity Audit, Green Campus Management Audit, Plastic Waste Management, Carbon Foot Print Audit & Carbon Credit completed.

IQAC meeting dated 07.06.2023

Agenda

- 1. Filling up of AQAR (2021-22)**
- 2. Preparation for the 3rd cycle of NAAC**
- 3. Miscellaneous.**

Minutes

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Sri Tapas Narayan Roy
5. Dr. Santi Ranjan Dey
6. Dr. Sayonti Mitra
7. Dr. Ashesh Garai
8. Dr. Shantanu Das
9. Dr. Saurav Dutta
10. Dr. Kaustuv Dutta Chowdhury
11. Dr. Md Ahmadullah

- Filling up of the AQAR 2021-22 is almost completed.
- Convenors of 7 Criteria discussed the present state of the progress regarding NAAC preparation.

IQAC meeting dated 23.06.2023

Agenda

- 1. SSR preparation for NAAC**
- 2. Compost pit preparation**
- 3. Miscellaneous**

Minutes

Members present

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Sri Tapas Narayan Roy
5. Dr. Santi Ranjan Dey
6. Smt Jayanti Sen
7. Dr. Shantanu Das

8. Dr. Saurav Dutta
9. Dr. Kaustuv Dutta Chowdhury
10. Dr. Md Ahmadullah
11. Dr. Samiran Mondal

Agendum 1

Different aspects of SSR Preparation discussed in details.

Agendum 2

All the members supported the initiative to construct a Compost Pit.

Action Taken Report

- Rain Water Harvesting System established in the Extended Campus with 13500 lit capacity.
 - A Compost Pit prepared in one side of the garden with dimension 3ftx2.5ftx2ft. Leaf litters are deposited in the pit to make compost manure. Produced compost manure is used in the garden to boost plant growth
-