



Website : [www.vmbdn.in](http://www.vmbdn.in)

Email : [vmiqac2017@gmail.com](mailto: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 (2<sup>nd</sup> Cycle, B+ with PG in Chemistry)*

**No.:**

**Date : 11.07.18**

**From : Co-ordinator, IQAC**

A meeting of internal IQAC member with the heads of all academic departments will be held on 18/07/2018 at 2 pm in the principals' chamber. All are requested to be present in the meeting.


1. All academic heads
2. Anandamay Mukharjee
3. Sadhan Mondal
4. Hema Dutta
5. S. S. Mura
6. Uttam Hazra
7. Pradip Hazra
8. Paramananda Mondal
9. Head Clark (Day)
10. Head Clark (Morning)
11. Sk. Tofajjen Hossain

### **Agenda:**

1. To report and discuss regarding grant of RUSA 2.0
2. To discuss future development programme.
3. To discuss preparation of AQAR (2017-18)
4. Misc.

  
Convenor IQAA

Vivekananda Mahavidyalaya, Burdwan

  
Principal

Vivekananda Mahavidyalaya, Burdwan



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The following meeting of member (internal) IQAC and H.O.D. held on 18/07/18 at 2 pm and unanimously resolved that :

- |   |               |   |
|---|---------------|---|
| 1. <del>1.</del>                        | <del>2.</del> | H.O.D.                                      |
| 2. A. K. Saini                          |               | 1.  |
| 3. H.D. Dutta 18/7/18                   |               | 2. Goswami Ray (Statistics)                 |
| 4. Utkarsh Kumar Hazra 18/7/18          |               | 3. A. Mukherjee 18/07/2018 (Maths)          |
| 5. Sadhan Mondal 18/7/18                |               | 4. Sibyogjit Hazra 18/7/18 (Sanskrit)       |
| 6. Shambhu Nath Singh Mishra 18/07/2018 |               | 5. Ananda Mohan Saha 18.07.18 (Philosophy)  |
| 7. Pradipta Barua 18.07.18              |               | 6. Sumita Mondal 18/7/18 (Botany)           |
| 8. Anil Kumar A                         |               | 7. Anil Kumar Ach 18/07/18 (PLS)            |
| 9. Anil Kumar A                         |               | 8. Abana Biswas 18/7/18 (Bengali)           |
| 10. Anil Kumar A                        |               | 9. Sumita Sengupta 18.7.18.                 |
|   |               | 10. Sulhankar Jaisankar 18.7.18 (Chemistry) |
|   |               | 11. Sanjib Barua 18.7.18                    |
|   |               | 12.   |

### Resolutions :

1. Information about RUSA 2.0 has been reported.
2. Parent-teacher meeting will tentatively be held before Puja vacation every year.
3. Health check-up / yoga / plantation etc. programme may be held before puja vacation.
4. A meeting of internal IQAC and different sub-committee conveners will be held in regular basis.
5. At least two departmental seminal needs to be conducted within Dec. 2018.
6. AQR 2017-18 & improvement suggestions of AQAR (2017-18) need to be submitted by 28.07.18.
7. Various programme between staff vs staff, staff vs. student should be conducted by college authority.

  
18/07/18

  
18/07/18



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No.:

Date : 18.09.18

From : Co-ordinator, IQAC

A meeting of internal IQAC members and the convenors of required sub-committee will be held on 25.09.2018 at 1.30 pm in the principals chamber. The following members and teachers are requested to present.

1. Anandamoy Mukherjee
2. Sadhan Mondal
3. S.S. Mura
4. Uttam Hazra
5. Hema Dutta
6. Pradeep Hazra
7. Paramananda Mondal
8. Head Clark – Day section
9. Head Clark – Morning Section

### Convenorr's of the following sub-committee

<b>Disciplinary/antirragging and grievance redresser committee</b> i. Dr. B.D. Roy ii. Dr. Ahana Biswas	<b>SC/ST/PH Welfare committee :</b> i. Sri Goutam Sarkar ii. Sri Amaresh Pramanik	<b>Sexual Harrashment committee:</b> i. Dr. Ahana Biswas ii. Dr. Pallabi Shil
<b>Canteen Committee :</b> i. Dr. Ranjit Pathak	<b>Research Committee:</b> i. Dr. Kushal Chattopadhyay	<b>Girls Hotel Committee:</b> i. Smt. Madhumita Bhattacharya
<b>College website update committee :</b> i. Dr. Shantanu Saha ii. TCS	<b>Cultural Committee :</b> i. Dr. Ahana Biswas ii. Sri Bikash Halder	<b>Seminar committee:</b> i. Dr. Palash Mondal ii. Dr. Basudeb Halder
<b>Beautification and campus development committee:</b> i. Dr. Anandamoy Mukhopadhyay ii. Sri Bikash Halder	<b>Alumni Committee :</b> i. Sri Argha Khan ii. Sri Santosh Kumar Malik	<b>Seminar Committee (College):</b> i. Dr. Ahana Biswas ii. Sri Amaresh Pramanik
<b>Helath care and students counseling committee:</b> i. Dr. Ahana Biswas ii. Dr. Ranjit Pathak	<b>Career Counselling and students welfare committee:</b> i. Dr. Ananta Gope ii. Dr. Kushal Chattopadhyay	

  
Co ordinator IQAC

Vivekananda Mahavidyalaya, BWN

  
Principal

Vivekananda Mahavidyalaya, BWN



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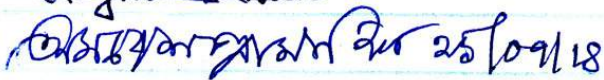

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NAAC Re-Accredited (2<sup>nd</sup> Cycle, B+ with PG in Chemistry)

The following meeting of Internal IQAC member and the required subcommittee is being held on 25.09.18 at 2.30 p.m. in the Principal's chamber in present of the teachers.

### Internal IQAC Membrs

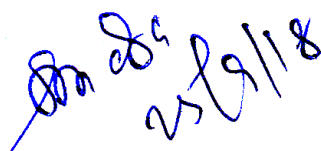
1.  25/9/18
2. A. 
3. A. Mukherjee
4. Shambhu Nath Singh Muru. 25/09/2018
5. Uttam Kumar Hazra 25/9/18
6. Argha Khan.
7.  25/09/18
8.  25/9/18
9. Sadran Mandal 25.09.18

### Sub-committee convenors

1. A. Mukherjee
2. Ananta Gope
3. Prarundeb Ray 25.9.18
4. Santanu  25.9.18
5. Argha Khan 25/9/18
6. Madhumita  25/9/18
7. Pallabi Sil 25.09.18

### Resolutions :

1. All the sub-committee advised to maintain the records about the future plan, feedback, action taking plan etc.
2. After every 1 or 2 month, there will be reviews of works of such committees.
3. Alumni will be registered by Jan 2019 – committed by Dr. Argha Khan.
4. All the sub-committee required to submit their quantitative & qualitative data to the IQAC, VM after every 3 months.
5. It has been decided that all the dept. will conduct a departmental seminar and guardian meeting by Dec 2018.

