



21/07/2018

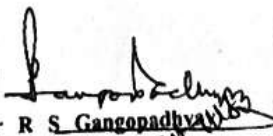
**NOTICE**

A meeting of the IQAC will be held on 2nd August 2018 (Thursday) at 1 pm in the Principal's room, new building, for discussions on the following agenda.

1. Ratification of the minutes of the last meeting held on 23-04-2018.
2. Discussion about the procedure of analysis of online students' feedback received so far and action to be taken (if needed) based on the report.
3. Action taken regarding the plan of the IQAC for the AY 2017 - '18.
4. Approval of Academic Calendar 2018-19
5. Formulation and Endorsement of Research Policy
6. Formulation and Endorsement of Vision and Mission Policy
7. Plan of action to be adopted for the AY 2018 - '19.
8. Miscellaneous.

The following members are requested to be present at the meeting.

- Prof. Soukhen Joardar
- Prof. Arunava Mishra
- Prof. Sarajit Sardar
- Dr. Debalina Banerjee
- Dr. Debasish Joddar
- Sri Sumit Kumar Manna
- Dr. Sabuj Chadury (External Member)
- Dr. Samir Kumar Ghosh (External Member)

  
(Dr. R. S. Gangopadhyay)  
Chairperson, IQAC  
Principal  
Vidyasagar Metropolitan College  
Kolkata-700 006

Pursham Banerjee  
(Coordinator Acting)  
CO-ORDINATOR  
IQAC  
VIDYASAGAR METROPOLITAN COLLEGE  
KOLKATA-700 006



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**Resolutions of the IQAC meeting dated 02-08-2018**

The meeting was chaired by the Principal, Dr. Ramswarup Gangopadhyay.

1. At first, the resolutions of the last meeting dated 23-04-2018 were confirmed. It was proposed that the seven NAAC activity groups have to meet regularly to speed up the process, and the assistance in compilation of data could be obtained from Sri Sumit Kumar Manna (Librarian). Regarding feedback analysis, Sri Sanjay Kumar Ghosh's (Assistant Professor, Department of Statistics) help would be sought. The issue of necessity of students' mentoring would be discussed with the teachers and responsibilities would be divided among the full-time teaching members immediately, followed by information of the same to the students. For more support from the college towards research works by the teaching members, new guidelines need to be provided for allotting seed money. Regarding welfare activities of the teaching and non-teaching staff, Sri Abrar Alam (as the Secretary, TC) and Sri Jamil Akhtar may be assigned the responsibilities of collecting information and suggesting possible measures.

2. Following the confirmation of the minutes, the action taken report of the IQAC for the AY 2017-'18 was discussed, as shown below:

- Plan: Purchasing a land for setting up the second campus of the College to host playground, hostel, classrooms etc.
- Action taken: Application has been submitted for availing a land from Govt. of West Bengal.
- Plan: Erection of 3rd floor and expansion of the computer laboratory in the new building.
- Action taken: Plan for construction of 3rd floor has been submitted to the Kolkata Municipal Corporation.
- Plan: Enhancing ICT infrastructure using smart and virtual classrooms.
- Outcome: Usage of smart and virtual classrooms has been started by various departments.
- Plan: More extensive use of ICT in teaching-learning processes
- Action taken: Teachers have been appealed for enhancing the use of ICT in teaching and store the relevant records.
- Plan: Regular monitoring of the students' attendance and counselling those with lower attendance to help in their betterment.
- Outcome: Regular monitoring enhanced the attendance of students.
- Plan: Enhancement of the stock of the departmental libraries and seminar libraries for the benefit of students.
- Action taken: Books have been purchased out of Govt. fund for enriching the departmental libraries.
- Plan: Enhanced vigil on the campus through installation of CCTV cameras in the old building premises to monitor campus discipline.
- Action taken: Five places in the old building have been brought under monitoring through CCTV camera.
- Plan: Improvement of the feedback system through the implementation of the online feedback system.
- Action taken: Teacher-specific feedback format, as well as alumni and parents' feedback have been implemented.
- Plan: Completion of the cataloguing and enhancement of the safety system in the library.
- Action taken: Cataloguing is under progress. Security issues are being managed using CCTV cameras.
- Plan: Enhancement of the stock of the departmental libraries and seminar libraries for the benefit of students.





