



Website : www.vmbdn.in

Email : vmiqac2017@gmail.com

Phone No.: 7908080655 (Coordinator)

Fax No.: 0342-2646916

Internal Quality Assurance Cell (IQAC)

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(Govt. Sponsored) * ESTD – 1964

P.O-Sripally Dist.- Purba Bardhaman, PIN – 713103, W.B.

NAAC Re-Accredited (2nd Cycle, B+ with PG in Chemistry)

No.:

Date : 02.09.22

From : Co-ordinator, IQAC

An urgent meeting of Internal IQAC members will be held on 09.09.2022 at 2.30 pm in the Principal's Chamber.

The following members are requested to present in the meeting for urgent discussion.

- o Dr. Anandamoy Mukherjee
- o Dr. Sadhan Mondal
- o Dr. Hema Dutta
- o Dr. Palash Mondal
- o Dr. S.S. Mura
- o Sri Utttam Kr. Hazra
- o Dr. Santanu Saha
- o Dr. Bhaskar Jyoti Sarkar
- o Sri Pradip Hazra
- o Sri Paramananda Mondal
- o Head dark-Day Section
- o Head Clark-Morning Section

Agenda :

- To discuss the AQAR 2020-21.
- Miscellaneous

Co-ordinator IQAC

Vivekananda Mahavidyalaya

Burdwan

Principal

Vivekananda Mahavidyalaya

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A meeting of internal IQAC members is going to held on 09/09/22 at 2.30 pm and following members were present.

1.

2. *[Signature]* 09/09/22

3. Hema Dutta 09/09/22

4. Bhaskar Jyoti Sarkar 09.09.22

5. A. Mukhopadhyay 09.09.22

6. Santanu Saha 9.9.22

7. Uttam Kumar Hazra 09/09/22

8. Sadhan Mondal 09.09.22

9. Priyash Mowla 09/08/22

10. Paramananda Mondal 09. 8. 2022

11. *[Signature]* Ghosh

The internal IQAC meeting dt. 09.09.22 is unanimously resolved that:

1. Internal IQAC members can cancel their regular work after 2.30 p.m unless and until the AQAR 2020-21 documents are finally prepared.
2. The following teaching and non-teaching members have been detailed for the following works and submit within 15.09.22 :
 - a. **Dr. Sadhan Mondal, Dr. Anandamoy Mukhopadhyaya and Paramananda Monda** will prepare **CRITERIA 6.1.1** The governance of the institution is reflective of and in tune with the vision and mission of the institution: Government Order for Governing Body (GB), Govt. Letter & University Letter FOR GB formation, GB Formation notice, GB Members, IQAC COMPOSITION, IQAC Resolution, Future Plan, Details of ICT Tools & Softwares, STUDENTS SEMINAR by using ICT Tools, STUDENTS' SEMINAR.
 - b. **Uttam Hazra, Dr. Santanu Saha and Gorachand Ghosh** will prepared the **CRITERIA 6.2.3 2** Screen Shot of ERP, LOGIN PAGE OF ERP PORTAL, MASTER SETTING PAGE OF ERP PORTAL, STUDENT ADMISSION AND



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MASTER SEETTING PAGE OF ERP PORTAL, FINANCE AND ACCOUNTS MENU IN ER , EXAMINATION SOFTWARE FOR DIFFERENT REPORT, ROOM WISE SEAT ALLOTMENT (Registration system, salary system, scholarship system, Library system, tender system)

