



28/06/2024

**Notice**

A meeting of Internal Quality Assurance Cell will be held on 4<sup>th</sup> July 2024 at 2 p.m. in Principal's room to discuss the following agenda.

1. Confirmation of Minutes of the Previous Meeting
2. Review of SSR Preparation
3. Finalisation of Academic Calendar 2024-25
4. Green Campus Initiatives and Sustainability Practices
5. Academic and Administrative Audit 2023-24.
6. Miscellaneous

All the members are requested to make themselves available.

*Arghya Sarkar*

**(Dr Arghya Sarkar)**  
**Chairperson, IQAC**  
**PRINCIPAL**

**VIDYASAGAR METROPOLITAN COLLEGE**  
**KOLKATA-700 006**



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**Minutes of the meeting dated 04.07.2024**

**Members present**

1. Dr Argha Sarkar, Principal, Chairman
2. Dr Tapan Kumar Lai
3. Dr Pranati Sinha (Mallick)
4. Dr Sandip Mukherjee
5. Dr Suparna Nandy (Pal)
6. Dr Debasish Joddar
7. Dr Debalina Banerjee
8. Dr Sarajit Sardar
9. Dr Shyamasree Basu
10. Dr Pushan Banerjee
11. Dr Priyanka Khanduri
12. Shri Sumit Manna
13. Mr Tapan Kumar Manna
14. Mr Debarata Sinha
15. Ms Madhurima Sarkar Saha

1. The minutes of the previous IQAC meeting were read and confirmed by all members present. No modifications were proposed.
2. The Coordinator presented an update on the ongoing preparation of the Self-Study Report (SSR). Criterion-wise subcommittees reported on their respective progress. Data compilation for both qualitative and quantitative metrics is underway, with emphasis on uploading relevant documents and ensuring data validation. The Chair advised completing the draft SSR within the stipulated timeline and proposed an internal review session in the coming weeks.
3. The draft Academic Calendar for the session 2024–25 was presented for discussion. After a detailed review and incorporation of inputs from departmental heads and stakeholders, the calendar was finalized. It will be circulated among all departments and published on the college website.
4. The committee discussed various proposals to promote environmental sustainability on campus. Initiatives such as enhanced waste segregation, increased tree plantation drives, energy-saving practices, and awareness campaigns were approved. It was also decided to initiate a green audit for the upcoming academic year.
5. An Academic and Administrative Audit was conducted for the year 2023-24 and the report will be submitted as soon as possible.
6. Miscellaneous  
Under miscellaneous items, the following points were briefly discussed:

**Vidyasagar Metropolitan College**



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- Proposal for a faculty development program in the upcoming semester.
- Suggestions for student feedback collection mechanisms to be strengthened.
- Upgradation of the college website to align with accreditation requirements.

**(SARAJIT SARDAR)**  
**COORDINATOR, IQAC**  
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IQAC  
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**(Dr ARGHYA SARKAR)**  
**PRINCIPAL**  
PRINCIPAL  
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7th Dec. 2024

**Notice**

A meeting of Internal Quality Assurance Cell will be held on 14<sup>th</sup> December, 2024 at 2:30 p.m. in Principal's room to discuss the following agenda.

1. Confirmation of Minutes of the Previous Meeting
2. Academic and Administrative Audit Report 2023-24
3. Progress Review of Criterion-wise preparation for NAAC peer team visit
4. Strategic Time-bound Roadmap for the Upcoming NAAC peer team Visit
5. Miscellaneous

All the members are requested to make themselves available.