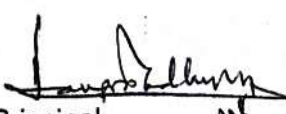
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- Action taken: Books have been purchased out of Govt. fund for enriching the departmental libraries.
  - Plan: Enhanced vigil on the campus through installation of CCTV cameras in the old building premises to monitor campus discipline.
  - Action taken: Five places in the old building have been brought under monitoring through CCTV camera.
  - Plan: Improvement of the feedback system through the implementation of the teacher-specific response format in the online student feedback system.
  - Action taken: Teacher-specific feedback format, as well as alumni and parents' feedback have been implemented.
  - Plan: Completion of the cataloguing and enhancement of the safety system in the library.
  - Action taken: Cataloguing is under progress. Security issue are being managed using CCTV cameras.
  - Plan: Installation of a digital notice board.
  - Action taken: Preference was given to other more important purchases due to financial issues.
  - Plan: Formation of Whatsapp group by the honours departments to discuss academic matters with the students.
  - Action taken: Honours departments have formed the Whatsapp group with students, and a few general departments also created such groups for communication with students.
  - Plan: Creation of departmental webpages.
  - Action taken: Almost all departments have created the webpages.
  - Plan: Informing staff members about the revised NAAC accreditation process.
  - Action taken: The process has been completed.
  - Plan: Purchasing an automation software for managing students' data.
  - Action taken: Software has been purchased and students' data is being stored.
  - Plan: Students' health check-up by the Students' Health Home through NSS unit.
  - Action taken: An induction program for this purpose has been carried out with students, followed by a thalassemia screening of 103 students through the NSS unit.
  - Plan: Distribution of responsibilities to work with the seven criteria laid down by NAAC for AQAR and SSR.
  - Action taken: The distribution has been completed.
  - Plan: Academic calendar for 2018-19
  - Action: An Academic Calendar as approved by University of Calcutta was adopted.
  - Plan: Extension of financial support to the faculty members for presenting paper in National / International conferences.
  - Action taken: Two faculty members have already received this support for their paper presentation in the FY '17 - '18.
  - Plan: Purchase of laptop for auditorium for effective use of ICT in teaching-learning.
  - Action taken: A laptop has been allotted for use in the auditorium.
  - Plan: Welfare activities for the staff – revival of Suswasthwa and provision of sanctioning one-time loan in the event of critical illness.
  - Action taken: One time loan for critical illness for TS and NTS will be sanctioned, based upon the contributions received by TS and NTS.
  - Plan: Inclusion of an alumnus in the IQAC.



- Action taken: An alumni member has been included in the IQAC from the session '18 – '19.
- Plan: Formulation and Endorsement of Research Policy
- Action: A Research Policy was adopted after detailed discussion
- Plan: Formulation and Endorsement of Vision and Mission Policy
- Action: A Vision and Mission Policy was adopted after a detailed discussion

**The plans of action for the next year have been listed below.**

1. Efforts for erection of 3rd floor.
2. Efforts for purchasing land for college campus.
3. More computers to be purchased after expansion of the computer lab.
4. Importance to be given on proper recording of marks and attendance of students, using software-centric method.
5. Enhancing the English language and soft skills of the students.
6. Informing the students about the competencies, course outcome and programme outcome, displayed on the departmental and college website.
7. Implementation of feedback by the new students following SSS format. Result of SSS to be displayed in the website (as per new AQAR format).
8. Teachers and alumni feedback mechanism need to be developed.
9. Students mentoring system (involving fulltime teachers) needs to be introduced, following questions for Students' Satisfaction Survey (SSS) as guidelines. Dr. Sandip Mukherjee would be requested to coordinate the process.
10. Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices need to be arranged.
11. Academic and administrative audit need to be carried out.
12. Creation of parent-teacher association is necessary for the betterment of the teaching-learning process.
13. ICT committee would have to take action for uploading the necessary materials and links to the website.

