

Minutes of the IQAC meeting dated 18-02-2021

Members present

1. Dr R. S. Gangopadhyay
2. Prof. Arunava Misra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Sandip Mukherjee
5. Dr. Suparna Nandy (Pal)
6. Dr. Debasis Joddar
7. Dr. Sarajit Sardar
8. Dr. Pushan Banerjee
9. Dr. Syamasree Basu
10. Dr. Priyanka Khanduri

1. The discussion on first agenda i. e. submission of AQAR 2018-19 was initiated by Prof A .Misra, IQAC Coordinator. Dr. S. Sardar pointed out that there are few points which need further discussion.
2. It was agreed to that the disclosure of salary grant provided by the State Government at Serial No 8 may be dropped.
3. The demand ratio shown in 2.1.1 mismatches with the data provided at AISHE. It was decided that the intake capacity as shown in the website be retained and demand ratio to be calculated accordingly.
4. It was resolved that at 2.2.1 the total number students enrolled be shown as 1236.
5. It was also decided that at 2.5.2 only the words 'annual system' be kept and (1+1+1) be dropped.
6. Dr. R. S. Gangopadhyay, Principal pointed out that mismatch at metric 2.6.2 between the figures of AQAR and AISHE regarding pass percentage of students is due to the number of casual students whose number is not reflected in the AQAR.
7. AT metric 4.3.2 the bandwidth of leased line needs to be provided. But it is 50 MBPS of shared bandwidth for the college. And it was decided to retain that data.
8. The financial assistance provided by the teachers is disclosed at metric 5.1.1. It was decided to include the amount donated by the teachers in the accounts of the college as that will serve as a proof.

9. It was resolved that the best practices shown at metric 7.2.1 may be revised as the problems encountered while implementing the practice need to be added.
10. It was decided that Dr. P. Banerjee and Dr. S. Sardar will submit the AQAR for 2018-19 in the last week of February.
11. The members agreed that the Criteria Conveners must initiate the process of preparing the AQAR for 2019-20. A meeting will be convened in the second week of March to finalize the same. The meeting will also discuss the preparation of AQAR of 2020-21 in the new format.

The meeting concluded with a vote of thanks to the Chair.

Minutes of the IQAC meeting dated 16-05-2021

Members present

1. Dr. R. S. Gangopadhyay (Principal)
2. Prof Arunava Mishra (Coordinator)
3. Dr. Suparna Nandy (Pal)
4. Dr. Sandip Mukherjee
5. Dr. Sarajit Sardar
6. Dr. Pushan Banerjee

1. Dr. S. Nandy (Pal) pointed out the problems regarding obtaining the data of metric 2.6.2 i.e. pass percentage of students. It was decided that endeavour will be made as soon as possible so that AQAR 2019-20 can be submitted in time.
2. In relation to above it was discussed that a LMS being designed by Suryashakti Infotech Pvt Ltd will be utilised in future for digitisation of the aforementioned data.
3. It was pointed out by Dr. P. Banerjee that under metric 2.6.1 i.e Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution, three departments viz. Bengali, Statistics and Hindi are yet to upload information of POs, PSOs and COs. Further there are departments who are yet to upload complete details of POs, PSOs and COs. It was decided that the criteria coordinators will request the concerned HODs to complete the process.
4. It was reported that 493 students filled up the Student Satisfaction Survey questionnaire. Prof A Mishra requested the criteria coordinators to make an effort to increase the participation of students. Accordingly the Google form relating to SSS will be shared with the students who are yet to fill up the same may get another chance. It was further decided that feedback of students will be shared with the faculty members.
5. It was suggested by Dr. S. Nandy (Pal) that special sessions can be included in the routines to cater for the need of slow-learners.
6. It was also suggested that effort will be made to prepare an Academic Calendar as required in metric.

7. It was also pointed out that along with AQAR 2019-20, planning of AQAR 20-21 and preparation of SSR-2021 also need to be discussed.
8. It was discussed that the website need to be upgraded as there are several metrics under Criteria II and SSR where documents are to be uploaded and weblinks need to be provided.
9. A discussion was initiated regarding metric 2.6.2 of SSR i.e. attainment of program outcomes and course outcomes are evaluated by the institution. Dr S Pal pointed out that the method of measuring attainment of POs, PSOs and COs need to finalised. Principal Sir and Dr S Pal suggested some methods and it was agreed to that further discussions will be made to finalise the same.
10. Prof. A. Mishra notified that a discussion on Criteria I will be held on 18th May, 2021..

The meeting ended with thanks to the Chair.

Minutes of the IQAC meeting dated 18-05-2021

Members present

1. Dr. R. S. Gangopadhyay
2. Prof. Arunava Mishra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Debalina Banerjee
5. Dr. Sarajit Sardar
6. Dr. Pushan Banerjee
7. Dr. Kartick Malik (Invitee)
8. Prof. S. K. Ghosh (Invitee)
9. Shri P. R. Naskar (Invitee)

1. The discussion was initiated by Dr. Pranati Sinha (Mallick) with the permission of Principal. It was reported that 28 teachers have filled up the feedback form meant for teachers. It was suggested by Prof A Mishra that the form may be circulated once more so that the teachers who are yet fill up may get another chance.
2. It was also reported that parents' feedback forms have been collected from the students and are due for analysis. It will be done shortly.
3. Prof. S. K. Ghosh suggested that the format of the feedback form for 2020-21 will be changed to suit the present pandemic situation.
4. Dr. P. Sinha (Mallick) also proposed that a special drive by the NSS unit of the college may be made to conduct some extension/outreach activities. The proposal was supported by Prof A Mishra and Principal. Dr D Banerjee proposed that a fund may be allocated to help the children of an orphanage. It was decided that a task force comprising Sh P R Naskar, present Programme Coordinator of NSS, General Secretary of Students' Union and other interested teaching and non-teaching members will be formed. The task force will discuss and decide upon suitable course of action.
5. A proposal was made that the course on mushroom cultivation being conducted by the college may be shown as a Value Added course. The requirements are, a formal sanction is to be obtained from the Governing Body, a 30 hours course is to be

designed, a formal exam is to be conducted and a certificate needs to be issued at the end of the course.

6. Dr. Debalina Banerjee initiated the discussion on Criteria VII. It was reported by her that the organisation which was managing e-waste did not turn up to collect the same during 2019-20. Hence this practice cannot be shown in the AQAR 2019-20. It was decided that that the course being conducted by TCS and the Orientation Programme will be shown as Best Practice.
7. It was further suggested that webinars on financial literacy, environmental consciousness will be organised for the year 2020-21. Principal reported that an organisation did organise an employability programme which can also be considered for 2020-21.
8. The members decided to organise a discussion on Criteria IV. It was also resolved that a discussion to finalise a plan of action for 2020-21 may be organised in the last week of May, 2021.

The meeting concluded with the permission of Principal.

Minutes of the IQAC meeting dated 04-06-2021

Members present

1. Dr R. S. Gangopadhyay
2. Prof Arunava Mishra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Suparna Nandy (Pal)
5. Dr. Sandip Mukherjee
6. Dr. Debasish Joddar
7. Dr. Debalina Banerjee
8. Dr. Shymasree Basu
9. Dr. Sarajit Sardar
10. Dr. Pushan Banerjee

1. The meeting began with Dr. Debasish Joddar briefing the members regarding the progress made and problems being faced in preparing AQAR of Criteria IV. It was decided that the regarding metric 4.4.1 a statement has been prepared and will be shared for further suggestion. It was also decided that the financial data would be reported as per the audited financial statements.
2. On being enquired by Prof A. Misra, Coordinator, IQAC, about the status of AQAR 2019-20, Dr. P. Banerjee pointed out that the plan of action for 2019-20 needs to be finalised. The plan of action chalked out for 2019-20 was reviewed. It was reported that some progress has been made regarding enhancement of physical infrastructure. Very little progress has been made regarding IT infrastructure. Regarding mentoring process it was pointed that the circulars regarding assigning mentors to mentees and mentor, mentee ratio need to be uploaded in the website for AQAR 2020-21. Dr R S Gangopadhyay, Principal gave consent to include State aided college teachers as mentors.
3. It was observed that no progress has been made regarding academic audit, administrative audit and energy audit, green audit, library audit.
4. All the members agreed that the website needs regular updation. It was suggested that Principal may take initiative to activate the ICT Sub-committee who deals with the website upgradation.
5. It was agreed to by the members that the views and comments of the students in the SSS must be shared with the teaching members of the college.

