

## IQAC MEETINGS: 2019-2020 & ACTION TAKEN REPORT

IQAC meeting dated 16-11-2019

### Members Present

1. Dr. Saswati Sanyal
2. Dr. Ashesh Garai
3. Dr. Krishnendu Sarkar
4. Dr. Shantanu Das
5. Dr. Saurav Dutta
6. Smt. Sipra Goswami
7. Sri Tapas Narayan Roy
8. Sri Debapriya Sen
9. Dr. Shakuntala Bhaduri
10. Smt. Jayanti Sen.

Principal Madam chaired the meeting.

**Agendum 1:** Confirmation of the proceedings of the previous meeting held on 09.03.2019

IQAC coordinator read out the proceedings of the previous meeting and it was confirmed & accepted.

**Agendum 2:** Charge handover to the present coordinator by the previous coordinator

In presence of all the members of the IQAC, the charge of IQAC coordinator was handed over to Dr. Krishnendu Sarkar, Associate Professor, Department of Botany.

**Agendum 3:** Preparation for Academic & Administrative audits

Members discussed in details regarding the format of the Academic & Administrative Audit. Dr. Shakuntala Bhaduri provided a basic format for the same.

**Agendum 4:** Miscellaneous

Principal Madam provided the latest development of construction works in the New Science building.

The meeting was ended with expressing thanks to the Chair.

### Action taken report

Arrangement made for the Academic & Administrative Audit.

## **IQAC meeting dated 26-11-2019**

### **Members present**

- 1. Dr. Saswati Sanyal**
- 2. Dr. Krishnendu Sarkar**
- 3. Dr. Saurav Dutta**
- 4. Dr. Shantanu Das**
- 5. Dr. Shakuntala Bhaduri**
- 6. Smt. Sipra Goswami**

Principal Dr. Saswati Sanyal chaired the meeting.

**Agendum 1:** Confirmation of the proceedings of the previous meeting held on 16-11-2019

IQAC coordinator read out the proceedings. It was confirmed & accepted.

**Agendum 2:** Constitution of the IQAC committee

The constitution of the IQAC was made as follows:

### **COMPOSITION OF IQAC**

1. Chairperson: Dr. Saswati Sanyal, Principal, Rammohan College.
2. Coordinator: Dr. Krishnendu Sarkar
3. Members:
  - i. Secretary, Teachers' Council: Dr. Samiran Mondal
  - ii. Dr. Shakuntala Bhaduri
  - iii. Dr. Samarendra Nath Banerjee
  - iv. Smt. Jayanti Sen
  - v. Sri Tapas Narayan Roy
  - vi. Dr. Shantanu Das
  - vii. Dr. Saurav Dutta
  - viii. Dr. Ashesh Garai
4. One member from management: Dr. Sharmila Mitra, President, Governing Body
5. Bursar, Dr. Santi Ranjan Dey
6. Sri Amitava Mahapatra
7. Smt. Sadhana Das & Smt. Minakshi Gupta, Councilors, Kolkata Municipal Corporation
8. Dr. Piyali Ghosh Sircar
9. Dr. Debapriya Sen.

**Agendum 3:** Discussion about the format of Academic Audit

**Format for Academic Audit**

**Following information ( for last 4 years 2016-17, 2017-18, 2018-19 & 2019-20) are needed for Academic Audit. Keep all documents in the Department. Please submit the Summary of the Documents to IQAC coordinator (krishnendusarkar48@gmail.com).**

1. Records of Departmental meeting
2. records of Parent-Teacher meeting
3. Departmental Routine
4. Record of assignments of syllabus/modules for each teacher
5. Teaching plan of teachers (Academic Calendar)
6. Students profile UR/SC/ST/OBC
7. Student Participation in NSS
8. Kanyashree (Data of entire College)
9. Sports
10. Marks register- College & University Examinations, Class Tests, Tutorials
11. Records of Student Seminar
12. Records of Seminars, Webinars, Invited Lectures organized by the Department
13. Records of students' participation in Seminars, Symposia, Workshops, extra-curricular activities
14. Records of Excursions/Educational Tours organized by Department
15. Records of Teachers' attendance in OP/RC
16. Records of Teachers' participation in Seminars, Symposia, Conferences, Workshops, Invited lectures
17. Publication by Teachers
18. Records of Academic & Administrative activities of Departmental Teachers
19. Seminar Library records
20. Departmental Magazine/Wall Magazine
21. Department Stock Register
22. Alcohol Stock Register
23. Log Book of Laboratory
24. Purchase related documents
25. Servicing & Repair of Instruments
26. Record of Tutorial/Special/Remedial Classes
27. Feed back Report of outgoing students
28. Environmental Audit Report by Department of Botany & Zoology
29. Infrastructure including Equipment & Furniture
  - a. Developed
  - b. Proposed

**Agendum 3: Miscellaneous**

Principal Madam requested IQAC to proceed urgently for the completion of Academic & Administrative Audit.

The meeting ended with expressing thanks to the Chair.

**IQAC meeting dated 04-02-2020**

**Members present**

1. **Dr. Saswati Sanyal**
2. **Dr. Krishnendu Sarkar**
3. **Dr. Saurav Dutta**
4. **Smt. Jayanti Sen**
5. **Sri Tapas Narayan Roy**
6. **Smt. Sipra Goswami**

**Agendum 1:** Confirmation of the proceedings of the previous meeting held on 26-11-2019  
IQAC coordinator read out the proceedings. It was accepted & confirmed.

**Agendum 2:** Discussion on the Submission of AISHE

Works on AISHE are almost complete and will be uploaded shortly.

**Agendum 3: Miscellaneous**

Dr. Kaustav Dutta Chowdhury explained in details the expenditure plan of RUSA 2.0 Grants.

The meeting ended with expressing thanks to the Chair.