  
Principal  
Principal  
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Kolkata-700 006

  
Pushan Banerjee  
(Coordinator Acting)  
CO-ORDINATOR  
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7th Oct. 2018

**NOTICE**

A meeting of the IQAC will be held on **12th October at 1 pm** in the Principal's room, new building, for discussion on the following agenda:

1. Ratification of the minutes of the last meeting held on 02.08.2018,
2. Approval of AQAR 2017-18,
3. PBS of teachers for CAS
4. Integration of the Perspective Plan into Institutional Strategy
5. Miscellaneous.

The following members are requested to be present at the meeting:

1. Prof. Arunabha Mishra
2. Prof. Soukhen Joardar
3. Prof. Sarajit Sardar
4. Dr. Pushan Banerjee
5. Dr. Deblina Banerjee
6. Dr. Debasish Joddar
7. Sri Sumit Kumar Manna
8. Dr. Sabuj Chowdhury (External member)
9. Dr. Samir Kumar Ghosh (External member)

  
Principal  
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Vidyasagar Metropolitan College  
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**Resolutions of the IQAC Meeting dated 12.10.2018**

The meeting was chaired by the Principal Dr. Ramswarup Gangopadhyay.

At first, the resolutions of the last meeting dated 02.08.2018 were confirmed.

Following the confirmation of the minutes,

**1. AQAR 2017-18**

- i. All members gave stress on more scientific method of feedback analysis. Prof. Sanjoy Ghosh (Statistics), Prof. Mohsin Islam (Mathematics) and Prof. Sarajit Sardar (Commerce) will take the responsibility of students' feedback, parents' feedback and alumni feedback.
- ii. Self-appraisal report will be introduced in case of all non-teaching staff of the college. Principal Sir and Dr. Pranati Sinha (Mallick) will prepare the requisite proforma / format of this self-appraisal.
- iii. Regarding IQAC composition, the following discussion were made:
  - a. Administrative member will be the librarian.
  - b. Student member will be included from the 2nd year / 4th semester or from 3rd year as per recommendation of the faculty members of B.A. / B. Sc. / B. Com.
  - c. Meeting with stakeholders like faculty, students, non-teaching staff etc. should be increased in 2018 - '19.
- iv. IQAC seminar organizing committee will be formed.
- v. A logbook will be kept in smart classroom, seminar room; and the records will be preserved properly.
- vi. Any type of college activity should be informed to IQAC through email.
- vii. Regular meeting of the library subcommittee should be necessary for discussion about the upgradation of the library.
- viii. Academic audit of 2017 - '18 will be carried out by an auditor as early as possible.

**2. PBAS of teachers for CAS**

PBAS of the following teachers were recommended and will be submitted in the next G.B. meeting:

- Dr. Sanjay Pramanik
- Dr. Sarajit Sardar
- Prof. Abrar Alam.

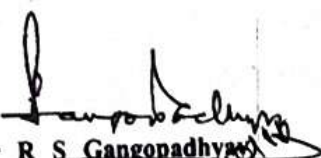
It was resolved that PBAS will be checked by Dr. Pranati Sinha Mallick.

**3. Following courses were approved**

- Certificate course on Mushroom Cultivation from 19th May to 15th September, 2018 being conducted by Entrepreneurship Development Committee.
- Certificate Course on "Business Communication" from 4th August to 12th September, 2018 being conducted by the Department of English.
- Add On Course on "Techniques of Social Research" from 7th August to 25th September, 2018 being conducted by Department of Sociology.
- Add On Course on "Mathematics in Real Life" to be conducted by Department of Mathematics from 17th November to 1st December, 2018.



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4. A Perspective Plan covering the period from 2018-19 to 2027-28 was proposed and formally approved by the members following detailed deliberations.
  5. Dr. P S Mallick reported that the feedback analysis report and action taken report has been prepared. The meeting ended with vote of thanks to the chair.

  
(Dr R S Gangopadhyay)  
Chairperson, IQAC  
Principal  
Vidyasagar Metropolitan College  
Kolkata-700 006

  
Purnan Banerjee  
(Coordinator Acting)  
CO-ORDINATOR  
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8/12/2018

**NOTICE**

A meeting of the IQAC will be held on 22nd December, 2018 (Saturday) at 2.30 pm in the Principal's room, new building, to discuss on the following agenda.