6. It was resolved that for the remaining months of 2020-21, efforts shall be made by the Criteria coordinators to improve upon the AQAR 2019-20.
7. The following further suggestions were made in the meeting regarding AQAR-2021-22.
 - a) To initiate a process for Academic Calendar of 2021-22. All the departments and subcommittees may be asked to submit a plan of action regarding 2021-22. This will also help in preparing the budget for the year 2021-22.
 - b) Regarding key indicator 1.4 related to feedback system the action taken report need to be uploaded in the website.
 - c) It was suggested by Dr. S. Nandy (Pal) to add classes for advance learners and slow learners in the routine. It was also suggested by her that a group mentoring system may be initiated where some slow learners may be mentored by a fast learner.
 - d) The process of SSS may be made more popular among the students.
 - e) Regarding metric 3.1.3 relating to number of seminars / conferences organised a plan need to be made as early as possible.
 - f) Dr. P. Sinha (Mallick) suggested that PBAS be made compulsory for each and every teaching and non- teaching staff.
 - g) Webinars and workshops can be organised relating to key indicator 7.1. Geo tagged photographs need to be taken.
 - h) Prof. A. Mishra suggested that a group of senior students under the supervision of teachers may be given the assignment of teaching the poor children of Class IX and Class X which was appreciated by all the members. The students involved in the process may avail fees concession. The scheme may be shown as an outreach activity. It was suggested that Prof A Mishra may be incharge of the scheme.
 - i) It was insisted by Dr. P. Banerjee that deadlines need to be fixed for completion of the jobs assigned.
 - j) It was suggested that 30th June be the deadline for the Criteria Coordinators to place a plan for 2021-22.
 - k) It was agreed to by the members to consult and involve Teachers Council in the process
8. The members agreed that AQAR 2019-20 may be finalised by end of June 2021.
9. Principal suggested that he will take personal care to initiate the process of preparing the plan. He will speak with the conveners of the subcommittee especially ICT subcommittee and also with the departments so that a sound plan is devised for 2021-22.
10. The meeting concluded with thanks to the chair.

Minutes of the IQAC meeting dated 20-07-2021

Members present

1. Dr R. S. Gangopadhyay, Principal
2. Prof A. Mishra, IQAC Coordinator
3. Dr. S. Nandy (Pal)
4. Dr S. Mukherjee
5. Dr. D. Joddar
6. Dr. D. Banerjee
7. Dr. S. Basu
8. Dr. S. Sardar
9. Dr P. Banerjee
10. Dr. P. Khanduri
11. Mr S. K. Manna

1. The meeting began with an introductory note by the Principal stressing on the importance of submitting the AQARs within due time.
2. Dr. P. Banerjee informed the members that the online format of AQAR 2019-20 has been filled by Coordinators of Criteria 2, 3 and 6. Dr. D. Joddar, Coordinator of Criteria 4 appraised the members that certain information is still to be made available by the library, without which the AQAR cannot be uploaded. Principal and IQAC Coordinator directed Mr. S. Manna, librarian, to provide the information immediately without further delay. It was agreed to by Mr. Manna and he committed to provide the information in a day or two. Dr. P. Khanduri, Coordinator of Criteria 5 told the members that she would require another 15 days to collect the information and upload them in the website. Dr. S. Sardar, Coordinator, Criteria 6, clarified some doubts regarding the metrics 6.3.3, 6.4.2 and 6.4.3. Dr. D Banerjee, Coordinator, Criteria 7 also informed that she will soon update the online AQAR.
3. Prof. A. Mishra, IQAC Coordinator requested the members to complete the uploading within 31st July, 2021. He also Requested Dr. P. Banerjee, Dr (Mrs) D Banerjee, and Dr. S. Basu to further scrutinise the AQAR 2019-20 before final submission.

4. Principal then initiated the discussion on the submission of AQAR 2020-21. It was suggested by IQAC Coordinator that the Criteria Coordinators may initiate the process of collecting data for 2020- 21 which will consist of seven months i.e January 2021 to July 2021. A review meeting will be organised at the end of August 2021 to get an update of the process.
5. Prof. A. Mishra, IQAC Coordinator requested that members to suggest plans for 2021-22.
6. Dr. S. Nandy (Pal) proposed that a Teaching Assistance Plan may be adopted where senior students of Honours teaching departments may be assigned the task of guiding junior students of same programme. She also proposed to incentivise the students to join in such programmes. The proposal was accepted and it was decided to implement from the even semester due to commence later in this year. Regarding the metric 2.2.1 it was proposed that the mentors may identify slow learners and advance learners from the mentees and take appropriate steps.
7. Dr. P. Banerjee, Coordinator, Criteria 3, apprised the members that the information relating to the various metrics will be collected once the academic period is over. He was requested to prepare and Academic Calendar (Metric 3.1.3) after collating the data provided by the different department and sub-committees regarding their plan for the year 2021-22.
8. Dr. D. Joddar, Coordinator, Criteria 4 informed the members about the plan for 2021-22. He stressed on expansion of physical, cultural and ICT enabled infrastructure. Particular stress was given on acquiring a LMS. Librarian Mr S Manna was asked to present a plan for the year 2021-22, to which he replied that it will take a few more days to propose a plan.
9. Dr. P. Khanduri, Coordinator, Criteria 5 proposed that the mentors may be assigned to take the responsibility about providing necessary data regarding Student support, Students progression and Student participation and activities. Regarding Alumni engagement it was proposed that a meeting will soon be organised to devise a plan.
10. Dr. S. Sardar, Coordinator, Criteria 6, wanted the website to be restructured as soon as possible as a lot of information need to uploaded. A statement of vision and mission has to redrafted and displayed in the website. Some organogram was presented to the members but could not be finalised in absence of consensus. Principal wanted the coordinator to finalise the organogram in consultation with the members as early as possible. A digitised Performance Appraisal System for

teaching staff, librarians and non-teachings staff was presented by the coordinator, prepared with the help of Google Form and Google Sheet. The members agreed to the proposal and it was decided that the same would be implemented from the academic year 2021-22.

11. Dr. D. Banerjee, Coordinator, Criteria 7, was of the opinion that planning the criteria is difficult without visiting the college campus. However webinars can be arranged to promote gender equity, inclusive environment in tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. It was proposed that department of Political Science may be assigned the task of organising programmes relating to Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. A code of conduct for students, teachers, administrators and other staff need to be developed. Efforts need to be made to celebrate / organize national and international commemorative days, events and festivals. It was further decided that the TCS Youth Employment programme and Mindpower training would be shown as the two best practices for the year 2021-22.

12. It was once again emphasised that a review meeting would be organised in the month of August to review the progress made.

The meeting concluded with thanks to the chair.

Minutes of the IQAC meeting dated 27-08-2021

Members present

1. Dr. R. S. Gangopadhyay, Principal
2. Prof. A. Mishra, IQAC Coordinator
3. Dr. S. Mukherjee, Member
4. Dr. S. Nandy (Pal), Member
5. Dr. P. Sinha (Mallick), Member
6. Dr. D. Joddar, Member
7. Dr. D. Banerjee, Member
8. Dr. S. Basu, Member
9. Dr. S. Sardar, Member
10. Dr P. Banerjee, member
11. Dr. P. Khanduri, Member

1. The meeting started with Honourable Principal initiating the discussion stressing on the importance of submitting AQAR 2019-20 within due date.
2. Prof A. Mishra, IQAC Coordinator, also requested to start the discussion on submission of AQAR 2019-20, requesting the members to give their valued inputs.
3. Few changes were suggested in serial number 13 of AQAR regarding plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year. The suggestions were accepted.
4. In criteria I it was suggested by Dr. P. Banerjee to add a few words regarding the feedback of students regarding online classes being conducted by the teachers.
5. While discussing Criteria II, suggestions were made to include the data of Post Graduation study centre but Principal advised against the same and the suggestion was dropped. Dr. Priyanka Khanduri suggested that in 2.4.2, Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year), she has got some achievements to share.

IQAC Coordinator asked her to provide the the data to Dr. S. Nandy (Pal) so that the same can be included. Under 2.6.2, Pass percentage of students, it was suggested to verify the data after getting confirmation from departments.

6. A query was raised by Dr. P. Banerjee regarding submission of IIQA before 15th September, 2021. It was decided that apart from AQAR of 2020-21 Self Study Report has to be prepared before filling up IIQA.
7. In Criteria III, no major changes were suggested. Regarding 3.5.3, MOU signed with institutes of National and International importance it was informed that Tata Consultancy Services is willing to issue a bonafide letter. Principal suggested to upload the same if required.
8. Coordinator of Criteria IV, Dr. D. Joddar, informed the members that the data regarding library has been updated and a revised table for the year 2018-19 has been added along with the table of 2019-20. Dr S Mukherjee was instructed by the coordinator to change the data regarding library in Banglar Uchhasiksha portal. Regarding metric 4.3.3, Facility for e-content, it was suggested by Dr D. Joddar, Dr. P. khanduri and other members agreed that videos of online lecture created by the teachers may be included.
9. The discussion on Criteria V started with Dr. P. khanduri seeking clarification regarding the data of metric 5.2.2, Students progression to higher education in percentage during the year, to be submitted. It was decided after a short discussion that data for both 2019 and 2020 need to be provided. It was further agreed that data for number of enrolled alumni will be 114. It was agreed to by the members that a team need to be put together specifically for Alumni engagement under Metric 5.2. The name of Dr. Swati Maitra was suggested to lead the team for alumni engagement by the members and Dr. Khanduri was requested to coordinate the whole system. A proposal was made for a virtual meet for all alumni can be arranged by end September.
10. Dr. S. Sardar initiated the discussion regarding Criteria VI and wanted to know whether the data for the metric 6.4.2, Funds/Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III), can include the funds provided by individual teachers. It was informed by Dr. D. Joddar, Bursar of the college that the same cannot be included in the year 2019-20. But the accounting

system has been updated and the data for the same can be provided for the year 2020-21 onwards.

