



30.09.2023

Notice

A meeting of Internal Quality Assurance Cell will be held on 9th October, 2023 at 3 p.m.

in Principal's room to discuss the following agenda.

1. Confirmation and ATR of minutes of last meeting
2. Adopt a resolution congratulating Dr Sanjay Pramanick for being awarded as DLitt.
3. Confirmation of feedback questionnaire.
4. Approval of the course suggested by Prof Damayanti Bakra
5. Take necessary steps to complete Academic and Administrative audit
6. Take necessary steps for proper implementation of NEP and ABC
7. To discuss the reports of Gender Audit.
8. To discuss the reports of Academic and Administrative Audit.
9. To discuss the reports of Green and Energy Audit.
10. Initiate process to submit of AQAR 2022-23.
11. Miscellaneous.

All the members are requested to make themselves available.

(Dr Arghya Sarkar)
Chairperson, IQAC
PRINCIPAL

VIDYASAGAR METROPOLITAN COLLEGE
KOLKATA-700 006



Minutes of the meeting dated 09.10.2023

Members present

1. Dr Argha Sarkar, Principal, Chairman
2. Dr P S Mallick
3. Dr Sandip Mukherjee
4. Dr Debasish Joddar
5. Dr Sarajit Sardar
6. Shri Sumit Manna
7. Mr Tapan Kumar Manna
8. Mr Debarata Sinha
9. Mr Pramod Jaisawal
10. Ms Madhurima Sarkar Saha
11. Mr Raju Das

1. The discussion in the meeting was initiated by Dr Arghya Sarkar, Principal and Chairman of the meeting, stating the role of IQAC towards the development of the institution.
2. The minutes of the last meeting held on 29th May, 2023 was adopted without a change.
3. The discussions related to vacant position in IQAC was initiated by the Coordinator of IQAC. He stated that the constitution of IQAC as per the guidelines is essential as it will enhance the credibility of the body to NAAC. Other members supported the argument. Principal assured that he will discuss the matter and will take necessary steps.
4. IQAC unanimously adopted a resolution congratulating Dr Sanjay Pramanick, Associate Professor, Department of Bengali, on being awarded DLitt.
5. Dr Arghya Sarkar, Principal presented and discussed a revised draft feedback form with the members and sought their opinions. The members discussed the draft and approved the same.
6. The members discussed the proposal of Ms Damayanti Bakra relating to a Certificate course. It was unanimously decided that Ms Bakra would be requested to submit a detailed report showing the financial implications of the course.
7. The agenda related to Academic and Administrative audit was initiated by Dr Arghya Sarkar, who insisted on conducting the audits as early as possible. A discussion took place and it was decided that Principal would get in touch with the Inspectorate of Colleges would and finalise the names of the members who would conduct the audits.
8. Dr Arghya Sarkar while discussing the agenda related to New Education Policy and Academic Bank of Credit stressed on the importance of creating awareness among the students, teachers and non-teaching staff regarding the same. The members agreed to the



proposal and it was resolved that seminars and workshops would be conducted to spread awareness.

9. The members unanimously agreed that Library Science would be offered as IDC from the next session (2024-25) and the librarians would be treated as the faculty member to teach the same.
10. The reports of Gender Audit were discussed and approved.
11. The reports submitted by the Principal on Academic and Administrative Audit were discussed and approved.
12. The report of Green and Energy Audit were also placed by the Principal for discussion. The members expressed satisfaction and the same was approved.
13. The Principal and IQAC Coordinator urged the members and the Criteria Coordinators to initiate the process of submitting the AQAR 2022-23.


