

## IQAC MEETINGS: 2018-2019 & ACTION TAKEN REPORT

### IQAC meeting dated 07-08-2018

#### Members present

1. Dr. Saswati Sanyal, Principal
2. Dr. Shantanu Das, IQAC coordinator
3. Sri Subrata Gupta, Administrative office staff
4. Sri Tapas Narayan Roy, Member
5. Dr. Saurav Dutta, Member
6. Smt. Sipra Goswami, member
7. Dr. Shakuntala Bhaduri, Member

Principal Madam chaired the meeting.

**Agendum:** Confirmation of the of the proceeding of the last meeting held on 12-05-2018  
IQAC coordinator read out the proceedings and was confirmed by the members.

#### Matter arising:

1. Inclusion of TCS as invitee member of IQAC.
2. Smt. Sipra Goswami suggested that expenditure towards IQAC will be borne by the College account.
3. IQAC room will be completed by 31-08-2018.
4. It is suggested that the clarification of number of duty hours of teachers/day should be done by GB.
5. It has been resolved that biometric attendance will be implemented in the College soon.
6. Vision 2025 will be discussed in the next meeting.
7. T. N. Roy stated that Jio Broadband service will be started very soon.
8. Psychological counselling will be implemented in near future.

#### Agendum: Miscellaneous

1. Dr. S. Das suggested that CC camera installations are needed for the corridor and library of the old building.
2. Establishment of a canteen is essential in the New Campus.
3. Ms. Pujita Ghosh & Ms. Soumi Banerjee Joined the Dept of Zoology under the guidance of Dr. Kaustav Dutta Chowdhury & Ms. Subhasree Das Joined the Dept as scholar under the guidance of Dr. Santi Ranjan Dey in the State DST Projects.
4. It has been resolved that research timing must be made after the class hours. Clarification must be taken from the Co-PI of the project. It has also been suggested that a part of the contingency has to be deposited to the College for providing infrastructure.
5. It has been suggested that the convenor of the Research Committee should be invited in all the interviews for research projects.
6. Suggestion also came to holding a meeting of the Research Committee urgently.

The meeting was ended with expressing thanks to the Chair and all the members.

### **Action Taken Report**

1. After receiving 1<sup>st</sup> instalment of RUSA 2.0 Grant the PWD was communicated and e-tendering process started.
2. To construct 3<sup>rd</sup> & 4<sup>th</sup> floor of the New Science Building, PWD engineers were communicated to draw the floor plans.

### **IQAC meeting dated 25-09-2018**

#### **Members present**

1. Dr. Saswati Sanyal, Principal
2. Dr. Shantanu Das, IQAC coordinator
3. Sri Tapas Narayan Roy, Member
4. Smt. Jayanti Sen, Member
5. Smt. Sipra Goswami, member
6. Dr. Shakuntala Bhaduri, Member

The meeting was chaired by Dr. Shakuntala Bhaduri.

**Agendum:** Confirmation of the proceedings of the meeting that was held on 07-08-2018. IQAC Coordinator read out the proceedings and was confirmed.

#### **Matters arising**

1. Sri T. N. Roy stated that Vision 2025 will be discussed in the next T. C. meeting.
2. It has also been decided that Wi-Fi in the New campus will be set from RUSA Grants.
3. Dr. Shakuntala Bhaduri discussed the issue of psychological counselling with the concerned person.
4. Construction of a canteen in the New Campus needs permission from the Rammohan Roy Memorial Museum Committee.

**Agendum:** Final preparation of AQAR 2017-18

1. IQAC coordinator stated that AQAR 2017-18 in its new format is ready for submission.
2. The AQAR 2017-18 was placed before the members of the IQAC Committee and was approved.
3. It was decided that AQAR of 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18 will be uploaded in the website.

**Agendum:** Report of Principal regarding the suggestion given by the members of IQAC has not been place in the GB meeting.

The meeting was ended with expressing thanks to the chair.