11. The data for future plans of 2020-21 was finalised and Dr. P. Banerjee agreed to make changes accordingly.
12. The AQAR 2019-20 was finalised and it was agreed that after making necessary changes Dr. P. Banerjee will upload/submit the same within 31st August, 2021.
13. It was resolved that that a Mr. Arup Ghosh, Mind trainer will be invited for conducting a session with the teachers on 29th August, 2021. It was also decided to appoint Mr. Ghosh as Mind trainer consultant for the academic year 2021-22.
14. The following proposals of Dr. D. Joddar was accepted unanimously:
 - a) The students' concession for the year 2020-21 was accepted and forwarded for the approval of Finance Committee.
 - b) The proposal for upgradation of the accounting software Tally was also accepted and forwarded for the approval of Finance Committee.
 - c) A proposal for upgradation of IT infrastructure was made and the same was also forwarded to Finance Committee for approval.
 - d) It was proposed by Dr. Joddar that under 4.4.2, there are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc., accounting system can be suitably modified to comply with the aforementioned.
 - e) A proposal to introduce Yoga training was made and it was unanimously accepted that approval of Finance Committee need to be ensured before it is implemented from the academic session 2021-22.
 - f) It was proposed that a training programme of Human Resource Management System for the teaching and non-teaching members of the college be organised as the same is required in 6.3.3, Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year.
15. The following proposals of Dr. S. Sardar was discussed:
 - a) It was proposed to form an Internal Audit Committee for conducting internal audit as suggested in 6.4.1, Institution conducts internal and external financial audits

regularly. Principal accepted the proposal but suggested to discuss the same in the meeting of Governing Body and arrive at a final decision.

b) (ii) It was proposed to show the funds generated from the Study Centre of Vidyasagar University in 6.4.2, Institutional strategies for mobilization of funds and the optimal utilization of resources, which was accepted by the Principal.

16. A discussion took place regarding implementation of digital PBAS for all the teaching members. Dr. P. Sinha (Mallick) suggested some changes in the digital PBAS and it was agreed that suggestions would be further discussed and final decision taken in consultation with Principal. It was decided that the same will be implemented from the academic session 2021-22.

The meeting concluded with the permission of Principal.

Action Taken Report for 2020 – '21

Plan of action	Action taken / outcome
Arrangement of regular online theory classes for the students until normal offline classes are arranged.	Regular online theory classes have been taken by the teaching members while the college was closed due to the pandemic situation.
Insisting the teaching members of practical based subjects to share YouTube videos or personal videos regarding the experiments in the curriculum to compensate to some extent the lack of practical classes.	The teaching members shared videos and their experiences and suggestions regarding the experiments in the curriculum.
Motivating the teaching members to carry out continuous evaluation of students through online mode.	Continuous online evaluation of the students were carried out during the academic year, followed by the final online semester examination, as instructed by the affiliating University.
Regular hosting of webinars by the college to expand the field of knowledge of the stakeholders.	The college hosted six webinars and programmes during the 2020 – '21, involving students and teaching members.
Finalising and allotment of rooms in the third floor of the college building for increasing the teaching and learning infrastructure.	Construction of rooms have been completed. However, allotment and consequent furnishing are yet to be completed owing to the pandemic situation.
Continuing the Affirmative Action Programme by TCS through online mode, if the college remains closed during the probable month of the programme.	Affirmative Action Programme by TCS has taken place through online mode.

FEEDBACK REPORT (2020-21)

Teachers' feedback report and action taken

Teachers' feedback report involves appraisal of the effectiveness of the following areas

(i) Feedback report

Curriculum design and development

The institute being an affiliated college under the University of Calcutta has to abide by the regulations of the said university. It has been opined by more than 60% of the faculty members that the University takes care of the relevance and currency of the programme but at the same time they feel that they do not have enough freedom to contribute to the design and development of the curriculum. Majority of the teachers feel that the system followed by the University while designing and development of the curriculum is effective and it is updated regularly. More than 60% of the faculty members feel that employability is given weightage in curriculum design and development. It has been suggested by some members that the syllabus should be more job oriented.

Action taken:

The University arranges seminars, conferences and workshop regularly to update the faculty members about the syllabus. The faculty members are encouraged to attend the said meetings and give their valuable feedback.

(ii) Feedback report

Teaching, learning, evaluation and research

The teachers have appreciated the admission process of the college but are unsure about the effectiveness of the process in attracting meritorious students. Almost 80% of the teachers are sure about the availability of effective student centered learning resources. Majority of the faculty members are of the opinion that they update their knowledge and are dedicated in discharging their basic duties. The faculty members are happy with the utilisation of the library by the teachers and students. The teachers feel that the library is being managed effectively as proper books and journals are being procured in due time. The teachers are adequately satisfied with the availability of effective teaching aids and research atmosphere. More than 90% of the teachers feel that the college authority encourages them to not only attend seminars but also to organise them. The Teachers are however not happy with the encouragement they receive to organise consultancy services. The faculty members are happy with the examination and evaluation procedure. The suggestions include organising students' seminar, use of ICT to be made mandatory, improve infrastructural facilities relating to research and provision of seed money

Action taken

The college authority is handicapped in matters relating to space. The college has an old building which is a shared one. The new/annexe building is a small one and has little scope for expansion. However the authority is making effort to provide space to the research oriented faculty members by constructing an additional floor.

(iii) Infrastructure

Feedback report

The faculty members are not happy with the numbers of classrooms, laboratories, furnitures and availability of water. However they are happy with the optimum utilisation of the same. The suggestions include acquiring new land for building a new campus, refurbishing the classrooms, laboratories and college campus.

Action taken

The college authority is making sincere effort towards expansion of the campus. The college is also trying to improve the conditions of classrooms and laboratories.

(iv) Governance

Feedback report

The teachers are sure that qualitative steps are being taken by the administration as well as IQAC in developing the institution. They even feel that the college authority is democratic enough and ensure the participation of all the teachers in the above process. The suggestions include better, more coordinated and qualitative efforts to be made by the institution.

Action taken

The college authority with assistance of all the stakeholders is making continuous efforts for the development of the institution.

Students' feedback report and action taken

1. 308 students submitted their feedback report.
2. The feedback is mainly on the online teaching mechanism during January to August 2021.
3. The students are satisfied with the regularity and punctuality of the teachers.
4. The students expressed their satisfaction regarding the knowledge level of the teachers.
5. The students opined that the teachers encouraged them to participate in the discussion inside the class.
6. The students are happy with the way the teachers are conducting online teaching.
7. The students are satisfied with ICT being used by the teachers during the class.
8. The students agreed that most of the teachers practice assignment-based teaching-learning.
9. The students expressed their satisfaction regarding the mentoring system of the college.
10. The students are happy with timely availability of information regarding scholarship, examination, admission etc.
11. The students expressed their deep sense of appreciation and satisfaction about the free vaccination camp organised by the college.
12. The students are also happy with the intra college competitions being organised by the college.
13. 50% of the students opined that they attend online classes regularly
14. 5% of the students do not have smart phone to attend online classes.
15. 30% of the students opined that they faced difficulty in attending online classes due to poor internet connection.
16. Some of the students expressed their inability to attend online classes due to their poor financial condition.

Action taken

1. The college have decided to purchase a Learning Management System to institutionalise the following
 - (i) assignment-based teaching learning
 - (ii) online teaching-learning
 - (iii) feedback mechanism
 - (iv) student satisfaction survey
2. The teachers have been urged to use ICT based tools for teaching-learning.
3. The IQAC has requested the institution to provide institutional scholarships and freeships.