 25/9/18

 25/09/18



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No.:

Date : 09/11/18

From : Co-ordinator, IQAC

A meeting of internal IQAC members with internal GB members & convenor of seminar committee being held on 16.11.18 at 2.30 pm to host the IMF film festival on 27.11.18 at 11 p.m. The following members were present :

1. *[Signature]* 16/11/18
2. *A. Saha*
3. A. Mukherjee 16.11.2018
4. H Datta 16/11/18
5. P. Anand Mondal 16/11/18
6. Uttam Kumar Hazra 16/11/18
7. Shambhu Nath Singh Mursh. 16.11.2018
8. Gorachand Ghosh 16.11.18
9. Soumen Chakraborty 16/11/18
10. Sandip Soma 16.11.18
11. *[Signature]* 16.11.2018
12. Sadhan Mandal 16.11.18

### Resolution :

The meeting of internal IQAC with internal GB member & concern of seminar committee, has been unanimously resolve that –

1. The IMF film festival will be organized in the seminar hall with other two room/
2. For this programme, college will provide the all necessities as require for IMF film festival programme in the college.

*[Signature]* 16/11/18



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No.: 01/VM/IQAC

Date : 09/01/2019

From : Co-ordinator, IQAC

A review meeting Interval IQAC members, Internal GB members and the convenors of required sub-committee will be held on 06.02.2019 at 1.30 pm in the principal chamber. The following members and teachers are requested to present.

1. Dr. Anandamay Mukherjee
2. Dr. Sadhan Mondal
3. Dr. S.S. Mura
4. Dr. Hema Dutta
5. Sri Uttam Hazra
6. Sri Paramananda Mondal
7. Prof. Subhendu Bag
8. Prof. Someswar Shing
9. Head Clark – Day Section
10. Head Clark – Morning section

### Convenor's of the following Sub-committee

<b>Disciplinary/antiragging and grievance redresser committee</b> i. Dr. B.D. Roy ii. Dr. Ahana Biswas	<b>SC/ST/PH Welfare committee :</b> i. Sri Goutam Sarkar ii. Sri Amaresh Pramanik	<b>Sexual Harrashment committee:</b> i. Dr. Ahana Biswas ii. Dr. Pallabi Shil
<b>Canteen Committee :</b> i. Dr. Ranjit Pathak	<b>Research Committee:</b> i. Dr. Kushal Chattopadhyay	<b>Girls Hotel Committee:</b> i. Smt. Madhumita Bhattacharya
<b>College website update committee :</b> i. Dr. Shantanu Saha ii. TCS	<b>Cultural Committee :</b> i. Dr. Ahana Biswas ii. Sri Bikash Halder	<b>Seminar committee:</b> i. Dr. Palash Mondal ii. Dr. Basudeb Halder
<b>Beautification and campus development committee:</b> i. Dr. Anandamoy Mukhopadhyay ii. Sri Bikash Halder	<b>Alumni Committee :</b> i. Sri Argha Khan ii. Sri Santosh Kumar Malik	<b>Seminar Committee (College):</b> i. Dr. Ahana Biswas ii. Sri Amaresh Pramanik
<b>Helath care and students counseling committee:</b> i. Dr. Ahana Biswas ii. Dr. Ranjit Pathak	<b>Career Counselling and students welfare committee:</b> i. Dr. Ananta Gope ii. Dr. Kushal Chattopadhyay	

*Am*  
17/01/19

*Am*  
19/01/19



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The meeting of IQAC & requisite sub-committee held on 06.02.19 at 1.30 pm in the principal's chamber and the following members were present :

1.  06/02/19
2. A. Mukherjee 06.02.2019
3. A. Ghosh 06.02.19.
4. Ananta Gope
5. Shambhu Nath Singh Murm. 06.02.2019
6. Gurendra Ghosh 6.2.19
7. P. Sankar Mondal 06/02/19
8. D. Saha 06.02.19
9. Paramananda Mondal 6/2/19
10. Hema Datta 6/2/19
11. Athana Biswas 6/2/19
12. Anuresh Samanta 6/02/19
13. Uttam Kumar Hazra 06/02/19
14. Santanu 6.2.19
15. Pradip Hazra 06.02.19
16. Ranjit Kumar Patra 06.02.19



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### **Resolutions :**

The review meeting of IQAC and other requisite sub committees held on 06.02.19 at 1.30 pm in the principals chamber has unanimously been resolve that -

### **Review of the functions of sub-committee:**

1. Most of the requisite sub-committees (Disciplinary/Anti Ragging Grievance Redresser Committee, ST SC PH Welfare Committee , Sexual Harassment Comm. Canteen Com., Research Co., Girls Hostel Com., College Website Update Com., Cultural Com., Seminar Com Inter., Beautification And Campus Development Com., Alumni Com., Seminar Com College., Health Care And Students Counseling Com., Career Counseling And Students Welfare Com.) should start their function in regular basis following the NAAC visit probably in the year of 2022.
2. It has been resolved that all the convenors of requisite subcommittees should arrange meeting in regular basis, at least once in three month.
3. The teacher/non-teaching staff whose name has been entitled as convenor/joint convenor, in more than three sub-committees should be rearranged.
4. IQAC coordinator may call in the sub-committee meeting and the sub-committees should maintain proper records and action taking steps.
5. Existence of grievance /anti ragging cell needs to convey the massages to the newly admission students through website, meeting, functions, banner display.
6. To motivate the research, good published paper the good papers may be linked in college website portal.
7. A workshop on new system of NAAC, will be arranged by the IQAC by the first week of march 2019.

### **Review of the functions of IQAC since 22.02.2017**

8. Since 22.02.17 the IQAC of our college has been arranged 8 meeting with teaching and non-teaching staff, 2 CAS, more than 5 seminars, 1 film festival and submitted 3





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AQAR, audit report. However the resolutions made on these meeting should be expedite as:

- i. The resolution of opening of private courses like Netaji open university, IGNU etc. should be in realism for NAAC.
- ii. Blood donation camp should organize time to time.
- iii. A common computer accessibility room for non-lab student is required to be set-up in urgent basis.
- iv. Central library extension and their full computerization should immediately be started so that the work can finish before the NAAC visit probably in 2022.
- v. Drinking water facility should be installed in every floor of all academic block of our college.
- vi. Student medical support system and yoga should start in regular basis.
- vii. Career counseling committee should arrange the training to job oriented courses.
- viii. Data bank creation related to students and staff at par the NAAC and UGC is required on urgent basis.
- ix. Academic calendar should be uploaded in college website in regular basis.
- x. Conference/workshop of non-teaching staff should be arranged through the non-teaching members of
- xi. The Alumni of the college is yet not registered. However it has suggested to the concerned committee to form the new executive framework but the other alumni member should be collected by all the departments of our college.



