

## IQAC MEETINGS: 2020-2021 & ACTION TAKEN REPORT

### 17-01-2021 (Online meeting)

#### Agenda

1. Set up of College Canteen in the New Campus
2. 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. Sri Tapas Narayan Roy
5. Sri Debapriya Sen
6. Dr. Santi Ranjan Dey
7. Smt Jayanti Sen
8. Dr, Shakuntala Bhaduri
9. Dr. Shantanu Das
10. Dr. Saurav Dutta
11. Dr. Ashesh Garai
12. Dr. Samiran Mondal

Principal Madam chaired the online IQAC meeting.

##### Agendum 1

Principal Madam reported that the construction of the Canteen in the New Campus, 85A, Raja Rammohan Sarani is almost complete.

Sri Tapas Narayan Roy & Dr. Kaustav Dutta Chowdhury presented the detail report on the completion of the Canteen.

Dr. Santi Ranjan Dey requested the members of the IQAC to make arrangements for the setting of rough tiles in front of the Canteen.

##### Miscellaneous

Principal Madam created a group, who will make arrangements and take all the necessary steps to conduct online examinations.

The meeting was concluded with extending thanks to the Chair.

#### Action Taken Report

- The newly constructed College Canteen in the New Campus will be operational very shortly and all the due works in the Canteen will be completed accordingly.

## **22-01-2021 (Offline meeting)**

### **Agenda**

1. College Website update
2. AQAR submission
3. AISHE submission
4. Preparation for Academic Audit
5. Miscellaneous

### **Minutes of the meeting**

Members present:

1. Dr. Saswati Sanyal, Principal, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Manisha Mukherjee
4. Dr. Shantanu Das
5. Dr. Saurav Dutta

Principal Madam chaired the IQAC Meeting.

Agendum 1

Principal Madam highlighted the need to update the website.

Dr. Shantanu Das pointed out the lacunae in the present website and he gave suggestions how to update the College website.

Dr. Saurav Dutta & Dr. Shantanu Das taken the responsibility to update the College website.

Agendum 2

IQAC Coordinator assigned duty to different faculties to compose the AQAR as per 7 Criteria.

Principal Madam supported the initiative.

Agendum 3

Principal Madam informed that AISHE 2020-2021 will be submitted in due time.

Agendum 4

Dr. Manisha Mukherjee presented a Draft format for Academic Audit. All the members accepted the Format.

The IQAC meeting ended with extending thanks to the Chair.

### **Action Taken Report**

- Initiatives taken to update the College Website.
- For AQAR preparation duties were assigned to the faculties.
- Format for the Internal Academic Audit finalized.

## **20-04-2021 (Online meeting)**

### **Agenda**

1. Extension activities in the New Science Building
2. 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. Sri Tapas Narayan Roy
5. Sri Debapriya Sen
6. Dr. Santi Ranjan Dey
7. Smt Jayanti Sen
8. Dr, Shakuntala Bhaduri
9. Dr. Shantanu Das
10. Dr. Saurav Dutta
11. Dr. Ashesh Garai
12. Dr. Samiran Mondal

### Agendum 1

Sri Tapas Narayan Roy & Dr. Kaustav Dutta Chowdhury explained in details the plan of remaining works in the New Science Building.

Dr. Santi Ranjan Dey discussed about the setup of a toilet in New Science Building meant for differently abled students.

Dr. Ashesh Garai mentioned the need of the construction of ramp for the differently abled students.

### Miscellaneous

Due to construction works in the New Campus, few of the medicinal plants in the Medicinal plant Garden are in bad shape. Principal Madam requested IQAC Coordinator to take appropriate measures to restore the Medicinal Plant Garden.

### **Action Taken Report**

- Appropriate measures will be taken to get the residual RUSA Grants to complete all the remaining construction works in the New Science Building.
- Construction of a Toilet for differently abled students.
- Construction of Ramp.