Alumni feedback report and action taken

Feedback report

1. 113 alumni submitted their feedback
2. The alumni have unanimously opined that they are proud of the institution and are willing to contribute in the development of the institute.
3. More than 90% of the alumni are happy with the activities organised by the institution for the development of the students.
4. The alumni are happy with the grievance redressal mechanism.
5. An overwhelming majority of the alumni are satisfied with the infrastructural facilities of the institute.
6. The majority of the alumni are of the opinion that the education and technical knowledge received at the institute are helpful in their present job.
7. The alumni are happy with the function of the Placement cell of the institute.
8. Almost all the alumni are willing to join the Alumni Association to be formed.
9. The alumni feel that the institute provides good hospitality even after the students have left the institution.
10. The alumni feel that the college takes adequate steps in the following:
 - (i) Placement cell should provide more job opportunities specially after pandemic.
 - (ii) New teaching methods may be improvised and introduced.
 - (iii) More scholarships should be provided.
 - (iv) Hostel facilities may be provided.
 - (v) Teaching learning should not be only based on theoretical inputs.
 - (vi) Alumni-teacher meet should be organised frequently.
 - (vii) More seminar and workshops should be organised.
 - (viii) Career counselling seminars and workshops should be organised.
 - (ix) Laboratory facilities and equipment of Geography and Physics should be improved.
 - (x) Number of classrooms should be increased.

Action taken report

1. The college is constructing an additional floor in the new campus to accommodate more teaching learning facilities.
 2. The Placement cell has been reformed to accommodate the demands of the students.
 3. IQAC has decided to form an Alumni association as early as possible and arrange meetings.
 4. IQAC has also decided to increase the number of seminars and workshops in the next academic year.
 5. Students' welfare subcommittee has been requested to be more proactive and notify the students about the scholarship being provided the Government and the institution.
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VIDYASAGAR METROPOLITAN COLLEGE

IN ASSOCIATION WITH

PUNE INSTITUTE OF BUSINESS MANAGEMENT

WEBINAR

on

“RAISING INVESTMENT AWARENESS AMONG THE YOUNG MINDS”

DATE: 23RD FEBRUARY, 2021

TIME: 3 P.M

SPEAKER

PROFESSOR ASHISH GODSE

PUNE INSTITUTE OF BUSINESS MANAGEMENT



ORGANISED BY

DEPARTMENT OF COMMERCE

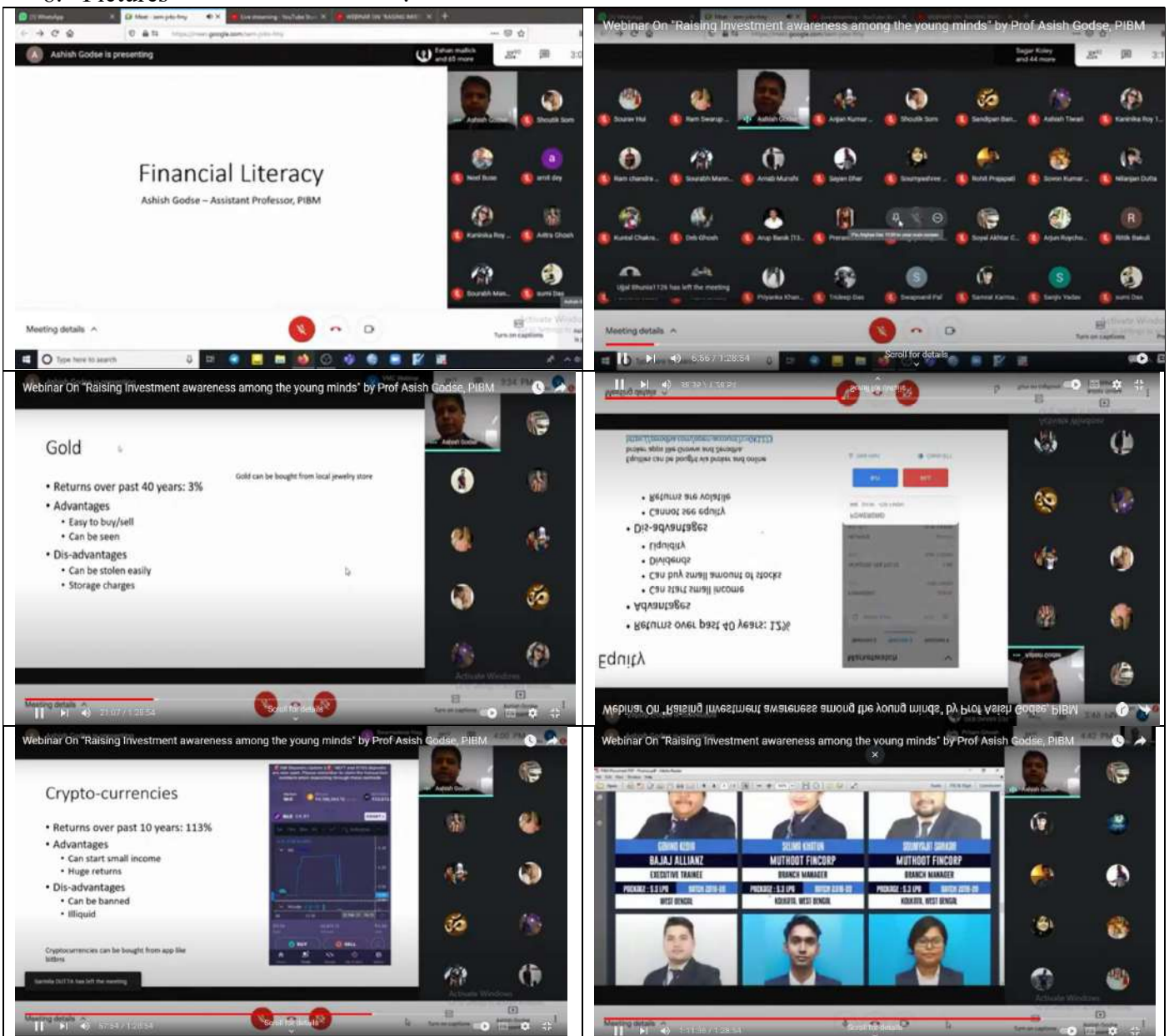
SUPPORTED BY

**INTERNAL QUALITY ASSURANCE CELL
VIDYASAGAR METROPOLITAN COLLEGE**

ACTIVITY REPORT

1. **Name of the department organising** : Department of Commerce
2. **Title of the activity** : Webinar on “Raising Investment Awareness among the young minds”
3. **Date** : 23.02.2021
4. **Time** : 3 p.m.
5. **Speaker’s profile** : Professor Ashish Godse, Pune Institute of Business Management
6. **Number of participants** : 82
7. **Summary of the lecture/presentation(s)** : Professor Ashish Godse spoke at length about the need to realise the importance of investment at an early age. He reminded the participants about the thumb rules which they need to remember. Professor Godse also spoke about the tools which are important to evaluate the investment. The students were very happy and satisfied with the presentation.

8. Pictures :



Day 1—19/05/21, 5PM

FIGHTING FIT—HEALTH AND WELLBEING IN THE PANDEMIC

GAURAB BASU
 Mat Pilates and Functional Strength Instructor(FSSA), Group Fitness Trainer and Personal Training Programme Designer(ACE), Rehabilitation, Special Population, Resistance, Body Weight and Sports Trainer, Founder, WELLNESS MANIA INTERNATIONAL

Day 2—20/05/21, 5 PM

CHOOSING WELLBEING: PREVENTION IS BETTER THAN CURE

DR. SONALI MUKERJEE
 MD(Ayu), MS (Counseling and psy) Senior Ayurvedic Medical Officer Dept of Health & Family Welfare, Government of West Bengal, Ex Assistant Professor, Rajiv Gandhi Memorial College and Hospital and Certified Yoga Trainer

VIDYASAGAR METROPOLITAN COLLEGE
WELLNESS WEBINAR

Day 3—21/05/21, 5 pm

HUNGRY KYA? COOKING YOUR WAY TO GOOD HEALTH

DEBATRI BASU
 Healthy Lifestyle Promoter (Fitness and Sports Science Association-FSSA) Ayurveda Consultant (FSSA) Founder and CEO, TRENDY POT and WELLNESS MANIA INTERNATIONAL

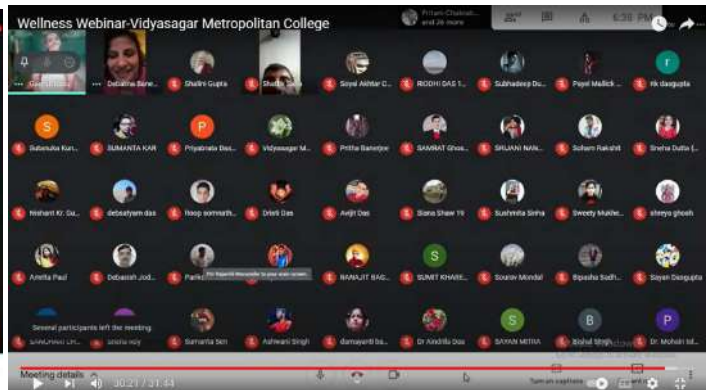
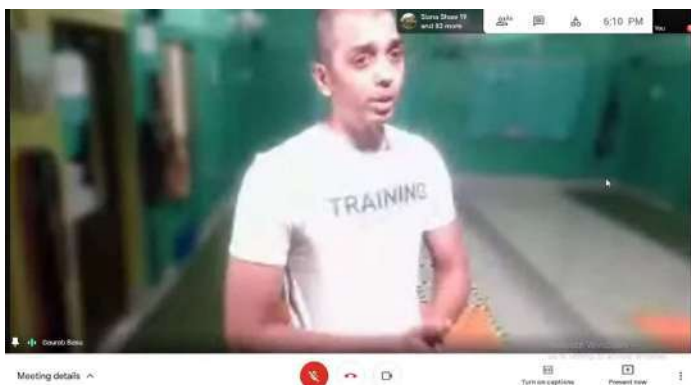
Day 4—22/05/21, 5 pm