1. Finalisation of the AQAR for 2017-18 AY.
2. Plans for upcoming changes in the AQAR from 2018-19 AY.
3. Progress during the last six months of the current AY.
4. Programmes for the remaining six months of the current AY.
5. Miscellaneous.

The following members are requested to be present in the meeting—

1. Prof. Arunabha Mishra (Coordinator)
2. Dr. Pranati Sinha (Mallick)
3. Dr. Suparna Nandy (Pal)
4. Dr. Sandip Mukherjee
5. Dr. Sarajit Sardar
6. Dr. Debalina Banerjee
7. Dr. Debashis Joddar
8. Dr. Pushan Banerjee
9. Sri Sumit Kumar Manna
10. Dr. Sabuj Chowdhury (External member)
11. Dr. Samir Kumar Ghosh (External member)
12. Sri Sanat Ghosh (Alumni member)

  
Principal  
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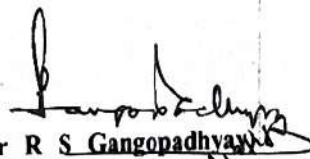




**Resolutions of the IQAC Meeting dated 22.12.2018**

The meeting was chaired by the Principal, Dr. Ramswarup Gangopadhyay.

1. At first the resolutions of the last meeting dated 12.10.2018 were confirmed.
2. Finalization of the AQAR for 2017-18 AY: The members proposed various changes in the AQAR 2017-18 which were noted down by Dr. P. Banerjee. It was argued that a draft copy of the same would be prepared and shared by Dr. P. Banerjee in the IQAC group for finalization.
3. Plans for upcoming changes in the AQAR from 2018-19 AY and progress during the last six months of the current AY: It was resolved that the criteria conveners would play major role in preparing the AQAR of 2018-19 in the new format.
4. Programs for the remaining six months of the current AY:
  - It was agreed that during the next six months new programs like Gender Sensitization would be conducted.
  - Plan to revive Suswastha was also discussed and appropriate steps to be taken.
  - The website of the college needs to be updated on a regular basis.
  - It was also agreed to chalk out a plan to obtain feedback of teachers and alumni.
  - The process of library automation needs to be expedited.
5. The following policies were revised and approved
  - Research policy for teachers
  - Incentive norm for staff members
  - Incentive norm for students
  - Mentoring Policy
6. The meeting ended with vote of thanks to the chair.

  
(Dr R S Gangopadhyay)  
Chairperson, IQAC  
Principal  
Vidyasagar Metropolitan College  
Kolkata-700 006


  
(A Mishra)  
COORDINATOR  
CO-ORDINATOR  
IQAC  
VIDYASAGAR METROPOLITAN COLLEGE  
KOLKATA-700 006



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**Action Taken Report of the Minutes of 2018-19**

1. The feedback of the students and teachers are being analysed and actions taken as far as practicable.
2. The progress of construction work of third floor is being monitored by the Governing Body.
3. Efforts are being made to purchase a land for second campus.
4. Students' mentoring system is being developed and implemented by Dr(Mrs) Suparna Pal and Dr Sandip Mukherjee.
5. Log books in the smart classroom, seminar room and computer centre are being maintained.
6. Following courses were conducted:
  - (a) Certificate course on Mushroom Cultivation from 19th May to 15th September 2018, by Entrepreneurship Development Committee
  - (b) Certificate Course on "Business Communication" from 4th August to 12th September 2018, by the Department of English.
  - (c) Add On Course on "Techniques of Social Research" from 7th August to 25th September, 2018 by Department of Sociology.
  - (d) Add On Course on "Mathematics in Real Life" conducted by Department of Mathematics from 17th November to 1st December, 2018.
7. The following policies were approved:
  - (i) Research policy for teachers
  - (ii) Incentive norm for staff members
  - (iii) Incentive norm for students
  - (iv) Mentoring Policy

  
Principal  
Principal  
Vidyasagar Metropolitan College  
Kolkata-700 006