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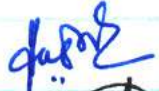
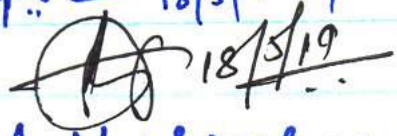

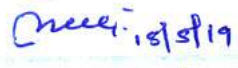


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No.:

Date : 11.05.19

From : Co-ordinator, IQAC

A meeting of IQAC with all members held on 18.05.2019 at 2.30 pm at principals chamber with the presence of following members :

1.  18/5/19
2.  18/5/19
3. A. Mukherjee 18.05.2019
4. Shambhu Nath Singh Mura 18/5/2019
5. Hema Dutta 18/5/2019
6. Uttam Kumar Hazra 18/5/19
7.  18/05/19
8.  18/5/19
9.  18/5/19
10.  18.05.2019

### Full Body IQAC meeting dated 18.05.2019;

### THE RESOLUTIONS WHICH HAVE BEEN UNANIMOUSLY RESOLVED AND ACTION TO BE TAKEN:

1. The college will approach Burdwan University for opening of PG course in History and Mathematics, UG honours course in Physical Education and Nutrition as well as certificate course in Yoga and Computer.
2. Computer Hardware course may be considered as value added courses [Ref. no.1.3.2: Number of value added courses imparting transferable and life skills offered during the last five years and necessary steps to be taken.



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3. For Registration of Alumni Association, it is decided to take initiative by the existing Alumni serving in this college teaching and non teaching staff.
4. Academic committee is requested to frame an academic calendar immediately w.e.f 2019-20 session [Ref. no. 2.5.4: The Institution adheres to the academic calendar for the conduct of CIE]
5. Prof. Uttam Hazra, librarian is entrusted to conduct online student satisfaction survey and Dr. S. N. Sing Mura will collaborate him in this regard [Ref. no. 2.7.1: Online student satisfaction survey regarding teaching learning process]
6. Dr. Sadhan Mondaj. Prof in Chemistry is requested to take initiative for building a functional roll with Rice Mill Owner regarding environmental hazards and other aspects related to rice mill operation [Ref. no.3.5.2: Number of extension and outreach Programmes conducted in collaboration with industry, community and Non-Government Organizations during the last five years]
7. A separate computer laboratory to be developed as soon as possible where students from all subjects will be provided computer facilities [Ref. no.4.1.1: The Institution has adequate facilities for teaching- learning, viz., classrooms, laboratories, computing equipment etc.]
8. It has been requested to provide a package of financial support to those who are attending the conferences/workshops after sufficient scrutiny [Ref. No. 6.3.2: Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.]
9. Principal V.M is requested to take necessary step regarding rain water harvesting and utilization.
10. Regarding Ref. No. 7.1.11: Number of initiatives need to be taken to engage with and contribute to local community during the last five years, it is decided that initiative to be taken to engage local unemployed youth in computer hardware repairing training course.



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**No.:**

**Date :26.09.19**

**From : Co-ordinator, IQAC**

A meeting of internal IQAC members will be held on 01.10.2019 at 1.00 pm in the Principal's Chamber.

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

- o Dr. Anandamoy Mukharjee
- o Dr. Sadhan Mondal
- o Dr. Hema Dutta
- o Dr. S. S. Mura
- o Sri Uttam Hazra
- o Dr. Santanu Saha
- o Sri Pradip Hazra
- o Sri Paramananda Mondal
- o Head dark-Day Section
- o Head Clark-Morning Section

### **Agenda:**

- 2019 - MHRD, National Institute Ranking Framework
- Preparation for 'Academic Audit' for the session 2019-20
- Preparation for 'Green Audit' for the session 2019-20

Convenor IQAC

Vivekananda Mahavidyalaya

Burdwan

Principal

Vivekananda Mahavidyalaya

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A meeting of Internal IQAC member held on 01.10.19 at 1.00 pm in the principal chamber and the following members were present :

1.  01/10/19
2. A. Mukherjee 01.10.2019
3. H Dutta 01/10/19
4. Santanu Saha 1.10.19
5. Sadhan Mondal 1.10.19
6. Shambhu Nath Singh Mura 01/10/2019
7. Uttam Kumar Hazra 01/10/19
8. Soumen Chakrabarti
9. Gourchand Ghosh
10.  01/10/19.

The resolution which have been unanimously resolved and action to be taken :

1. Prof. Dr. Hema Dutta and Dr. Santanu Saha will taken initiative to finalize the MHRD, National Institute Ranking framework of our college.
2. Dr. Sadhan Mondal and Dr. Anandamoy Mukherjee will supervise to prepare the Academic Audit for the session 2019-20, and will be finalize the audit after July 2020.
3. As per the university guideline a “Environmental Committee” is required for the preparation of Green Audit 2019-20. The Teachers council is instructed to create a ‘Environment Committee’ as early as possible.
4. The Web-site committee will take necessary action to incorporate the data entry portal, related to NIRF, Academic Audit and Green Aduit, in the college website. So that all the department, can entry the department data directly to the separate department portal in the college website and will help the upcoming NAAC.

 01/10/19



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**No.:**

**Date : 15.01.20**

**From : Co-ordinator, IQAC**

A meeting of internal IQAC members will be held on 22.01.2020 at 12.00 pm in the Principal's Chamber.



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

- o Dr. Anandamoy Mukharjee
- o Dr. Sadhan Mondal
- o Dr. Hema Dutta
- o Dr. S. S. Mura
- o Sri Uttam Hazra
- o Dr. Santanu Saha
- o Sri Pradip Hazra
- o Sri Paramananda Mondal
- o Head dark-Day Section
- o Head Clark-Morning Section

### **Agenda:**

- AQAR 2018-19 & 19-20 online submission.

The meeting of Internal IQAC member held on 22.01.2020 at 12.00 p.m. in the principal's chamber and the following members were present :

1.  22/01/2020
2. A. Mukherjee 22.01.2020
3. Shambhu Nath Singh Mura 22/01/2020
4. Sadhan Mondal 22.01.2020
5. Santanu Saha 22.1.20
6. Gorachand Ghosh 22.1.20
7. Paramananda Mondal 22.1.20
8. neel 22/01/2020
9. Pradip Hazra 22.01.2020
10. HDutta 22/01/2020
11.  22.01.20



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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.**

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The resolutions which have been unanimously resolved and action to be taken :

- Re. 1 : To submit the AQAR 2018-19 online all the criteria wise excel files will be prepared and upload within 31<sup>st</sup> March 2020.
- Re. 2 : For criterion I, Dr. S.S. Mura will take necessary action to prepare the field project data for the depts.. Geo, Eco, Zoo, Bot, Hist. Also the feedback system will be finalize.
- Re. 3 : Criterion II, Principal Sri along with Pradip Kr. Hazra, Soumen Chakraborty will make the filed.
- Re. 4 : Criterion III files will be prepared by Dr. H. Dutta.
- Re. 5 : Criterion IV excel files will be prepared by Sri Uttam Kr. Hazra.
- Re. 6 : Criterion V excel files will be prepared by Dr. Anandamoy Mukherjee, Dr. Santanu Saha, Sri Paramananda Mondal and Sri G.C. Ghosh.
- Re. 7 : Criterion VI excel files will be prepared by Dr. Sadhan Mondal, Dr. S.S. Mura.
- Re. 8 : Criterion VII excel files will be prepared by Dr. A. Debnath.



