

IQAC MEETINGS: 2021-2022 & ACTION TAKEN REPORT

30-07-2021 (Online meeting)

Agenda

1. Preparation of the format for collecting Students' responses after the completion of each semester
2. Progress in the Academic Audit related matter
3. Preparation for Administrative Audit
4. AISHE submission
5. Miscellaneous

Minutes of the Meeting

Members present:

1. Dr. Saswati Sanyal, Principal & Chairperson, IQAC, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC coordinator
3. Dr. Samarendra Nath Banerjee
4. Smt. Jayanti Sen
5. Dr. Shakuntala Bhaduri
6. Shri Tapas Narayan Roy
7. Shri Debapriya Sen
8. Dr. Santi Ranjan Dey
9. Dr. Shantanu Das
10. Dr. Saurav Dutta
11. Dr. Samiran Mondal

Agendum 1:

Preparation of the format for collecting Students' responses after the completion of each Semester.

Principal Madam, Dr. Saswati Sanyal chaired the online IQAC meeting. She informed that the brief IQAC report that was submitted to the Governing Body, was not accepted and the GB wanted elaborate and complete report with clear cut suggestions on improvement of College administration and functioning.

IQAC will submit an elaborate report and suggestions to the GB before the next Governing Body meeting.

AQAR 2018-2019 submission is delayed. Principal madam suggested that the Director, National Assessment and Accreditation Council will be requested to allow us time so that we can submit the AQAR 2018-2019 as early as possible.

Shri Tapas Narayan Roy and Dr. Samarendra Nath Banerjee encouraged the IQAC team to complete the AQAR submission.

Smt. Jayanti Sen requested IQAC to induct hardworking invitee members to speed up all the works of IQAC.

Dr. Samiran Mondal requested Shri Debapriya Sen to help us to find out the way out for the submission of the AQAR. Shri Debapriya Sen promised to help us accordingly and he also pointed out that NAAC will allow us the necessary permission for the submission of AQAR.

To collect Students' Responses after the completion of each Semester, a questioner was finalized with suggestions from all the members of the IQAC. Dr. Samiran Mondal was requested to take the responsibility to collect the Students' responses through Google Form. Dr. Mondal agreed to do that.

Agenda 2 & 3:

Academic and Administrative Audit

Dr. Shakuntala Bhaduri was requested to proceed with the information obtained from most of the Departments towards Academic and Administrative Audit and preparation of the Audit Report accordingly. A team of members will help Dr. Bhaduri to do the Audit.

Principal Madam requested Dr. Samiran Mondal to make arrangement to prepare Teachers' Self-appraisal Diary and introduce the same for 2021-2022. Few years back, such Diary was maintained by all the teachers. Dr. Shakuntala Bhaduri will provide the format of the Self-appraisal Diary to Dr. Samiran Mondal.

Agendum 4: AISHE submission

It was revealed that AISHE 2020-2021 portal will open around mid-September.

Agendum 5: Miscellaneous

Dr. Shantanu Das pointed out that the composition of IQAC needs to be updated in the Rammohan College Website.

Dr. Saurav Dutta informed us on the academic achievement of a student of the Department of Physics. All the members extended their well wishes to the student.

Initiation of a registered Alumni Association in Rammohan College is essential for the 3rd cycle of NAAC. Dr. Shakuntala Bhaduri requested all the Departments to submit Alumni Record (if any) to the IQAC.

The IQAC meeting ended with an exchange of thanks among the respected members.