(Coordinator, IQAC)
CO-ORDINATOR
IQAC

VIDYASAGAR METROPOLITAN COLLEGE
KOLKATA-700 006


(Dr Arghya Sarkar)
Chairperson, IQAC
PRINCIPAL

VIDYASAGAR METROPOLITAN COLLEGE
KOLKATA-700 006



Notice

A meeting of IQAC will be held on 28.07.2024 at 3 p.m in Principal's room to discuss the following:

1. To approve the minutes and action taken reports of IQAC meeting dated 09.10.23.
2. To discuss the submission of IIQA before 31st March 2024.
3. To discuss the preparation of SSR.
4. To discuss the activities organised during the July 2023 to February 2024
5. To plan the activities to be organised during March 2024 to June 2024
6. To approve the MoU signed.
7. To discuss proposed infrastructural changes
8. To approve the PBAS of Dr Kartick Malik, Dr Subhankar Roy, Dr Srinwanti Mukhopadhyay and Sh Pulak Ranjan Naskar.
9. Miscellaneous

All the members are requested to make themselves available and oblige.

Dr Tapan Kumar Lie has been invited by Dr Arghya Sarkar to join the meeting as Convener of Academic Council.

DATE: 14/7/24


(Dr ARGHYA SARKAR)
CHAIRMAN, IQAC
PRINCIPAL
VIDYASAGAR METROPOLITAN COLLEGE
KOLKATA-700 006



Minutes of the meeting dated 28/12/24

Members Present:

1. Dr Argha Sarkar, Principal, Chairman
2. Prof Arunabha Mishra
3. Dr P S Mallick
4. Dr Sandip Mukherjee
5. Dr Sarajit Sardar
6. Dr Shymasree Basu
7. Shri Sumit Manna
8. Mr Tapan Kumar Manna
9. Mr Debarata Sinha
10. Ms Madhurima Sarkar Saha

1. The meeting started with the Principal and Chairman of the meeting stressing on the needs of getting reaccruited.
2. The minutes and action taken report of the previous IQAC meeting held on 09.10.2023 were read out and unanimously approved by the members present. No modifications were suggested.
3. The Coordinator informed the members that preparations for submission of IQA (Institutional Information for Quality Assessment) are in the final stages. It was resolved that all concerned departments and committees must ensure completeness of the necessary documentation and data validation to enable submission before the deadline.
4. Detailed discussions were held regarding the status of SSR (Self Study Report) preparation. Each criterion team presented a brief update. It was decided that a deadline-oriented schedule would be circulated to ensure timely compilation. The need for evidence-based documentation, quantitative accuracy, and uniform formatting was reiterated.
5. The IQAC took note of the academic, cultural, extension, and student welfare activities organized during the period. These included seminars, awareness programs, outreach initiatives, and departmental events. Members appreciated the involvement of faculty and students and advised documentation of all activities with reports and photographs.
6. The IQAC discussed and proposed a tentative calendar for upcoming activities, including a Faculty Development Programme (FDP), alumni interaction events, environmental awareness drives, and publication of newsletters. Departments were requested to submit their activity proposals for incorporation into the institutional plan.
7. The IQAC approved the Memorandum of Understandings (MoU) recently signed for collaborative academic and co-curricular activities. Members endorsed the initiative and stressed the importance of follow-up action plans.
8. The Principal briefed members on proposed infrastructural upgrades including renovation of classrooms, enhancement of library space, installation of additional CCTV cameras, and expansion



of ICT facilities. The IQAC endorsed the proposals and recommended prioritizing student-centric improvements.

9. The Performance Based Appraisal System (PBAS) reports of Dr. Kartick Malik, Dr. Subhankar Roy, Dr. Srinwanti Mukhopadhyay, and Shri Pulak Ranjan Naskar were reviewed and approved by the IQAC after due consideration.

10. Miscellaneous

- The suggestion to conduct an internal academic audit was accepted.
- The Coordinator informed about upcoming NAAC workshops and encouraged faculty participation.
- It was proposed to update the college website regularly with IQAC reports and event updates.


(Coordinator, IQAC)
CO-ORDINATOR
IQAC
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(Dr ARGHYA SARKAR)
CHAIRMAN, IQAC
PRINCIPAL
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21/05/2024

Notice

A meeting of IQAC will be held on 28.05.2024 at 3 p.m in Principal's room to discuss the following:

1. To approve the minutes and action taken reports of IQAC meeting dated 28.02.24
2. To discuss the preparation of SSR.
3. Discussion on Academic Calendar 2023-24.
4. Preparation of Annual Report 2023-24.
5. Preparation of Academic Calendar 2024-25.
6. Miscellaneous

All the members are requested to make themselves available and oblige.