- c. **Dr. Animeah Debnath** will Prepare the **CRITERIA 6.2.1** - The institutional Strategic / perspective plan: Voucher for purchasing SMS facility, Roles & Responsibilities of various Committees, Future Plan of the College, Link with the website for E-Study Material, Screenshots of E- mails for GB meetings & IQAC meetings, Various IQAC Notices & Resolution, Student Feedback Form, Teachers Feedback Form, Students Feedback Analysis, Teachers Feedback Analysis, IQAC Resolutions & Action Taken Report (Link)
- d. **Dr. Palash Monda** will prepare the **CRITERIA 6.2.2** - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc., Flow chart, Formation, GB resolution for Appointments, Sub-committees, Grievance Redressal Cell, Promotion of Teachers of Governing Body(GB), Sample copy of CSC recommendation letter, Committee list of college
- e. Uttam Hazra, Dr. Santanu Saha and Gorachand Ghosh **will prepared the 6.2.3** - Implementation of e-governance in areas of operation
 1. Administration system
 2. Finance and Accounts system
 3. Student Admission and Support system
 4. Examination systemAudit Report, MSS resolution & vouchers,
- f. **Dr. Hema Dutta, Dr. Bhaskar jyoti Sarkar and Dr. Kajal Mondal** will prepared the **CRITERIA 6.3.1** - The institution has effective welfare measures for teaching and non- teaching staff: Resolutions n RC OP, Promotion of Teaching & non-teaching staff, PF Advance, Bonus and Leave, Voucher on Advance against salary, PF advance, Glimpse on Covid Awareness Programme of teaching & non-teaching staffs.
- g. TCS, ATCS, IQAC Coordinator and Bursar **will submit proposal about the CRITERIA 6.3.2** Number of teachers provided with financial support to attend



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conferences/ workshops and towards membership fee of professional bodies during the year

- h. **Prof. Uttam Kumar Hazra, Prof. Asif Iqbal** will prepared the 6.3.3 Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year: Report & glimpse of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year, Digital Divide and Role of Libraries During COVID-19 Pandemic, One day National Webinar on Organized by the Dept. of Mathematics, along with IQAC, One Day National Level Seminar on
- i. **Dr Chaitali Mondal, Dr. Tanushree Dey** will prepared the **CRITERIA 6.3.5** - Institutions Performance Appraisal System for teaching and non-teaching staff: SELF APPRAISAL FORMS, DAILY DIARY, PROMOTION OF NON-TEACHING STAFF, STUDENTS FEEDBACK
- j. **Dr. Nijamuddin Ali** will prepared the CRITERIA 6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections: Audit Report.
- k. **Dr. Nijamuddin Ali and Prof Santosh kumar Mallik and Dibyojyoti Hazra** will prepared the **CRITERIA 6.4.3** - Institutional strategies for mobilization of funds and the optimal utilization of resources: Audited statement including Budget statement, Receipts and Payments A/C showing income & expenditure, Copy of Sanction Letters indicating the RUSA Fund & State Government Fund (Research Project) Copy of Sanction Letters indicating the RUSA Fund & State Government Fund (Research Project): Student Seminar, One day National level Seminar on GENDER AND SOCIETY : DIFFERENT DIMENSIONS, National Webinar On: Inculcation of Human Values and Professional Ethics in Higher Education Organized by : Department of Political Science in collaboration with Department of Philosophy, Under the aegis of IQAC, Ramananda College, National Webinar and awareness programme on INTELLECTUAL PROPERTY RIGHTS Organized by Department of Political Science In collaboration with: Office of the Controller General of Patents, Design & Trademarks Ministry of Commerce and Industry Department for Promotion



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of Industry and Internal Trade Govt, of India Under the aegis of IQAC, Ramananda College, List of Course

1. **Dr. Animeah Debnath** will Prepare the **CRITERIA 6.5.3** - Quality assurance initiatives of the institution include:

- Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements
- Collaborative quality initiatives with other institution(s)
- Participation in NIRF
- MoU

6.5.3 NAAC certificate

3. **Academic Audit Report** will be completed under the supervision of TCS.
4. **Administrative (internal) Audit Report** will be completed under the supervision of **Dr. Nijamuddin Ali, Dr. Basudeb Haldar, Dr. Apala Bhattacharya, Dr. Prasanta Kumar Mallik, Dr. Argha Khan.**
5. **Green & Environmental Audit** will be completed under the supervision of **Botany Department.**
6. **Energy Audit** will be completed under the supervision of **Physics Department.**
7. **Each and every Sub-committee will have to submit their activity reports of at least ten pages with photographs annually.**
8. **Environmental Audit** will be completed under the supervision of **Dept. of Geography.**