## **IQAC meeting dated 09-03-2019**

### **Members present**

1. Dr. Saswati Sanyal, Principal
2. Dr. Shantanu Das, IQAC coordinator
3. Sri Debariya Sen
4. Sri Tapas Narayan Roy, Member
5. Smt. Jayanti Sen, Member
6. Dr. Saurav Dutta, Member
7. Smt. Sipra Goswami, member
8. Dr. Shakuntala Bhaduri, Member
9. Dr. Ashesh Garai, Member
10. Sri Subrata Gupta

Principal Madam chaired the meeting.

**Agendum:** Confirmation of the proceedings of the previous meeting held on 25-09-2018  
IQAC Coordinator read out the proceedings and it was confirmed & accepted by the members.

### **Matter arising**

1. Regarding Vision 2025, Dr. Ashesh Garai reported that the issue was discussed in T. C. and a format will be given to the teachers for framing the matter.
2. Mr. Debapriya Sen suggested that BSNL Wi fi may be installed in the New building. Principal Madam commented that the College fund may be utilized for the purpose.
3. Psychological counselling will be initiated soon.
4. Induction heater may be used in the New campus for temporary initiation of the canteen.
5. Principal Madam suggested that the research works in the New campus should be completed by 5.00 pm. Students doing project work at Rammohan College should submit fees to the College. Sri T. N. Roy suggested that disciplinary action may be taken in case of violation of Principal Madam's instruction. Sri Roy also suggested to maintain an attendance register for the research students. Principal Madam given emphasis on the immediate Research Committee meeting. Dr. Shakuntala Bhaduri suggested that the list research scholars, norms of research facilities etc. should be submitted to the Research Committee.
6. As per GB meeting dated 15-12-2018, it has been decided that biometry system will be installed 15<sup>th</sup> June, 2019 and will start working from 1<sup>st</sup> July 2019.

**Agendum :** Progress of work done by IQAC.

1. Dr. S. Das inform the IQAC that AQAR 2017-18 was submitted on 04-10-2018 & acknowledgement received on 08-10-2018.
2. AQAR of 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18 also uploaded in the website.
3. AISHE of the year 2018-19 submitted on 08-02-2019.
4. Regarding the West Bengal Health Scheme, Principal Madam & IQAC coordinator attended a Seminar arranged by Higher Education Dept, Govt. of West Bengal on 03-01-2019.

5. Number of teachers participated in the career advancement course has been recorded.
6. IQAC Cell of Calcutta University invited IQAC coordinator of Rammohan College regarding pairing of St. Paul's College with Rammohan College to act as mentor for completing the formalities of NAAC of St. Paul's College. Dr. S. N. Banerjee, Smt. Chumki Majumdar and Smt. Jayanti Sen attended the meeting of the Calcutta University. Dr. Shantanu Das also reported that the progress of NAAC of St. Paul's College is satisfactory.
7. Prime Minister Narendra Modi's Live programme on Pariksha Pe Charcha was telecasted on 29-01-2019 and photographs were uploaded on 30-01-2019 at MHRD website.

**Agendum:** Preparation of CAS of Sri Suranjan Sarkar, Assistant Professor, Department of Sanskrit- IQAC team will collect the format from Bikash Bhawan and will proceed accordingly.

**Agendum:** Recent development

1. Teachers of the Department of Political Science published a book on their subject which is necessary for the students.
2. Dr. Shrabantika Mullick was awarded Ph. D. degree from the University of Kalyani and she Worked under the guidance of Dr. Samarendra Nath Banerjee.
3. Smt. Sipra Goswami reported that P. C. Chandra Group donated Rs 25,000 for the development of the library of Rammohan College.

**Agendum:** Miscellaneous

1. Principal Madam suggested that the results of students should be recorded in IQAC semester-wise.
2. Mr. Debapriya Sen told that a programme on Swachh Bharat may be arranged and he mentioned the website : [swachhbharatmission.gov.in](http://swachhbharatmission.gov.in), which will be done in September, 2019.

The meeting ended with extending thanks to the Chair.

**Action taken report**

1. The College is to Install biometry machines by 15<sup>th</sup> June, 2019.
2. Biometric attendance to be implemented on and from 1<sup>st</sup> July, 2019.