MIND OVER MATTER: STRESS RELIEF AND MENTAL WELLBEING

ARUP GHOSH, BASM (IBAM)
 Hypnotherapist, Life Coach (The Academy of Modern Applied Psychology), Guided Meditation Trainer and Mind Power Trainer (Silva Graduate—Laredo, TX) Founder, DREAMHEALTH MEDITATION AND HYPNOTHERAPY CENTRE

ACTIVITY REPORT

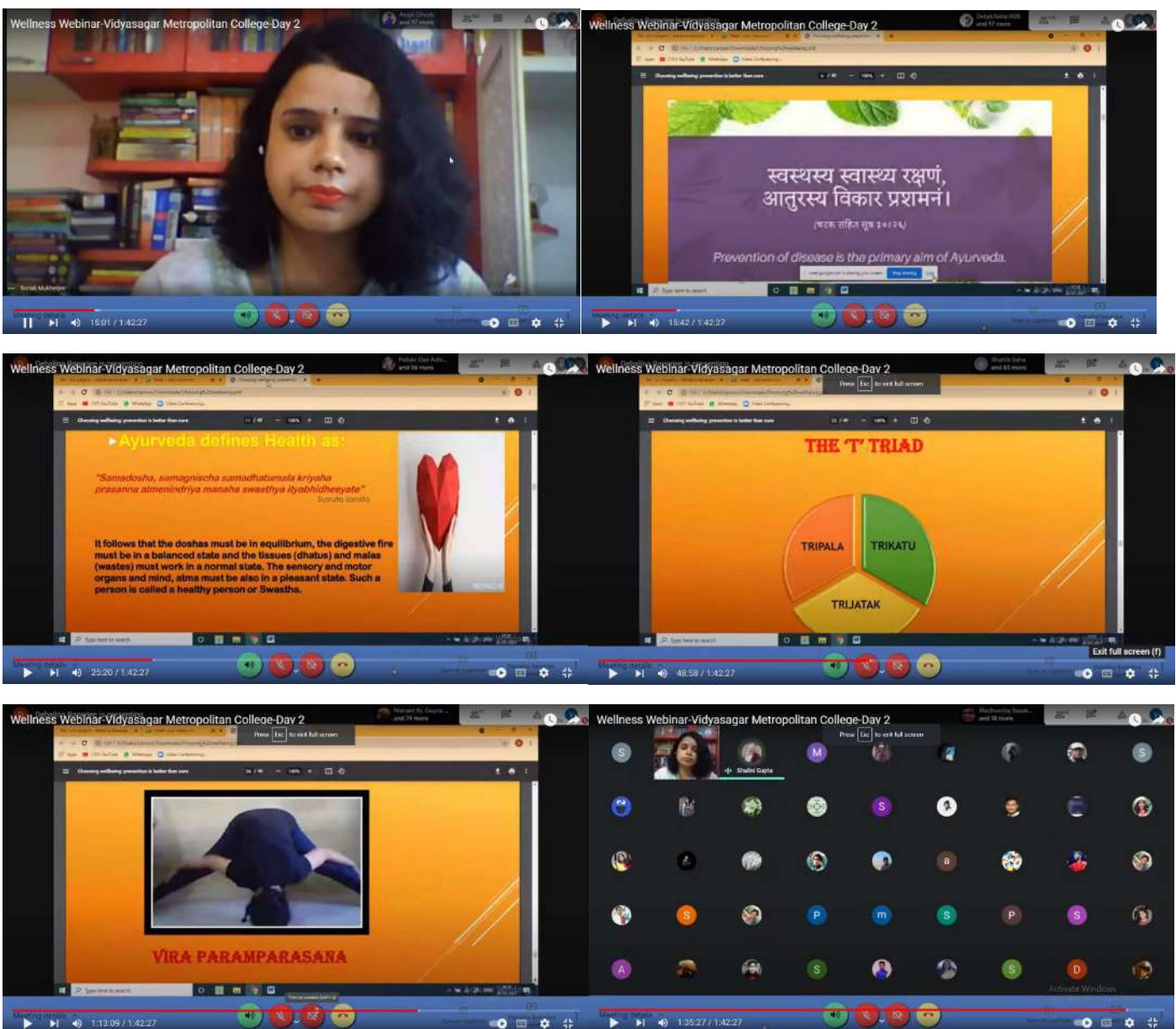
1. **Name of the organising committee** : Internal Quality Assurance Cell
2. **Title of the activity** : Wellness Webinars
3. **Topic** : Fighting fit-Health and wellbeing in the Pandemic
4. **Date & time** : 19.05.2021 at 5:00 pm via Google Meet
5. **Speaker's profile** : Sh Gaurab Basu
Certified Fitness Trainer
6. **Number of participants** : 90
7. **Summary of the lecture/presentation(s)** : Gaurab Basu, a certified fitness trainer instructed students on exercises for relieving body aches and pains. He also addressed students' issues regarding body shaming and weight gain during the pandemic and encouraged them to follow a healthy life style
8. **Pictures**



ACTIVITY REPORT

1. **Name of the organising committee** : Internal Quality Assurance Cell
2. **Title of the activity** : Wellness Webinars
3. **Topic** : Choosing wellbeing-prevention is better than cure
4. **Date & time** : 20.05.2021 at 5:00 pm via Google Meet
5. **Speaker's profile** : Dr Sonali Mukherjee
Ayurvedic Practitioner
6. **Number of participants** : 90
7. **Summary of the lecture/presentation(s)** : Ms Sonali Mukherjee, an Ayurvedic Practitioner discussed ways and means of increasing immunity, using foods and herbs available at home.

8. Pictures



ACTIVITY REPORT

- 1. Name of the organising committee** : Internal Quality Assurance Cell
- 2. Title of the activity** : Wellness Webinars
- 3. Topic** : Hungry kya? Cooking your way to Good health
- 4. Date & time** : 21.05.2021 at 5:00 pm via Google Meet
- 5. Speaker's profile** : Ms Debatri Basu, Ayurveda Consultant
- 6. Number of participants** : 90
- 7. Summary of the lecture/presentation(s)** : Ms Debatri Basu, an Ayurveda Consultant spoke about the way we cook food and how the students can plan their meals to stay fit.