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**No.:**

**Date : 01.01.21**

**From : Co-ordinator, IQAC**

A meeting of IQAC members will be held on 08.01.2021 at 1.00 pm in the Principal's Chamber.

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

- o Dr. Kaloshona Roy
- o Dr. Tapas Kr. Das
- o Dr. Pravat Kr. Kuri
- o Dr. Amiya Kr. Kalidaha
- o Dr. Anandamoy Mukherjee
- o Dr. Sadhan Mondal
- o Dr. Hema Dutta
- o Dr. S.S. Mura
- o Sri Utttam Kr. Hazra
- o Dr. Santanu Saha
- o Sri Pradip Hazra
- o Sri Paramananda Mondal
- o Head dark-Day Section
- o Head Clark-Morning Section

**Agenda:**

- To discuss the NAAC visit due on Nov. 2021.
- Miscellaneous





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The meeting of IQAC member held on 08.01.2021 at 1 pm in the principals chamber and the following members were present.

- 1.
2. Tapaj Kumar Doley 8/1/2021
3. Sadhan Mandal 8/1/2021
4. Uttam Kumar Hazra
5. Santanu 8.1.21
6. Hema Datta 8/01/2021
7. Soumen Chakrabarti.
8. Girachand Ghosh
9. Dr. Ananda Mohan Mukherjee (online)
10. Prof. Ananya Roy Kalidaha (online)

The principal, chairman of IQAC took the chair and the meeting started. After detailed discussion on the scheduled agenda the following resolutions are taken :

1. The proceedings of the last meeting was read out and confirmed.
2. It is planned to purchase books for the library of the centre and organize seminar.
3. It is resolved to introduce a six months certificate course in Yoga and for that affiliation will be sought from the University of Burdwan.
4. It is resolved to establish a soil testing laboratory under the supervision of Department of Geography as social extension activity.
5. It is planned to conduct workshop, seminar and training under career guidance cell. It is decided to establish a studio for e-content development which is urgently needed in this pandemic condition for the benefit of the student.
6. It is resolved to organize by IQAC on values in higher educational intuitions and intellectual Property Rights.
7. Resolved to send a proposal to the Govt. of India, Ministry of Non conventional and Renewable Energy for installation of Solar panels on roof top of Annex building. Before ending the meeting with vote of thanks to the chair, it is informed that action taken against resolution no. 2,3,4 & 5 (IQAC meeting 01 /2021-24 dated 04/01/21 and noted is GB dated 7.11.21).



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No.:

Date : 22.11.21

From : Co-ordinator, IQAC

A meeting of internal IQAC members and convenor of different subcommittee & HOD will be held on 27.11.2021 at 12.30 pm in the general staff room.

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

- |                           |                              |
|---------------------------|------------------------------|
| o Dr. Anandamoy Mukherjee | o Dr. Sadhan Mondal          |
| o Dr. Hema Dutta          | o Dr. S.S. Mura              |
| o Sri Uttam Kr. Hazra     | o Dr. Santanu Saha           |
| o Sri Pradip Hazra        | o Sri Paramananda Mondal     |
| o Head dark-Day Section   | o Head Clark-Morning Section |

<b>Disciplinary/antiragging and grievance redresser committee</b> Dr. Brundeb Roy & Dr. Hema Dutta	<b>SC/ST/PH Welfare committee :</b> Sri Amaresh Pramanik & Sri Ashim Kr. Porel	<b>Library Commt.</b> Smt. Sumita Sengupta & Sri Uttam Kr. Hazra
<b>Canteen Committee :</b> Dr. Sadhan Mondal & Sri Sk. Ashif Iqbal	<b>Research Committee:</b> Dr. Kushal Chatterjee & Dr. Prasanta Mallick	<b>Sexual Harrashment Commt.</b> Dr. Sadhan Mondal & Dr. Pallabi Sil
<b>College website committee :</b> Dr. Santanu Saha & Dr. Tanushree Dey	<b>Seminar committee:</b> Dr. Palash Mondal, Dr. Prasanta Mallick, Sri Amaresh Pramanik & Sri Biswajit Majumdar	<b>Helath care &amp; Student counseling committee:</b> Dr. Ranjit Kr. Pathak & Dr. Argha Khan
<b>Career Counselling committee:</b> Dr. Ananta Gope & Dr. Basudeb Haldar	<b>Campus Dev. Committee:</b> Dr. Satya Prasad Mishra & Sri Dibyajyoti Hazra	<b>Sports Committee :</b> Dr. S.S. Murra & Dr. Kajal Mondal
<b>NSS coordinator :</b> Sri Amaresh Pramanik & Sri Vivekananda Majilla	<b>Alumni :</b> Sri Santosh Kumar Malik Sri Mosharaf Hossain	

### Agenda:

- AQAR 2019-20 online submission
- To discuss the NAAC visit due on Nov. 2021
- Miscellaneous

Co-ordinator, IQAC  
Vivekananda Mahavidyalaya  
Burdwan

Principal  
Vivekananda Mahavidyalaya  
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A meeting of internal IQAC, sub-committee convenors & HOD held on 27.11.2021 at 12.30 pm in the General Staffroom. The following members we present :

- 1.
- 2.
- 3.
- 4.
- 5.
6. Kunal Chatterjee 27.11.2021
7. Anandamoy Mukherjee 27.11.2021
8. Prasanta Mallick 27/11/2021
- 9.
10. Uttam Kumar Hazra 27/11/21
11. Sumita Sengupta. 27.11.21.
- 12.
- 13.
- 14.
- 15.
16. Angha Khan 27/11/21
17. Santosh Kumar Malik 27.11.21
18. Santan
- 19.
20. Pallabi Sil 27.11.2021
21. Satwaki Poddar 27.11.2021
22. Tanushree D. 27.11.2021
- 23.
- 24.
25. Kajal Mondal 27.11.2021
26. Ananta Gope
- 27.
- 28.
29. Hema Dutta 27/11/21
- 30.
- 31.
- 32.