ACTION TAKEN

Format for Academic Audit

Following information 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

IQAC

Rammohan College

28-08-2021 (Online meeting)

Agenda

1. Confirmation of the IQAC meeting dated 30th July, 2021
2. Report on the submission of AQAR 2018-2019 submission by IQAC coordinator
3. Report on "Students' responses" by Dr. Samiran Mondal
4. Report on the progress in the Academic & Administrative Audit-related matter by Dr. Shakuntala Bhaduri
5. Arrangements for the submission of AQAR 2019-2020
6. Miscellaneous

Minutes of the Meeting

Members present:

1. Dr. Saswati Sanyal, Principal & Chairperson, IQAC, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Smt. Jayanti Sen
5. Dr. Shakuntala Bhaduri
6. Shri Tapas Narayan Roy
7. Shri Debapriya Sen
8. Dr. Santi Ranjan Dey
9. Dr. Shantanu Das
10. Dr. Saurav Dutta
11. Dr. Samiran Mondal
12. Dr. Piyali Ghosh Sirkar

Agendum 1

Dr. Saswati Sanyal, Principal, Rammohan College chaired the IQAC meeting.

IQAC coordinator read out the proceedings of the IQAC meeting dated 30-07-2021 & was confirmed & accepted.

Agendum 2

IQAC coordinator reported the submission of AQAR 2018-19.

Agendum 3

Dr. Samiran Mondal prepared a format for online Students' feedback. IQAC accepted the format.

Agendum 3

Dr. Shakuntala Bhaduri explained the procedure of Academic Audit. She Prepared a format for the same. IQAC accepted the format.

Agendum 5

Principal madam enquired about the AQAR submission for 2019-20

ACTION TAKEN

IQAC collected student responses after completion of semesters 2020-2021 (through Google Form). Total number students responded 987. Summary of the Report is attached herewith.

29-11-2021

Single agendum emergency meeting

1. Arrangement for the commencement of offline classes for all the semesters.

Minutes of the meeting

Members present

1. Dr. Saswati Sanyal, Principal & Chairperson, IQAC, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Smt. Jayanti Sen
5. Dr. Shakuntala Bhaduri
6. Shri Tapas Narayan Roy
7. Dr. Ashesh Garai
8. Dr. Shantanu Das
9. Dr. Saurav Dutta
10. Dr. Samiran Mondal
11. Dr. Piyali Ghosh Sircar

Principal Madam, Dr. Saswati Sanyal chaired the meeting. IQAC members discussed the commencement of offline classes.

ACTION TAKEN

Resolutions taken in the IQAC Meeting Dated 29th November 2021:

Academic environment of our College was observed and assessed during the period 16th to 29th November 2021. College Office, Accounts Section and College Library were open for 6 days in a week during the said period. All the teachers have taken classes (offline and/or online) for 5 days in a week. For online classes, teachers are requested to report the record of their classes to the respective Head of the Department. HoD should present the report to the Principal accordingly. From 1st December, 2021(till further notice) all the full time teachers except SACT should be present in the College premises for 5 days in a week. All Sem III & Sem V Honours and General classes will be strictly offline in accordance with the usual routine. For Sem I, classes will be in the blended mode. All online classes to be taken from the College premises during the College hours.

07-02-2022

Single agendum emergency meeting

1. Arrangement for the submission of AQAR 2020-2021

Members present

1. Dr. Saswati Sanyal, Principal & Chairperson, IQAC, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator
3. Dr. Samarendra Nath Banerjee
4. Smt. Jayanti Sen
5. Dr. Shakuntala Bhaduri
6. Shri Debapriya Sen
7. Dr. Santi Ranjan Dey
8. Dr. Shantanu Das
9. Dr. Shantanu Das

Principal Madam Dr. Saswati Sanyal chaired the meeting.

Members of IQAC discussed different issues relating AQAR 2020-2021.

A Placement Cell constituted in the IQAC meeting.