*Arghya Sarkar*  
(Dr Arghya Sarkar)  
Chairperson, IQAC  
VIDYASAGAR METROPOLITAN COLLEGE  
KOLKATA-700 006



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**Minutes of the meeting dated 14.12.2024**

**Members present**

1. Dr Argha Sarkar, Principal, Chairman
2. Dr Tapan Kumar Lai
3. Dr Pranati Sinha (Mallick)
4. Dr Suparna Nandy (Pal)
5. Dr Debasish Joddar
6. Dr Debalina Banerjee
7. Dr Sarajit Sardar
8. Dr Shyamasree Basu
9. Dr Priyanka Khanduri
10. Shri Sumit Manna
11. Mr Tapan Kumar Manna
12. Mr Debarata Sinha
13. Mr Raju Das

**Minutes**

1. The minutes of the previous IQAC meeting were read and confirmed by all members present. No modifications were proposed.
2. The Academic and Administrative Audit (AAA) Report for the academic year 2023–24 was presented before the committee by the IQAC Coordinator. The audit was conducted through a structured internal review process, involving department-wise evaluations and administrative unit assessments.  
Key areas covered in the audit included curriculum delivery, assessment methods, research output, faculty development, student support services, infrastructure, governance practices, and compliance with institutional policies. The report highlighted several commendable practices, including the timely completion of syllabi, increased faculty participation in FDPs, improved student feedback mechanisms, and enhanced use of ICT tools.  
At the same time, the audit identified areas for improvement such as the need for better documentation of academic activities, increased inter-departmental collaboration, and more robust mechanisms for internal monitoring and record-keeping in administrative units.  
The committee took note of the findings and recommendations and resolved to initiate follow-up actions. Department heads and administrative coordinators will be asked to submit compliance reports based on the AAA observations. The consolidated audit report will also be uploaded to the institutional website as part of quality transparency measures.
3. The IQAC Coordinator presented a detailed and consolidated report outlining the current status of criterion-wise preparation for the forthcoming NAAC Peer Team visit. Each convener of the seven criterion-based subcommittees provided updates on the progress made in compiling both qualitative



and quantitative metrics, uploading documentary evidence, and aligning their work with the specific Key Indicators outlined by NAAC.

The report highlighted that a substantial portion of the documentation—such as departmental records, teaching-learning materials, feedback analyses, institutional policies, and student support initiatives—has already been prepared and organized. Data validation processes are also underway to ensure accuracy and consistency across all submissions.

However, the review also revealed that a few criteria still require refinement, particularly in relation to qualitative narrative inputs (QIMs) and the collection of authentic, verifiable supporting documents (e.g., geotagged photos, reports, and minutes of meetings).

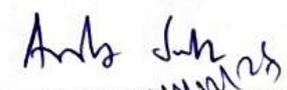
The Chair appreciated the collective effort and progress shown but emphasized the importance of maintaining uniformity in presentation, formatting, and referencing across all criteria. He urged each subcommittee to identify the remaining gaps, adhere strictly to the documentation guidelines provided by NAAC, and complete all pending tasks within a clearly defined timeline. Weekly internal review sessions were proposed to monitor progress and ensure readiness for the Peer Team's assessment.

4. A detailed time-bound roadmap was proposed to ensure institutional readiness for the Peer Team visit. Key components include:

- Final internal audit of the Self-Study Report (SSR)
- Mock peer team interaction sessions for faculty and staff
- Physical verification of infrastructure and facilities
- Final updates to the college website and digital systems
- Communication and briefing of all stakeholders including students, alumni, and parents

The roadmap was discussed and approved with minor adjustments. Responsibilities were delegated to specific coordinators, and weekly progress review meetings were scheduled until the visit.

  
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(Dr ARGHYA SARKAR)  
PRINCIPAL  
VIDYASAGAR METROPOLITAN COLLEGE  
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27/02/2025

**Notice**

A meeting of Internal Quality Assurance Cell will be held on 4<sup>th</sup> March, 2025 at 2 p.m.

in Principal's room to discuss the following agenda.

1. Current Status of the NAAC Visit
2. Status of Criterion-wise Document Preparation
3. Time-bound Future Plan for the NAAC Visit
4. Miscellaneous

All the members are requested to make themselves available.