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The meeting of IQAC with different subcommittee dated 27.11.21 unanimously resolved that:

### Activities to be taken up for AOAR/SSR Submission

- 1 **Probable time of NAAC Visit:** Sept-Oct 2022 [Starting from 2017]
- 2 **Final Semester VI Result:** For last five years [2017-2021 ]
- 3 **Departmental Programme Outcome:**
  - a. For Sem-I & Sem-II (Hons & General)
  - b. Course Outcome Papers taught
  - c. Students' satisfaction survey
    - i. Grievance Redressal
    - ii. Laboratory facility
  - d. Response from students to be taken up by sending questionnaire (by Google format) for 5 years.
- 4 **Bibliographies of the Publications** during the last Academic year based on average citation index in Scopus/Web of science or Pub Med/Indian.  
(Scanned copy 5 pages): First page, middle page & last page of papers published. / i. UGC- approved Journal papers: in one page ii. Others in different page
- 5 **Mou to be signed**, specifically with Industrial Units.
- 6 Extension activities: i. outreach activities : a. **Health check-up**
  - b. Football Caching/ Carrate coaching etc.
  - c. Pandua Pratibandhi Samiti/ Mou: Prasanta Mallic & Tanushree De
- 7 **Criteria- IV:** E-content preparation/E-Pathshala. 3 **Library Data:** cataloging
- 9 **Sports Committee activities:** Students' participation in different national level competition.
- 10 Students' progression: a. Career advancement cell:
  - i. M.Sc admission admit card
  - ii. Service-Appointment letter.
  - iii. Net qualified Students- Certificate.
- 11 **Training Programme:** Orientation Programme, Refresher Course attended by the teachers



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- 12 a. **SOP-** standard Operating Procedure  
b. Geo- tag Photograph: i. **Total no. of class room**  
ii. Facilities: Playground, Laboratory, Library, Gymnasium
- 13 Workshop & Seminar: **Extract to be made.**
- 14 **ICT Room:** chemistry, Physics, Geoghaphy, existing (English), Life Sc. Building, Library building.
- 15 Water Conservation facilities available in the Institution: **Rain water harvesting.**
- 16 Green Audit Committee
- 17 **Website Committee:** Format to be changed and to be reconstructed as per the website committee of NAAC-accredited college
- 18 Code of Conduct: a. **Teacher**  
b. Student (to be incorporated in the Website)
- 19 **Alumni Committee:** a. free online Registration  
b. Every Department will conduct reunion  
c. Renewal of Registration of the Alumni association.



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No.:

Date : 28.03.22

From : Co-ordinator, IQAC

The meeting of internal IQAC members and all HOD is being held on 05.04.2022 at 2.30 pm in the central staffroom. The following members are present.

- 1.
2. A. Ghosh
3. Sandal 5/4/22
4. Nizamuddin Ali 05/04/22
5. Satyarnasad Mishra 5/4.22
6. Santan Sen 5.4.22
7. Uttam Kumar Hazra 5/4/22
8. Palash Mondal 05/04/2022
9. Shambhu Nath Singh Mursh 05/04/22
10. Prasantu Mallick 05/04/22
11. ~~A. Ghosh~~ 05.04.22
12. Bhaskar Jyoti Sarkar 05.04.22
13. Shubhajit Bhattacharya 05/04/22
14. Madhura Mandal 5/4/2022
15. Kabita Hansda 05/04/2022
16. Hema Dutta 05/04/2022
17. Dibyajyoti Hazra 05/04/2022
18. Argha Khan 05/04/2022
19. Soumen Chakrabarti
20. Gourchand Ghosh 5.4.22



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IQAC meeting of Internal IQAC members & all HOD held on 05.04.2022 at 2.30 pm at Central Staffroom.

### Agends :

1. a) **2020-2021 AQAR submission** : All the HOD of different Departments were informed about submission of templates in proper format as advised by IQAC time to time.
- b) Supporting documents in favour of different data will be processed by different groups, made with two IQAC members for each group.
- c) The last date of submission of data by the HOD is fixed on 15.05.2022.
2. Blood donation camp will be organised on 20.04.2022 by IQAC with the help of Burdwan Hospital. A Tiffin packet of Rs. 40/- will be provided to blood donor. Another Rs. 2000/- (Two thousand only) will be granted for miscellaneous expenses, present students, teachers & staff of our college will be allowed and requested to donate blood.



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No.:

Date : 22.06.22

From : Co-ordinator, IQAC

The meeting of internal IQAC members, all HOD is going to be held on 29.06.2022 at 2.30 pm.

The following members are present :

- 1.
2. P. Anand Mondal 30/6/22
3. Anurag Das 30/06/22
4. Santosh Kumar Malik 30.06.22
5. S. Poddar 30.06.22
6. Santan She 30.6.22
7. Shubrajit Ghosh 30/06/22
8. Chaitali Mondal 30/06/22
9. Samir Tanay 30/06/22
10. HDutta 30/6/22
11. Bhaskar Jyoti Sarkar 30.06.22
12. Mondal 30/6/2022
13. Pradip Kumar Chakraborty 30/06/2022
14. Tanushree Gh. 30.06.2022
15. Subhendu Bar 30.6.2022
16. Bikash Halder 30.06.22
17. Satyaprasad Mishra 30.6.22
18. Nijamuddin Ali 30/06/2022
19. Sandeep Halder 30.06.22
20. Soumen Chakraborty
21. Anil Halder 30.06.22

The meeting of IQAC with HOD and other assigned teachers dtd. 29.06.22 is unanimously resolved that

1. All the criteria of AQAC 2020-21 have been discussed and there were no problem yet for any dept.
2. It has been resolved that all HOD will submit the all documents along with related supporting documents on & before 12.07.22.
3. After 12.07.22 all criteria will be assembled by the teacher's who are assigned for the specific items.





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**No.:**

**Date : 02.09.22**

**From : Co-ordinator, IQAC**

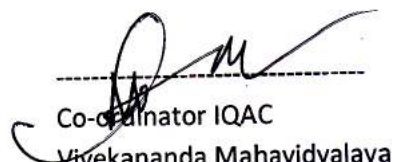
An urgent meeting of Internal IQAC members will be held on 09.09.2022 at 2.30 pm in the Principal's Chamber.

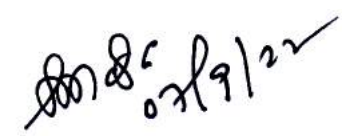
The following members are requested to present in the meeting for urgent discussion.

- o Dr. Anandamoy Mukherjee
- o Dr. Sadhan Mondal
- o Dr. Hema Dutta
- o Dr. Palash Mondal
- o Dr. S.S. Mura
- o Sri Uttam 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

  
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Co-ordinator IQAC  
Vivekananda Mahavidyalaya  
Burdwan

  
-----  
Principal  
Vivekananda Mahavidyalaya  
Burdwan



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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]*

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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## 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 (2<sup>nd</sup> Cycle, B+ with PG in Chemistry)*

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.**



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To  
The Principal,  
Vivekananda Mahavidyalaya, Burdwan

The meeting of the internal IQAC and TC members dated 23.12.22 have been unanimously resolve that

1. The upcoming 3<sup>rd</sup> cycle NAAC visit requires some drastic steps without which IQAC is unable to call the NAAC team.