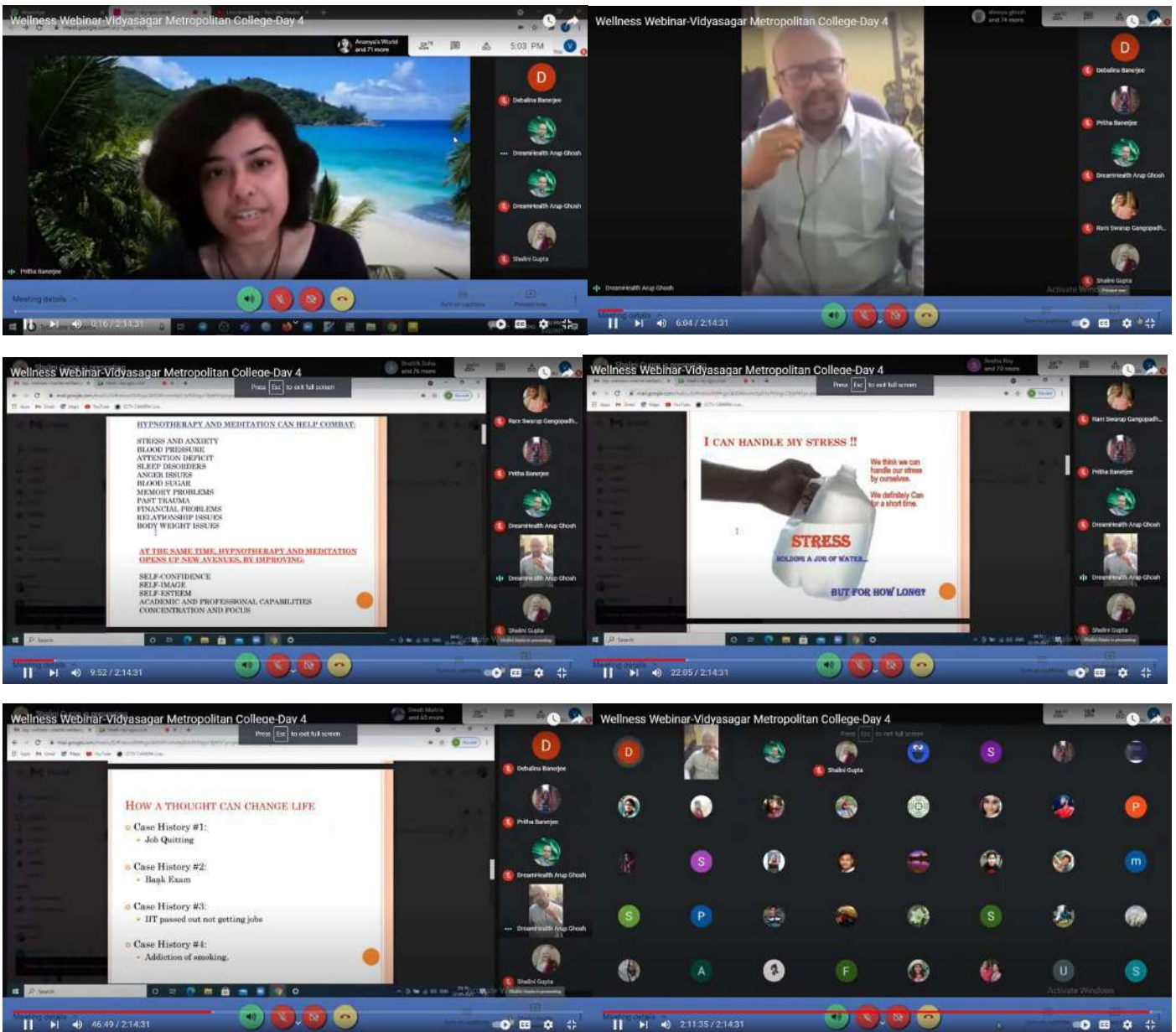
8. Pictures



ACTIVITY REPORT

1. **Name of the organising committee** : Internal Quality Assurance Cell
1. **Title of the activity** : Wellness Webinars
2. **Topic** : Mind over matter: stress relief and mental wellbeing
3. **Date & time** : 22.05.2021 at 5:00 pm via Google Meet
4. **Speaker's profile** : Sh Arup Gosh
Life coach and Hypnotherapist
5. **Number of participants** : 90
6. **Summary of the lecture/presentation(s)** : Arup Ghosh a Life coach and hypnotherapist explained the causes of panic attack and ways to relieve the same. He guided the participants through a meditative process for rewiring the subconscious minds.

7. Pictures



ACTIVITY REPORT

SPECIAL LECTURE SERIES 1

1. **Name of the Department** : Department of History
2. **Title of the activity** : Special lecture series 1
3. **Topic of Lecture** : "Changes in Society in Early Medieval India"
4. **Date** : 9th June 2021 on the google meet platform.
5. **Participants** : Approximately 80 students.
6. **Speaker's Profile** : Prof Surajit Gupta, Associate Professor in History, Raja Rammohun Roy Mahavidyalaya.
7. **Synopsis of the lecture** : Early Medieval India witnessed a host of changes in the societal structure in comparison to that of the ancient period. The insertion of Brahmana do needs into the village community by virtue of land-grants or *Brahmadeyas*, introduced a new element into agrarian relations. Those donees replaced the State regarding rights over water resources, forests, and habitation area, which affected the rights enjoyed by the village community. Judicial rights were also possibly transferred to them. Increasing pride of birth, and the accompanying self-sufficient village economy, which prevented both spatial and occupational mobility gave rise to great numbers of newer castes and decline of certain older ones. The Kayasthas evolved as a new caste, Rajputs were recognised as Kshatriyss. However, in places like Assam, where non-brahmins also received land-grants, the social discrimination was not so widespread. Brahmins regained their power and were responsible for reinterpreting the regulatory canons of life as laid down by the earlier texts. Brahmins had numerous sub-sections. Brahmins played an important role in the emergence of temple-oriented religion. Vaishyas were almost degraded to the Shudra community. Number of sections of the Shudra community increased. Another caste, lower than the Shudras, were Antyajas. Some tribal groups were absorbed into the fold of caste society. Brahmadeyas functioned as nodes of reciprocal interaction between Brahmanical and tribal religion. Tribal communities were exposed to Brahmanism and Brahmanism too was transformed in the course of its interaction with regional, local and tribal traditions. Position of women was far degraded.

8. **Pictures** :



ACTIVITY REPORT

SPECIAL LECTURE SERIES 2

1. **Name of the Department** : Department of History
2. **Title of the activity** : Special lecture series 2
3. **Topic of Lecture** : "Third urbanization: Feudal Thrive or Proliferate Urbanity"
4. **Date** : 25th June 2021 on the google meet platform.
5. **Participants** : Approximately 60 students.
6. **Speaker's Profile** : Dr Priyanka Guha Roy, Assistant Professor , Department of History, Kazi Nazrul University.
7. **Synopsis of the lecture** :

The Early medieval Age experienced an expansion of Rural Economy that may be considered as both the cause and effect of de-urbanization as suggested to be very peculiar to that age. This is because of increased practice of granting lands favouring agrarian spread and growth. The languishing long distance trade also explained the decay of urban centres in the AD 600- AD1000 phase.

The decay of a number of prominent towns in India, especially in the Ganga Valley, during AD 300-900, resulting in a general urban decay that did not however, engulf the subcontinent as a whole. The diagnosis of urban anaemia leading to ruralization and peasantization may not serve as an all-purpose key. The decline or otherwise of long –distance trade cannot be taken as the principal determinant of urban development and decay in Indian conditions. The absence of external trade cannot be regarded as major determinants of Urban developments. The greater the convergence of economic, political and cultural (including religious) activities at an urban centre, more eminent would be its position than cities with a predominantly single functional role mainly as being trade centre.

The Predecessor

The second urbanization in Indian history (c. 600 BC- AD 300) had its epicenter in the Ganga valley (or more precisely in the middle Ganga valley) which acted as a platform for the development of secondary urban centres. In the early medieval period Brajadulal Chattopadhyaya does not find any such epicenter generating urban impulses to disparate regions. Urban centers from AD 600 onwards, on the other hand appear to have been strongly oriented to their local roots and therefore may be judged in terms of their respective local developments and local formations. Such local formations were largely helped by agrarian expansion, generating resources for local or supra-local ruling groups. The mobilization of resources and the urge to procure exotic and luxury items by rulers would encourage movements of products, both within the region and also beyond it.

The initial Causations of the decline if that was really so

The ruins of cities such as Vaishali, Pataliputra, Mathura, Indraprastha, Hastinapur, Sravasthi, Kausambi, in post Gupta phase suggested a kind of urban decline. R.S. Sharma has pointed out that although the Gupta period is called the golden age of Indian History, archaeologically it has not been made bright.

The reason for this decline suggested by R.S.Sharma was mainly deforestation of the hinterland which mainly supported these towns in the Hinterland. The preservation of cattle wealth as propounded by Gautama Buddha became an article of faith in the post Gupta phase with the result much of the uneconomical cattle for the sake of protection was increasingly fed resulting in grave grazing and this over grazing and clearing of forests reduced nitrogen and oxygen. This reduced rainfall. This naturally impoverished the hinterland on which the towns were based.

Cities However Thrived

In spite of such declining mode, cities showed a constant rise leading to the upsurge of Urban proliferation. This theory however proved to be very applicable to the development of localised urban stratas. While several leading Urban sites show downward slide as pointed out by R.S Sharma, some others were recovered undesserted. Chirand , Varanasi, Ahichhatra, Purana Quila, Ahar, Ujjaini emerged as major urban centers and showed uninterrupted habitation during AD 700-AD 1200. There existed though other major factors that led to the emergence of third urbanization. This may need thorough discussion to arrive at the vantage point of the study.

Urban terms and Trade

A series of urban terms denoting several urban cities and trade conducted through them may support heavily to suggest an urban trend that early medieval India witnessed. Prithudaka or Pehoa in Haryana derived its material strength from horse trade (Ghotakayatra). The emergence of urban space at Tattanandapura (Bulandshahar), labelled as a purapattana in epigraphic records of AD 867-907 , is proved by the existence of Brihadrathya (high street), Kurathya (small road), hattamarga (road leading to market). Siyaduni , also labelled as a pattana where a mandapika stood, was an urban center of prominence, marked by trade in essentials. Here existed a number of markets such as Dosihatta, caturhatta, prasannahatta, vasantmahattaka each of which specialized in a particular craft. The term kotta was used to denote administrative-cum- military headquarters . Hattika denotes small rural market. Pura is being frequently used to denote urban center for example Dhritpura in early medieval Vanga under the Chandra Kings is a case in point. The extensive development of Purvahattapradesha that is a market place in the eastern frontier of the urban area.