ACTION TAKEN

A Placement Cell is needed in our College and IQAC Proposed the following constituents of the Placement Cell in the IQAC meeting 07.02.2022:

- a) Principal Madam
- b) IQAC co-ordinator
- c) Bursar
- d) T. C. Secretary
- e) N. T. S. Secretary
- f) Mr. Debapriya Sen
- g) Dr. Shampa Dey
- h) Mr. Samrat Dhar
- i) Dr. Saurabh Dutta
- j) Dr. Ashesh Garai
- k) Dr. Moumita Datta
- l) Dr. Biswanath Banerjee

AISHE 2020-2021 submitted on 15.03.2022

11-05-2022

Agenda

1. AQAR 2020-2021 submission
2. Preparation for the 3rd cycle of NAAC accreditation
3. Miscellaneous

Minutes of the Meeting

Members present

1. Dr. Saswati Sanyal, Principal & Chairperson, IQAC, Rammohan College
2. Dr. Krishnendu Sarkar, IQAC Coordinator

3. Dr. Samarendra Nath Banerjee
4. Smt. Jayanti Sen
5. Dr. Shakuntala Bhaduri
6. Shri Debapriya Sen
7. Dr. Santi Ranjan Dey
8. Dr. Shantanu Das
9. Dr. Ashesh Garai
10. Dr. Kaustuv Dutta Chowdhury
11. Md. Ahmadullah

Principal Madam, Dr. Saswati Sanyal chaired the meeting.

Agendum 1

Members of the IQAC discussed the filling up of AQAR 20-21 .

Agendum 2

Dr. Samarendra Nath Banerjee explained in details 7 criteria in the SSR.

Agendum 3

To conduct Academic Audit duties are allotted to different faculties.

ACTION TAKEN

In the IQAC Meeting dated 11.05.2022 the duties of Academic Audit of different Departments assigned to the following professors:

Name of the Departments	Academic Audit will be carried out by
Commerce, Economics & English	Prof. T. N. Roy, Prof. J. Sen & Prof. S. Mondal
Physics, Chemistry, Mathematics & Bengali	Prof. S. N. Banerjee, Prof. A. Garai & Prof. Md. Ahmadullah
Botany, Zoology, Physiology & Geography	Prof. Sayonti Mitra & Prof. S. Das
Education, Political Science, History, Sanskrit, Hindi & Philosophy	Prof. S. Dutta & Prof. K. Dutta Chowdhury

18-05-2022

Agenda

1. AQAR 2020-2021 submission
2. Academic Audit Preparation

Minutes of the meeting

Members present

1. Dr. Krishnendu Sarkar, IQAC Coordinator
2. Dr. Samarendra Nath Banerjee
3. Smt. Jayanti Sen
4. Dr. Shakuntala Bhaduri
5. Shri Debapriya Sen
6. Dr. Shantanu Das
7. Dr. Samiran Mondal
8. Dr. Kaustuv Dutta Chowdhury
9. Md. Ahmadullah &

Dr. Samarendra Nath Banerjee chaired the meeting.

Agenda 1

AQAR 2020-2021 is ready for submission.

Agenda 2

All the Departments are requested to arrange the relevant papers that are needed for Academic Audit.

Dr. Piyali Ghosh Sircar informed the IQAC regarding the progress of the Registration of the Alumni Association.

ACTION TAKEN

AQAR for 2020-2021 submitted today.

25-05-2022

Agenda

1. PAC-related matter
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. Smt. Jayanti Sen
5. Dr. Shakuntala Bhaduri
6. Shri Debapriya Sen
7. Dr. Shantanu Das
8. Dr. Saurav Dutta
9. Dr. Samiran Mondal
10. Dr. Kaustuv Dutta Chowdhury
11. Md. Ahmadullah
12. Shri Amitabha Mahapatra

- Principal Madam, Dr. Saswati Sanyal chaired the meeting & highlighted the eligibility and criteria related to PAC.
- Sri Debapriya Sen pointed out the eligibility for PAC in details.
- It was unanimously decided that we will opt for the 3rd cycle of NAAC in 2023.
- Dr. S. N. Banerjee, Dr. Sayonti Mitra & Dr. Samiran Mondal will take the responsibility of NAAC Coordinator.
- Principal Madam contacted Dr. Sharmila Mitra, President of the previous GB, RMC and requested her to deliver a lecture on NAAC. Dr. S. Mitra agreed to do so.
- Revision of constitution of the IQAC, RMC was made and it requires GB approval.
- Principal Madam read out the suggestions made by the NAAC peer team in 2nd cycle report.
- All the members agreed to fulfill the suggestions,
- Sri Debapriya Sen mentioned the importance of the preparation of Performance Indices. He also suggested to induct a platform with the retired efficient teachers in the IQAC.
- Prof. Jayanti Sen reported the progress of Registered Alumni Association.
- Prof. Shakuntala Bhaduri explained few issues related to the Academic Audit.

