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Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)

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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...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary

Meeting Date 5.1.23

ATR:

1. Admission committee conveners (joint) have been informed to fill up the student enrolment and other student related data for criteria 2 alongwith the other committee members. They may take the help from office if necessary.
2. All teaching staff have been requested to submit their research publication, books, book chapters for the period 2021-22 within 20.1.23 (fifteen days)
3. Dr Sukanta Bhattacharya , Principal, Mankar College have been requested to deliver a lecture on NAAC accreditation and assessment for all faculty members



[Signature]
Principal

Vivekananda Mahavidyalaya, Burdwan

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Date :

From : Principal / Teacher-in-Charge & Secretary

Meeting Date: 20.1.23

ATR:

1. Teachers preparing criteria 2 and 3 have been given reminder to submit the same in time
2. An invitation letter has been sent to Dr Sukanta Bhattacharya , Principal, Mankar College for delivering a lecture on NAAC accreditation and assessment in our college
3. Need for toilets for physically handicapped students(both for boys and girls) has been placed as an agenda in the upcoming GB for approval
4. Need for a separate sick room for girl student has been placed in the form of a letter to the principal



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No...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary

Meeting Date 13.3.23

ATR:

1. An SSR team has been formed in consultation with GB president who are directly involved to prepare AQAR as well as SSR
2. Each team has been provided with blank soft copy and hard copy of respective criteria for their perusal
3. A WhatsApp group has been created comprising IQAC members, TIC and other 22 teachers for smooth functioning of NAAC work
4. SSR of two other colleges (as displayed in online platform) have been downloaded and given to each team as reference
5. Non teaching staff members have been requested to cooperate with teachers for different issues when required
6. The proposal for gas lines has been transferred to the building committee to place an e - tender




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Date :

From : Principal / Teacher-in-Charge & Secretary

Meeting Date: 28.2.23

ATR

1. A team from the university of Burdwan has been requested to visit our college and to judge over our academic performance and provide an assessment report
2. All the HODs have requested to prepare a departmental academic profile within one month
3. Three teachers have given the responsibility to make a chart showing the number of lights(LED / filament/ fluorescent etc) , fans and other electricity operated appliances running in the college campus
4. Dr Prasanta Mallick have been given the responsibility to look over the plants and trees existing in college campus
5. An old lady was kind enough and wanted to donate a new sick bed and a wheel chair to equip the sick room. An honor have been given to the donor for her well wishes. The room has been equipped with oxygen cylinder and all other first aid medicines.



msc
28/2/23
Principal

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Date :

From : Principal / Teacher-in-Charge & Secretary

Meeting Date 27.3.23

ATR

1. HOD or any senior teacher of each department are instructed to prepare a power point presentation of 10 minutes duration comprising all the departmental information in brief as instructed by the academic audit committee members. They may discuss with IQAC members if they need.
2. Audit committee members (one or two) have been invited informally to help us to prepare academic profile.
3. Renovation of computer room have been placed as an agenda in GB for approval


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Date :

From : Principal / Teacher-in-Charge & Secretary

Meeting Date 10.4.23

ATR

1. Contact have been made with energy audit committee to visit our college to see the status of greenary and energy usage per day in the college campus
2. Rain water harvesting proposal have been handed over to the building committee . The building committee will enquire experts for designing the scheme and its result
3. A letter to the West Bengal Pollution Control Board (WBPCB) to launch a sensor based air quality monitoring system in the college campus underNatioal Ambient Air quality Monitoring Programme(NAMP) programme
4. Renovation of old seminar hall and colouring of indoor and outdoors proposal will be handed over to building committee.
5. Renovation of old seminar hall and colouring of indoor and outdoors proposal have been discussed in building committee meeting.



10/4/23

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Date :

From : Principal / Teacher-in-Charge & Secretary

Meeting Date 27.6.23

ATR

1. Notice have been issued to fill up the criteria as early as possible
2. The proposal for separate reading rooms in each hostel have been discussed with building committee. All staff have been requested to donate books for the small library if they wish
3. The idea of extending the girls' common room have been discussed with building committee
4. Software personnel have been contacted to start the process of digitizing all the books with the help of librarians.
5. Affidavit have been taken from almost every student in online mode to stop ragging in college campus



Handwritten signature and date 27/6/23

Principal

Vivekananda Mahavidyalaya, Burdwan

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