Emergence of Nodal Centers

Agrarian expansion leading to surplus production also operated as prelude factors to promote urbanization. This often led to increased ruralisation. Large-scale agrarian activities in South India point to the process of rural expansion. This process of rural expansion can be suggested through the mention of increased grants of land, creation of Brahmhadayas, agrarahars. This large scale agrarian activities led to the emergence of exchange centers or nodes or Manadapikas among clusters of rural settlements transacting agricultural products. Trade centres developed at a point of convergence for movements among the villages. Naddula was one of the gramas in Rajasthan got transformed into mandapika or trade centre. Thus, the

chahamanas made Noddula their political citadel. Venugrama or Begam in Karnataka too emerged as an eminent point of convergence of merchants of various types.

These nodes or Nagarams were not only urban centres but also served as interregional trade. These were linked further at the local level with rural units while at the upper level with pattana, eriviripattinam, mangaram. They maintained horizontal connections with other pattinams thus emerging as big trade units. Apart from regional trade, large scale exportation of cotton cloth from Rahma or Bengal, Teak from Rashtrakuta kingdom, spices transported from South India to Indian Colonies at Quilon suggested that a vast network of both internal and external trade operated to achieve a state that was very urban. This has been pointed out by Ibn Khurdadbeh, an Arabian traveller of the 10th century. The towns of Red Sea, Arabia and India enjoyed an influx of people. The Geniza records of the Jews in the 11th and 12th centuries refer to shipments of wheat, vessels clothing, lead, household goods, silk from Aden to India. The records show that the goods were frequently transacted not only from Tripoli or Morocco but also Nafusa, Urbus (places under king of kish or Qais or Kindah kingdom in Yemen) and other small places.

Spurt in Bhakti Appeal

Excessive growth in urban centres was also the because of the result in the growth of Vaishnava and Saiva Sectarian devotional cults. There is extensive growth of temples who dominated the urban centres. Thanjavaur or Gangaikondacholapuram were examples to this. The monumental temple of Brihadisvara, according to Champakalaxmi, stood at the very center of Thanjuvur. Around the temple was located the quarter for the political and priestly classes, forming the uppermost crust of the elites and thus forming the urban space closest to the shrine.

The rise of Angadis

The temple complexes also had markets (angadis). The residential area around temples housed various urban groups, including the residence of merchants. The requirements of the temple rituals and services generated demands, and this generated transactional functions in milk, flowers, betel nuts and areca nuts. Around the city lived farmers, herdsmen and artisans.

Trade in Betel nuts and Areca Nuts, Growth of Temple Colleges

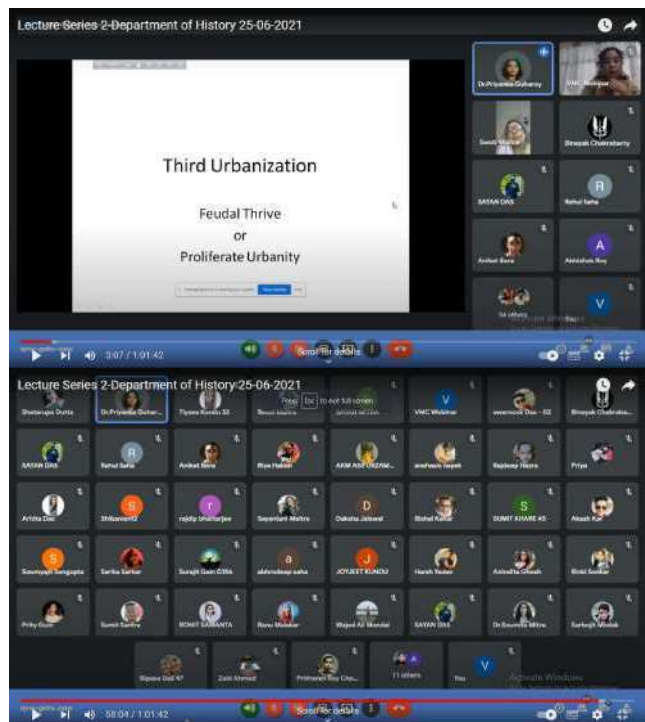
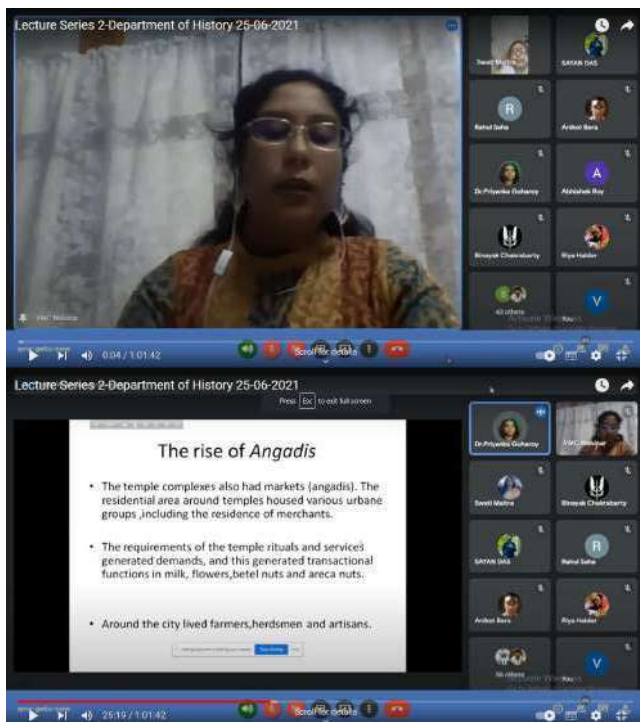
Champakalaxmi has pointed out about two cities of the cholas :Kudamukku-Paliyarai ,situated in the most fertile tracts in the kaveridelta, the core area of the cholas. While Palaiyarai was the site of the palace, Kudamukku functioned as the sacred centre having a number of temples. The twin cities were located on an important trade route and noted for its transaction in two bulk items, areca nuts and betel nuts. The two cities had access to and linkages with the hinterland for the supply of local agrarian products mainly betel nuts apart from other agrarian products. Thus local agrarian production immensely contributed to the growth of urban centers. A Temple college at Tirumukkudal in Chingleput district and another at Salotgi in Kaladgi district attracted students from far off places. Mathas were attached to temples and jointly they contributed an institutional influence in Urban Growth.

Conclusion

Thus the emergence of urbanization was not the outcome of any single factor, but what is interesting, is that the factors became important not all throughout the period from 700 AD to 1200 AD. The importance of the factors can be filtered out in specific periods as 600 AD to 750 saw the large scale agrarian expansion. AD 750 – 1000 AD saw the rise of powerful kingdoms. The rise of big commercial centres can be witnessed more from 1000AD to 1200 AD. The combinations of these formations helped the emergence and development of an early medieval urban structures which by their distinctiveness are situated by Brajadulal Chattopadhyay in the third phase of urbanization in Indian History.

8. Pictures

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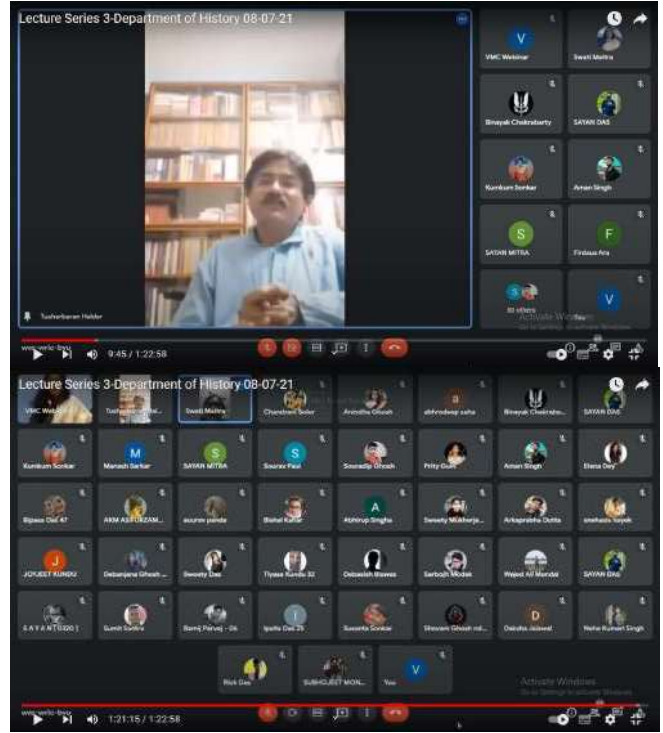
ACTIVITY REPORT