DATE: 28/5/24


(Dr ARGHYA SARKAR)
CHAIRMAN, IQAC
PRINCIPAL
VIDYASAGAR METROPOLITAN COLLEGE
KOLKATA-700 006



Minutes of the meeting dated 28.05.24

Members Present:

1. Dr Argha Sarkar, Principal, Chairman
2. Prof Arunabha Mishra
3. Dr P S Mallick
4. Dr Sandip Mukherjee
5. Dr Debasish Joddar
6. Dr Sarajit Sardar
7. Dr Shymasree Basu
8. Shri Sumit Manna
9. Mr Tapan Kumar Manna
10. Mr Debarata Sinha

1. The minutes and action taken report of the previous IQAC meeting held on 28.02.2024 were read out and unanimously approved by all members present. No corrections or objections were raised.
2. The Chair initiated the discussion on the Academic Calendar for the session 2023–24. Members reviewed the activities completed during the year were in alignment with the guidelines issued by the IQAC.
3. Key academic activities, including the commencement of classes, internal assessments, practical examinations, holidays, and semester-end examinations, were examined. Members suggested the inclusion of additional student-centric events such as seminars, workshops, and co-curricular activities. It was also proposed that buffer weeks be added for unforeseen disruptions. After a detailed discussion, the house approved the calendar with minor modifications. The revised version will be circulated among all departments and uploaded to the college website for public reference.
4. The Principal and Coordinator briefed the members on the importance of SSR preparation. All seven criteria teams were advised to expedite the documentation and evidence collection process. It was decided that regular review meetings would be held to ensure timely submission. The importance of accurate data entry in the NAAC portal and proper alignment with DVV requirements was emphasized. A tentative timeline for draft was proposed for mid-June 2025.
5. The committee discussed the framework of the Academic Calendar for the session 2024–25. It was resolved that inputs would be taken from all departments regarding proposed academic activities, examinations, holidays, seminars, workshops, and student-centric programs. The draft calendar will be prepared by the Academic Subcommittee and presented in the next meeting for final approval.

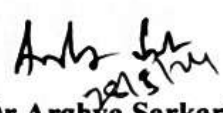


6. Miscellaneous

- The Principal informed the members about the proposal for green campus initiatives, including a plantation drive and waste management awareness campaign in the upcoming semester.
- The IQAC suggested organizing a workshop on Revised NAAC Guidelines for faculty sensitization.
- The need for upgradation of ICT facilities in classrooms was also briefly discussed and referred to the appropriate committee for further planning.
- Principal directed the IQAC Coordinator to take necessary action regarding preparation of Annual report 2023-24.


Coordinator, IQAC
CO-ORDINATOR
IQAC

VIDYASAGAR METROPOLITAN COLLEGE
KOLKATA-700 006


(Dr Arghya Sarkar)
Chairman, IQAC
PRINCIPAL

VIDYASAGAR METROPOLITAN COLLEGE
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Action taken reports 2023-24

1. Principal is engaged in discussion in relation to expansion of IQAC.
2. The Feedback subcommittee has taken necessary steps to implement the newly designed feedback form.
3. The Certificate course will commence under the leadership of Entrepreneurial Subcommittee.
4. Principal is in the process of finalizing the process of Academic audit.
5. Seminars/Workshops related to New Education Policy and Academic Bank of Credit are being planned.
6. Annual report for the year has been prepared and hosted in the website.
7. AQAR 2022-23 will be submitted within the deadline outlined by NAAC.

DATE:

Arghya Sarkar

**(Dr ARGHYA SARKAR)
CHAIRMAN, IQAC**

PRINCIPAL

**VIDYASAGAR METROPOLITAN COLLEGE
KOLKATA-700 006**