### The works need to be done on urgent basis

- a) The college audit is pending from 2019. Therefore college **audit (internal / external)** have to be completed;
- b) **Green and Academic Audit** of last 4 years needs for the said audit;
- c) The **new seminar hall** with light and sound have to be completed because various meeting and cultural programme will be happened during the visit;
- d) At present there is no cycle stand for students. The **cycle stand** needs before NAAC visit;
- e) As per UGC guidelines, every institution must have to built the **bathroom for physically handicapped student** – need to be done before visit;
- f) The **college canteen** is closed from the beginning of COVID-19, which is essential for the visit;
- g) The college has **no computer facility for general student**. We need to construct a common computer room with at least 30 computers;

P. T. O.



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- h) Ladies Hostel, Main Building and PG Building require **colour** before visit;
- i) **Student Health Care Room** should be well organized and useable for the students;
- j) As per previous 2<sup>nd</sup> cycle NAAC visit, there were instructions for the construct of **Language Lab and extension of Central Library** with minimum computer facility.

These are also to be completed before 3<sup>rd</sup> cycle visit.

2. Before one month of the completion of the above works IQAC, VM will send the IIQA with requisite fees for the visit of 3<sup>rd</sup> cycle NAAC team.

However so many recommendations e.g. Boys hostel, new courses (PG), short term certificate courses, play and athletic ground etc. were raised in the report of 2<sup>nd</sup> cycle NAAC visit but it requires more time to fulfill this.

Copy to

1. President, GB Vivekananda Mahavidyalay, Burdwan
2. internal GB members
3. Bursar

  
Coordinator IQAC

Vivekananda Mahavidyalay, Burdwan

Co-ordinator IQAC  
Vivekananda Mahavidyalaya  
Purba Bardhaman

necessary steps for subject experts & DPI expert to form a screening/selection

**Agenda:- (Vii)**

To consider the letter dt. 17.01.2023 of the of the Co-ordinator, IQAC

**Resolution:- (Vii)**

As per requisition placed by the Convenor, IQAC on the basis of its meeting dated 23.12.2022, the following resolutions are taken by the Governing Body on Priority basis.

- a) Pending Statutory Auditor from the DPI, Govt. of West Bengal, Governing Body decides to complete the Internal Audit for the Financial year 2019-20 to 2022-23 by an chartered Accountant at earliest.
- b) Green Audit Committee & Academic Committee are assigned to complete the Green Audit & Academic audit respectively at earliest.
- c) For Interior decoration of the new seminar hall Governing Body already decided that the work will be done by Bankura Forest Corporation Division, WB FDC Ltd.
- d) Principal reports that as per decision of the Governing Body processing for plan & estimate for construction of cycle stand has been started.

Contd page ..... 7



- e) Bathroom for physically handicapped students will be constructed and members of the Building Committee & Purchase committee are assigned to process the proposed work.
- f) Principal reports that third times quotations are invited for vendor selection of college canteen and these quotations will be opened on 21.01.2023
- g) Computer facility may be provided to the General students if IQAC will find out a suitable room for this purpose.
- h) Painting of the outside of the P.G building & Madam Curie hostel will be done and the members of the building Committee & Purchase Committee are requested to take initiative in this matter.
- i) Students Health Care room is ready at our college but for visiting our students by a doctor at least twice in a month initial contact may be made with the students' Health Home Centre. If they disagree with our proposal then a private doctor may be contacted for this purpose on payment of minimum remuneration. IQAC & students' Health Care Committee are assigned for this purpose.
- j) Construction of language lab and extension of Central Library are kept in abeyance at present due to shortage of fund position of the college.

  
18/1/23

Dr. S.P. Rudra  
Principal & Secretary  
Governing Body  
Vivekananda Mahavidyalaya  
Burdwan

  
18/01/23

Sri Paresh Chandra Sarkar  
President , Governing Body  
Vivekananda Mahavidyalaya  
Burdwan

In the meeting dated 5.1.23 , present members unanimously resolved that...

1. AQAR 2021-22 to be submitted on or before March
2. Admission committee conveners (joint) will fill up the student enrolment and other student related data and take help from office to fill up the criteria 2
3. Dr Hema Dutta, Dr Bhaskar Jyoti Sarkar will collect research and publication related works from all teaching staff
4. A seminar cum workshop is to be organised on NAAC accreditation and assessment for all faculty members (teaching and non-teaching) to progress towards NAAC visit

  
Co-ordinator, IQAC  
Vivekananda Mahavidyalaya  
Burdwan

  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

In the meeting dated 20.1.23, present members unanimously resolved that .....

1. The dead line for submission of criteria 2 and 3 to be extended upto 31.1.23
2. The seminar cum workshop on NAAC accreditation and assessment will be held on 11.2.23 in the old seminar hall of our college
3. Seminar committee will take the responsibility to distribute the jobs for organising the seminar
4. The demand for toilets for physically handicapped students( both for boys and girls) is also a right demand of the students and need to be considered
5. Demand for a separate sick room for girl students is a right demand and need to be considered

  
20/01/23  
Co-ordinator, IQAC  
Vivekananda Mahavidyalaya  
Burdwan

  
20/01/23  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

In the meeting dated 28.2.23, present members unanimously resolved that .....

1. Academic audit, energy audit, green audit and gender audit are to be done with the help of respective agencies or members
2. Number of students (both boys and girls) coming by cycle or bike are increasing day by day, so it is necessary to construct a larger cycle stand instead of extending the existing one.
3. Demand for an extended cycle and bike stand and a separate cycle and bike stand for girl student
4. Medical room will be treated as Sick room for students and will be renovated properly.

  
Co-ordinator, IQAC  
Vivekananda Mahavidyalaya  
Burdwan

  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

In the meeting dated 13.3.23, present members unanimously resolved that...

1. Responsibilities given to the teachers are as follows:

Serial No	Criteria No	Name of the teacher
1	1	Dr Basudeb Halder Dr Satya Prasad Mishra Dr Chaital Mondal Prof Samir Tamang
2	2	Dr Nijamuddin Ali Dr Pallabi Sil Prof Amit Kumar Ash Prof Asif Iqbal Prof Dibyajyoti Hazra
3	3	Dr Hema Dutta Dr Bhaskar Jyoti Sarkar Dr Kajal Mondal
4	4	Dr Sadhan Mondal Dr Argha Khan Prof Uttam Hazra Prof Subhrajit Bhowmik Prof Ananda Mohan Sarkar
5	5	Dr Sambhunath Singh Mura Prof Santosh Kumar Malik Prof Biswajit Majumder Prof Somik Halder
6	6	Dr Prasanta Mallick Prof Ashim Kumar Porel Prof Sumita Mondal
7	7	Dr Santanu Saha Dr Apala Bhattacharya

2. An initiative will be taken to introduce gas lines in the department of physics banning the use of kerosene stoves

  
Co-ordinator IQAC  
Vivekananda Mahavidyalaya  
Burdwan

  
Principal  
Vivekananda Mahavidyalaya  
Burdwan  
13/03/23

In the meeting dated 27.3.23, present members unanimously resolved that...