SPECIAL LECTURE SERIES 3

1. **Name of the Department** : Department of History
2. **Title of the activity** : Special lecture series 3
3. **Topic of Lecture** : "Economy of Colonial India: A Brief Outline"
4. **Date** : 18th July 2021 in google meet platform.
5. **Participants** : Approximately 75 students.
6. **Speaker's Profile** : Dr Tusher Baran Halder Associate Professor in History, Sushil Kar College
7. **Synopsis of the lecture** : The present lecture deals with impact off colonial economy on rural structure in Indian specially in Bengal from classy to great mutiny that is eight 1757 -1857. English East India company was granted farman by Farrukhsiyar in 1717. Nearly fifty years later company received the dewani from Mughal emperor shah Alam. The company's acquiring of Dewani of Bengal let loose uncontrollable exploitation on Bengali economy. They carried on several experimental measures till the permanent settlement was introduced in 1793. The first thing noticeable is the outsting of majority of old zamindars who are unable to pay within stipulated time had to forego there's zamindari by the sunset law. Prue this law a new type of zamindar rose den called absentee landlord. They divided the zamindari into several parts and settled these smaller portions with the vessels on profitable rates. These middle strata zamindars again subdivided their land. This was known as sub infudation system. Another important impact of colonial economy was commercialization of agriculture. Company introduced cash collection of revenue. For this the peasant became dependent on cash money to buy things he needed from the market. This started producing cash crops for better gains. For the Indian peasant commercialization was a forced process known as Forced Commercialization. To meet the excessive land revenue demand and high rates of interest the peasants by force had to opt for cultivating cash crops to sell at whatever price fetched. The British economic policy gave a strong blow to the industry especially in the cotton industry. The wealth of our country was gone to England through drainage of the company servants during the post Plassey period. Company destroyed our industry gradually and their policies made in India as an agricultural country. That led to the process of deindustrialization or destruction of indigenous industry. Company followed the policy of producing raw material at higher rate and selling goods at cheaper rate which popularized the artisans. India's export trade was extinct. In what ways company did the leading trading activities where nothing but artificial foreign rate. So East India company's economic measures ruined our agriculture destroyed our industry and died out our trade.

8. Pictures

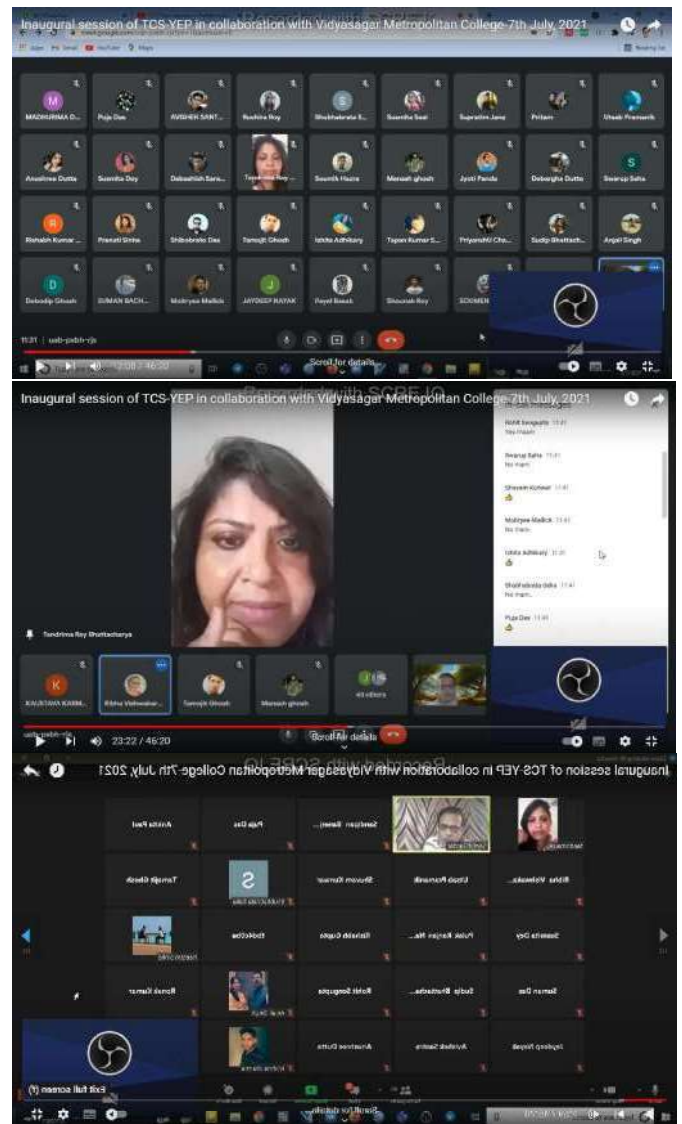
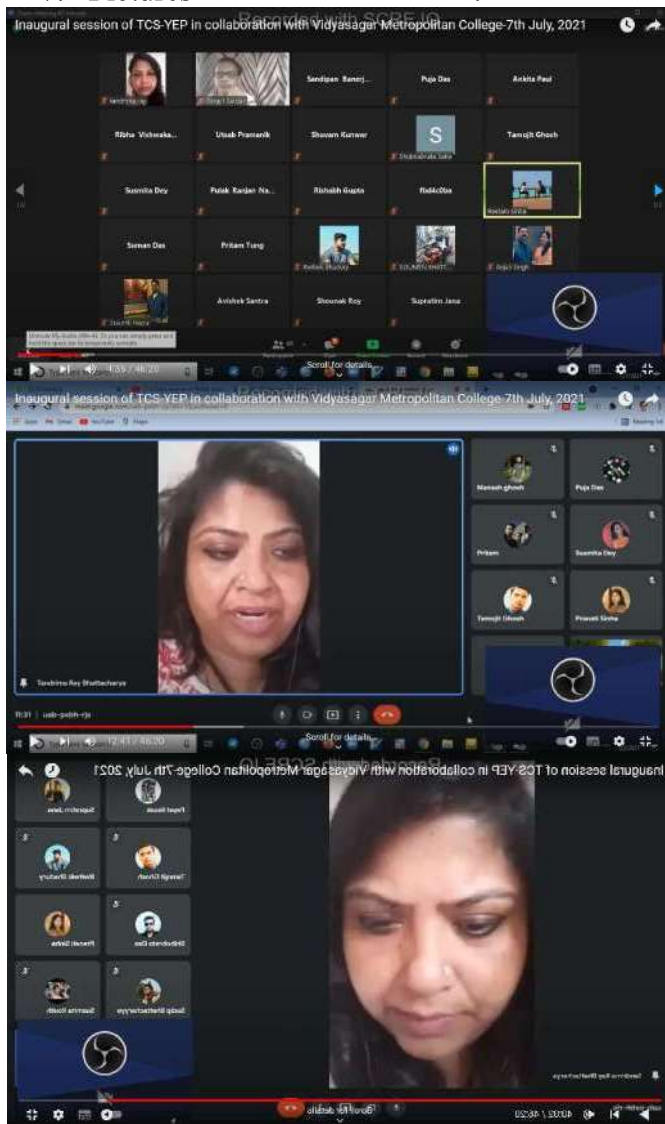
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ACTIVITY REPORT

1. **Name of the sub-committee :** Employability enhancement, Counselling and Placement sub-committee
2. **Title of the activity :** Tata Consultancy Services Youth Employability Programme
3. **Date :** 07.07.2021 to 31.08.2021
4. **Speaker's profile :** Ms Tandrira Ray Bhattacharya
5. **Number of participants :** 51
6. **Summary of the lecture/presentation(s) :** The training was for 100 hours, covering standard modules prepared by TCS on Business Skills, Communication Skills, Quantitative Aptitude, Logical Reasoning, Computers, Interview Skills, Resume Writing etc.

7. Pictures :



**VIDYASAGAR METROPOLITAN COLLEGE IQAC
INITIATIVE–Mentor-Mentee programmes**

**Mental Health and Wellbeing for Students:
Therapy and Meditation WORKSHOP for Teachers
with**

Arup Ghosh, Consultant Mind Trainer, Hypnotherapist and Life
Coach for Vidyasagar Metropolitan College, Kolkata

SUNDAY 29-08-21 , 7PM , ON GOOGLE MEET

ACTIVITY REPORT

1. **Name of the sub-committee :** Internal Quality Assurance Cell
2. **Title of the activity :** Mental Health and wellbeing for students: Therapy and Meditation Workshop for teachers
3. **Topic :** Mentor-mentee programme
4. **Date & time :** 29.08.2021 at 7:00 pm
5. **Speaker's profile :** Sh Arup Ghosh,
Consultant mind trainer, Hypnotherapist and life coach
6. **Number of participants :** 42
7. **Summary of the lecture/presentation(s) :** Arup Ghosh spoke on the what is stress, how does stress work how to deal with stress. He spoke about the fight-flight-faint hormone. He discussed about the results of the survey carried out among the students. The survey brought to light the kind of stress being dealt with by the students. He motivated the mentors to counsel the students about how to deal with the problems personal as well as academic. A session on meditation was organised by Sh Arup Ghosh to teach the mentors the ways to calm their minds.
8. **Pictures :**