- The meeting was concluded with extending thanks to the chair.

ACTION TAKEN

The IQAC prepared a Steering Committee for the 3rd Cycle of NAAC.

NAAC Steering Committee
Rammohan College
3rd Cycle of NAAC

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 (Principal Madam will include Names of NTS in different 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. Mehfuj 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

31-05-2022

Agenda

1. Planning & preparation for the 3rd cycle of NAAC
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. Smt. Jayanti Sen
5. Dr. Shakuntala Bhaduri
6. Shri Debapriya Sen
7. Prof. Tapas Narayan Roy
8. Dr. Shantanu Das
9. Dr. Saurav Dutta
10. Dr. Samiran Mondal
11. Dr. Kaustuv Dutta Chowdhury
12. Md. Ahmadullah
13. Dr. Ashesh Garai
14. Dr. Santi Ranjan Dey
15. Dr. Sayonti Mitra
16. Dr. Piyali Ghosh Sircar
17. Sri Amitava Mahapatra

- Principal madam read out the proposed composition of IQAC. After relevant discussion it was decided that the IQAC composition will be finalized in accordance with the NAAC guidelines before the next GB meeting.
- Principal madam pointed out the recommendation made by NAAC Peer Team:
 1. Strengthening and activation of IQAC.
 2. Opening of MSc/MA in Zoology, Botany, English, History & Commerce. Department of Zoology already taken the initiative to implement the recommendation.
 3. Opening of Travel & Tourism-related vocational courses. Prof Jayanti Sen will take the initiative in this regard.
 4. Initiation of Job-oriented add on courses. Department of Zoology taken the initiative to start DMLT.
 5. For the improvement of mental health, regular and continuous sessions are needed. NSS unit of RMC may take the responsibility.
 6. Placement cell to be activated. In the New Sc Building the Placement Cell may share the IQAC room. Details will be discussed in the next IQAC meeting.
 7. Career Counselling/Guidance cell to be activated. Training for entrance examinations (JAM) may be provided to the students of Bio Science & Physical Science Streams.
 8. Formalization of the Alumni Association. Prof Jayanti Sen, Dr. Piyali Ghosh Sircar & Dr. Shakuntala Bhaduri are working hard to do the same.
 9. Improvement of communicative skills. Dr Sayonti Mitra stated that the Dept of English is willing to initiate "Diploma course on communicative English". Principal madam expressed her interest to set up a Lab for Linguistics.
- Discussions were held to establish a Weather Station/Micro-weather Station in RMC. Department of Geography initiated the process few months ago. Prof Chandrima Sen was requested to explain the present development regarding the issue. Sri D. Sen stated that IMD/Pollution Control Board may be contacted to setup the weather station.
- Dr Sani Ranjan De suggested that the Library Cataloguing to be completed as early as possible.
- Dr Ashesh Garai recommended to open a centralized WhatsApp/Telegraph Group to include all the students for prompt and effective communication. Principal madam requested Dr Garai to take the responsibility of coordinator of the Group. Dr Garai agreed to do so.
- Regarding Faculty Exchange Programme, Principal madam mentioned that initial arrangements already made with Shibnath Shastri College & Jogamaya Devi College.
- Total 17 members (including Invitee Members) attended the IQAC meeting.
- Next IQAC meeting will be held on 7th June at 9.30am.
- The meeting concluded with extending thanks to Principal madam and to all the respected members.

ACTION TAKEN

- Set up of Career Counselling Unit in the College.
 - Establishment of Weather Station in the College.
 - Initiation of Faculty Exchange Programme.
 - The NSS unit will take the initiative to improve mental health of the students
-