1. IQAC convener will prepare a power point presentation of 30 minutes duration comprising all the information regarding this college in brief and will present before the audit committee to get suggestion for preparing academic report.
2. HOD or any senior teacher of each department will prepare a power point presentation of 10 minutes duration comprising all the departmental information in brief. They will present the slide before the academic audit committee members to get further assistance.
3. Extension of reading room in the central library is to be placed as an agenda in the upcoming GB for approval
4. Demand to purchase new books is to be placed before principal in the form of a letter
5. Bengali and Sanskrit department will be converted to computer room and will be renovated accordingly. A separate room will be allotted for the faculty members of those two subjects
6. Sick room is made almost ready to use for sick students, only need some first aid medicines and preliminary instrument as per requirement

  
Co-ordinator, IQAC  
Vivekananda Mahavidyalaya  
Burdwan

  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

In the meeting dated ~~10.04.23~~ the present members unanimously resolved that...

1. A team from the university of Burdwan will be requested to visit our college and observe the average energy usage per day in the college campus. They will be asked to give valuable suggestion to reduce energy consumption.
2. The team will also visit the campus for estimation of greenery, verify the achievements done by green group
3. We will try to build a rain water harvesting project in miniature form, a bigger project will be aimed if it becomes successful
4. A letter will be given to the West Bengal Pollution Control Board (WBPCB) to launch a sensor based air quality monitoring system in the college campus
5. Renovation of old seminar hall is a necessary as different cultural functions, farewell ceremonies etc. are held in that hall where several distinguished persons used to come to attend the same. Moreover university examinations are held in this hall.
6. Renovation of old seminar hall and colouring of indoor and outdoors proposal will be handed over to building committee.

  
Co-ordinator, IQAC  
Vivekananda Mahavidyalaya  
Burdwan

  
10/04/23  
Principal  
Vivekananda Mahavidyalaya  
Burdwan

In the meeting dated 27.06.23 the present members unanimously resolved that

1. The team formed as per the meeting on 13.3.23 will continue to collect data and fill up their respective criteria for preparing AQAR 2022-23
2. A separate reading room in each hostel is necessary for the students. The reading room will be equipped with a small library
3. The idea of extending the girls' common room will be discussed with building committee
4. Employees of library will take the charge of digitizing the library books with the help of corresponding agencies
5. Anti- ragging form will be filled up by the student

  
27/06/23  
Co-ordinator, IQAC  
Vivekananda Mahavidyalaya  
Burdwan





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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 29.8.18

1. Information about RUSA 2.0 has been reported.
2. All Dept.(s) have been informed to organize parent-teacher meeting every year.
3. Health Check Up camps have been organized on regular basis.
4. A meeting of internal IQAC and different sub-committee conveners has been arranged.
5. All Depts. Have been informed to arrange Departmental Seminars.
6. Regarding AQAR 2017-18 necessary suggestions have been provided by all the staff.
7. Various programmes between staff vs staff, staff vs. student have been conducted by college authority, such as Cooperative annual get together, institutional Sports etc.



*[Signature]* 05/9/18  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 29.8.18

1. All sub-committees have been informed to keep records of the events organized by them.
2. IQAC along with Principal of the college reviewed the development of the dept. regarding keeping of the records. After every 1 or 2 months.
3. Dr. Argha Khan has submitted the requisite form in order to register The Alumni of the college.
4. All the sub-committee has been informed to their quantitative & qualitative data to the IQAC, VM.
5. All Depts. Have been informed to arrange seminar and guardian's meeting.



*[Handwritten Signature]*  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 28.11.18

1. IMF Film Festival has been organized with full enthusiasm from students' side.
2. The college authority has already provided necessary support to the successful arrangement of Film Festival.



*[Signature]*  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman  
04/12/18



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 26.02.2019

#### Review of the functions of sub-committee:

1. Committees formed in the meeting have started to function.
2. Meetings by different sub-committee have been organized.
3. The process of documentation has been started.
4. Anti-ragging cell started to function.
5. Papers published by teachers uploaded to website.
6. Workshop on NAAC was organized.

#### Review of the functions of IQAC since 22.02.2017

1. Regarding opening of branches of Netaji Open University, IGNU the proposal have been submitted to the higher authority.
2. Blood donation camp has been organised time to time.
3. A proposal has been received by the GB to construct common computer accessibility room for non-lab student.
4. The proposal for Central library extension has been received.
5. Drinking water facilities have been provided.
6. Student related medical support system and several campusings are going on regular basis.
7. Career counselling events have been organised
8. Data bank creation has been done partially.
9. Academic Calendar for each and every session has been uploaded to the website.
10. The non-teaching staff assessment will be done by the students through IQAC at the time of form fill-up of 3rd year student next year.
11. The proposal has been submitted for the registration of Alumni of the college.



*[Signature]*  
**Principal**  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 25.6.19

1. Action has been taken regarding opening of new courses i.e.- PG in History and Math ; UG hons in Physical Education and Nutrition and the process is still undergoing.
2. Registration of Alumni Association has been done.
3. Academic Calendar for the session 2019-20 has been prepared.
4. Students' survey has been done.
5. The proposal has been submitted to the higher authority for A separate computer laboratory to be developed as soon as possible where students from all subjects will be provided computer facilities
6. The Bursar has taken the responsibility to provide a package of financial support to those who are attending seminars
7. The proposal has been submitted to the Principal of V.M to take necessary steps regarding rain water harvesting



*[Signature]*  
30/6/19  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 17.12.2019

1. Initiative to finalize the MHRD, National Institute Ranking framework of our college has already been taken.
2. The Secretary of the Teachers' council has taken the initiative to complete Academic Audit for the session 2019-20
3. Green audit committee has been established.
4. Data entry portal to incorporate Green audit, NIRF and Academic Audit has been created in the college website.



*[Handwritten Signature]*  
**Principal**  
Vivekananda Mahavidyalaya



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 18.12.20

1. AQAR 2018-19 has been uploaded successfully.
2. All criterions have been successfully completed as well as submitted in order to prepare AQAR.



*Principal*  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 19.3.21

1. Some books have been purchased.
2. To introduce Yoga Course the concerned authority has been informed.
3. For establishment of Soil testing laboratory the concerned authority has been informed.
4. Several workshop, seminars have been conducted online in order to keep students aware about their subjects even in this pandemic situation.
5. Due to Covid -19 situation workshops on Values and Intellectual Property Rights could not be organised. It'll take place after Covid protocol is over and college will reopen.
6. Higher authority is taking the initiative to set up Solar Panels on the roof top of the Annexe Building.