*Arghya Sarkar*

(Dr Arghya Sarkar)

Chairperson, IQAC

**PRINCIPAL**

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**Minutes of the meeting dated 04.03.2025**

**Members present**

1. Dr Argha Sarkar, Principal, Chairman
2. Dr Tapan Kumar Lai
3. Dr Pranati Sinha (Mallick)
4. Dr Suparna Nandy (Pal)
5. Dr Debasish Joddar
6. Dr Debalina Banerjee
7. Dr Sarajit Sardar
8. Dr Shyamasree Basu
9. Dr Pushan Banerjee
10. Dr Priyanka Khanduri
11. Shri Sumit Manna
12. Mr Tapan Manna

Invitee members:

4. Sk Rashidul Hassan
5. Sri Dipta Sardar
6. Sri Madhusudan Saha

11. The discussion was initiated by the Principal by informing the members about the e-mail received from NAAC. A copy of the mail is reproduced below:

Respected Sir/Madam,

The Cycle-2 and above HEIs may please refer to points (1) & (3) highlighted in the Press Release dated 8th February 2025 and the notice placed in the NAAC website, you are required to send us an email to [reforms.support@naac.org.in](mailto:reforms.support@naac.org.in) and a copy to [ict@naac.org.in](mailto:ict@naac.org.in) with the subject "Continuation under RAF - AISHE Code", in case you would like to continue with the current process under Revised Accreditation Framework (RAF).

Otherwise it will be treated that you will opt for Basic Accreditation /MBGL (Maturity Based Graded Levels) as and when it is formally announced by NAAC.

Regards,  
NAAC.

The members unanimously opined that the institution would continue with the current process under Revised Accreditation Framework. A mail has been forwarded to NAAC.



12. Criteria wise discussion was initiated by the Chairman to know the status of documentation for 2023-24.  
Dr Pranati Sinha Mallick, Coordinator, Criteria I stated that documents of two AddOn courses of Department of Commerce, and one course of Department of Bengali has been made available 2023-24. Feedback reports are yet to be finalized by the Feedback Subcommittee.
13. Dr Suparna Nandi (Pal), Coordinator, Criteria II stated that the Academic Calendar for 2023-24 is being finalized and will be uploaded. She also informed that the necessary data related to students and teachers have been collected. Principal/Chairman informed that the attainment report of Programme Outcome and Course Outcome should be prepared through the LMS procured from Right Brains Technology. He also urged the Criteria Coordinator to finalise the Student Satisfaction Survey.
14. Dr Pushan Banerjee, Coordinator, Criteria III informed the members that necessary data for the quantitative metrics are being collected. The data related to research papers and book chapters have been collected but the data related to extension activities should be made available by the Programme Officer of NSS unit. He also insisted that the reports related to the collaborative activities should also be made accessible. Principal assured that he will insist the Programme Officer to provide the data.
15. Dr Debasis Joddar, Coordinator, Criteria IV stated that the relevant data are being prepared and will soon be ready for upload. Principal apprised the members that 9 smart boards are being installed in the 2<sup>nd</sup> and 3<sup>rd</sup> floor classrooms. He also shared that 13 computers are being procured for the computer centre. It was proposed by the IQAC Coordinator that the faculties should be urged to make use of LMS.
16. Dr Priyanka Khanduri, Coordinator, Criteria V informed that she has access to the students' scholarship data. She is yet get the information related to capacity building initiatives and students' progression from some departments.  
The Chairman requested the IQAC Coordinator to take necessary steps.
17. Dr Sarajit Sardar, Coordinator, Criteria VI detailed about the data he has collected from the faculty member related to FDP/MDP attended. He stated that the data related to e-governance are yet to be collected from the office.  
Principal informed that an internal Academic Audit will soon be conducted and the modalities for the same will be prepared and circulated.
18. Dr Debalina Banerjee, Coordinator, Criteria VII informed that the relevant reports are being prepared. Principal requested the Coordinator to take necessary steps to finalise the following audit reports
  - (iii) Green Audit Report
  - (iv) Gender Audit Report
19. The principal informed the members that necessary beautification drives like painting and gardening has been approved by the Governing Body and steps will be taken to complete the job. He also informed that the following dedicated notice boards are being planned to be installed
  - (iv) Notice board for Scholarship

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- (v) Notice board displaying Mission and Vision  
(vi) Notice board for displaying student activities.

Dr T K Lai suggested installing a digital notice board and he even volunteered to supervise the display management of the same.

20. The discussion concluded with a thanks to the chair.

**(SARAJIT SARDAR)**  
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