*[Signature]*  
22/3/21  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman





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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 28.7.21

1. Last five years final semester reports have been prepared and preserved.
2. Departmental programme outcome from all depts. Including hons and general streams have been prepared.
3. Bibliographies of the publications of the faculty members have been maintained and prepared as well.
4. Dept. Of Chemistry has been informed to sign Mou with Rice mills.
5. Extension activities like health check-up have been conducted in the college premise.
6. Regarding delivery of the E-contents to the students, necessary arrangements have been done through the college website and e-contents have been uploaded to the same portal on regular basis.
7. Free portals for downloading study materials have been mentioned in the college website
8. Sports Committee activities have been postponed due to Covid-19 situation.
9. Several programmes attended by teachers have been noted down.
10. Geotag photos have been taken.
11. Available ICT rooms have been reorganized so that if necessary arises online class can be arranged there.
12. Open Recharge ground in order to conserve water has been done.
13. Regarding Green Audit Environmental Committee has been set up.
14. Required changes have made in college website.
15. IQAC formed the Code of Conduct for Teacher, students and staff and the same have been uploaded to the college website.
16. Alumni registration has been done.



*[Signature]*  
02/8/21  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 7.4.22

1. Submission of filled-in AQAR Templates by all Depts. is in process.
2. Different groups have been made in-charge to inspect submitted data.
3. Blood donation camp will be organized in short time.



*[Signature]*  
12/4/22  
**Principal**  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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

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

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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 11.6.22

1. All HODs already submitted completed data for AQAR 2020-21
2. All assigned teachers compiled the data and submitted in due time.



  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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## Internal Quality Assurance Cell (IQAC)

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### ACTION TAKEN REPORT OF THE GB MEETING HELD ON 18.10.22

1. All the teachers and non-teaching staff have been assigned to complete the process of AQAR submission within stipulated time and the said process is undergoing.
2. TCS has been informed to complete academic audit.
3. The respective authority has been informed to complete Administrative audit report (internal).
4. The Botany Department have been informed to complete green audit report.
5. The Department of Physics have been informed to complete Energy Audit.
6. Every Dept. has been informed to submit annual activity report.
7. The Dept. Of Geography have been informed to complete Environmental Audit.



*00780*  
*22/10/22*  
Principal  
Vivekananda Mahavidyalaya  
Purba Bardhaman



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To  
The Principal,  
Vivekananda Mahavidyalaya, Burdwan

The meeting of the internal IQAC and TC members dated 23.12.22 have been unanimously resolve that

1. The upcoming 3<sup>rd</sup> cycle NAAC visit requires some drastic steps without which IQAC is unable to call the NAAC team.

### The works need to be done on urgent basis

- a) The college audit is pending from 2019. Therefore college **audit (internal / external)** have to be completed;
- b) **Green and Academic Audit** of last 4 years needs for the said audit;
- c) The **new seminar hall** with light and sound have to be completed because various meeting and cultural programme will be happened during the visit;
- d) At present there is no cycle stand for students. The **cycle stand** needs before NAAC visit;
- e) As per UGC guidelines, every institution must have to built the **bathroom for physically handicapped student** – need to be done before visit;
- f) The **college canteen** is closed from the beginning of COVID-19, which is essential for the visit;
- g) The college has **no computer facility for general student**. We need to construct a common computer room with at least 30 computers;

P. T. O.



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- h) Ladies Hostel, Main Building and PG Building require **colour** before visit;
- i) **Student Health Care Room** should be well organized and useable for the students;
- j) As per previous 2<sup>nd</sup> cycle NAAC visit, there were instructions for the construct of **Language Lab and extension of Central Library** with minimum computer facility.

These are also to be completed before 3<sup>rd</sup> cycle visit.

2. Before one month of the completion of the above works IQAC, VM will send the IIQA with requisite fees for the visit of 3<sup>rd</sup> cycle NAAC team.

However so many recommendations e.g. Boys hostel, new courses (PG), short term certificate courses, play and athletic ground etc. were raised in the report of 2<sup>nd</sup> cycle NAAC visit but it requires more time to fulfill this.

Copy to

1. President, GB Vivekananda Mahavidyalay, Burdwan
2. internal GB members
3. Bursar

  
Coordinator IQAC

Vivekananda Mahavidyalay, Burdwan

Co-ordinator IQAC  
Vivekananda Mahavidyalaya  
Purba Bardhaman

necessary steps for subject experts & DPI expert to form a screening/selection committee.

**Agenda:- (Vii)**

To consider the letter dt. 17.01.2023 of the of the Co-ordinator, IQAC

**Resolution:- (Vii)**

As per requisition placed by the Convenor, IQAC on the basis of its meeting dated 23.12.2022, the following resolutions are taken by the Governing Body on Priority basis.

- a) Pending Statutory Auditor from the DPI, Govt. of West Bengal, Governing Body decides to complete the Internal Audit for the Financial year 2019-20 to 2022-23 by an chartered Accountant at earliest.
- b) Green Audit Committee & Academic Committee are assigned to complete the Green Audit & Academic audit respectively at earliest.
- c) For Interior decoration of the new seminar hall Governing Body already decided that the work will be done by Bankura Forest Corporation Division, WB FDC Ltd.
- d) Principal reports that as per decision of the Governing Body processing for plan & estimate for construction of cycle stand has been started.

Contd page ..... 7

- e) Bathroom for physically handicapped students will be constructed and members of the Building Committee & Purchase committee are assigned to process the proposed work.
- f) Principal reports that third times quotations are invited for vendor selection of college canteen and these quotations will be opened on 21.01.2023
- g) Computer facility may be provided to the General students if IQAC will find out a suitable room for this purpose.
- h) Painting of the outside of the P.G building & Madam Curie hostel will be done and the members of the building Committee & Purchase Committee are requested to take initiative in this matter.
- i) Students Health Care room is ready at our college but for visiting our students by a doctor at least twice in a month initial contact may be made with the students' Health Home Centre. If they disagree with our proposal then a private doctor may be contacted for this purpose on payment of minimum remuneration. IQAC & students' Health Care Committee are assigned for this purpose.
- j) Construction of language lab and extension of Central Library are kept in abeyance at present due to shortage of fund position of the college.

  
18/1/23

Dr. S.P. Rudra  
Principal & Secretary  
Governing Body  
Vivekananda Mahavidyalaya  
Burdwan

  
18/01/23

Sri Paresh Chandra Sarkar  
President , Governing Body  
Vivekananda Mahavidyalaya  
Burdwan





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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



  
Principal

Vivekananda Mahavidyalaya, Burdwan

Principal  
Vivekananda Mahavidyalaya  
Burdwan



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No...../V.M.

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



*20/1/23*

Principal

Vivekananda Mahavidyalaya, Burdwan

Principal  
Vivekananda Mahavidyalaya  
Burdwan



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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



  
Principal

Vivekananda Mahavidyalaya, Burdwan

Principal  
Vivekananda Mahavidyalaya  
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No...../V.M.

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.



*Principal*  
28/2/23

Principal

Vivekananda Mahavidyalaya, Burdwan

Principal  
Vivekananda Mahavidyalaya  
Burdwan



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No...../V.M.

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

  
Principal

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No...../V.M.

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*

Principal

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No...../V.M.

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



*Principal*  
27/6/23

Principal

Vivekananda Mahavidyalaya, Burdwan

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