

## **Action Taken Report following IQAC Meeting held on 16.03.2015**

**Action Recommended–1:** Under Curricular Aspects, the Peer Team Report stated that ‘Options to enrichment courses along with regular courses is remote possibility for the present’ and that the ‘College is yet to introduce any interdisciplinary/multidisciplinary courses’.

**Action Taken—1:** Options to enrichment courses along with regular courses and introduction of interdisciplinary/multidisciplinary courses would be incorporated in the future plan of the College.

**Action Recommended–2:** Under Teaching-Learning and Evaluation, the Peer Team Report stated that ‘Equity to be paid attention to’; ‘Remedial coaching is offered under UGC scheme which could be strengthened’; ‘No structured strategy for advanced learners’ and ‘Initiation of mentor-ward system is desirable’.

**Action Taken–2:** On equity, the admission policy of the College followed all rules and regulations of the State Government and Calcutta University with respect to reservation of seats etc. Since the present Coordinator of the remedial coaching course was due to retire shortly, Teacher-in-Charge looked into the matter of appointment of a new Coordinator who would be entrusted with reinvigorating the course.

At the Teachers’ Council Meeting, Heads of the various Departments were asked to think of how to devise a structured strategy for advanced learners Enquiries were made about a mentor-ward system.

IQAC members made enquiries about a mentor-ward system and how it could be implemented in our College.

**Action Recommended–3:** Under Research, Consultancy and Extension, the Peer Team Report stated that the ‘Research Committee is constituted, needs to be activated’ and ‘Hardly any facilities and funds available for research’. Regarding Consultancy and Extension, the Report stated that ‘The institution is yet to develop expertise in offering consultancy’ and that ‘Collaboration with GO and NGO for extension activities needs strengthening’.

**Action Taken–3:** The Research Committee was newly constituted in a GB Meeting as the Research Advisory Committee. The newly constituted Committee forwarded a recommendation for a Research Fund to the GB.

IQAC members held consultations with an expert, Dr Moushumi Dutta, IQAC and NAAC Coordinator of Nagindas Khandelwal College, Mumbai, with respect to the areas where the College could offer consultancy.

Teacher-in-Charge held discussions with the Extension Activity Committee on ways to collaborate with GOs and NGOs for extension activities.

**Action Recommended–4:** Under Infrastructure and Learning Resources, the Peer Team Report stated that ‘Space is a constraint for the progression of the College as the infrastructure is shared by two other colleges (Morning, Day and Evening)’ and that there was ‘No scope to develop a sports facilities, e-classroom, multimedia, a digital lab etc.’ and ‘Poor maintenance of the infrastructure’. Regarding the library, it had been stated that ‘Computerization of the library has not yet been taken up’, and that ‘More number of books and text books need to be procured’; ‘Limited capacity of the Reading Room which could accommodate 10-12 students at a time’; ‘the INFLIBNET facility was available, but to be made more functional with more computer terminals’ and that the ‘Majority of the books are in regional medium’. Regarding ICT as a Learning Resource, the Report stated that ‘Central computing facility was yet to be established’, and that the ‘College has launched a website, needs to be updated and strengthened’. The Report also stated that the ‘College does not have hostel facility for students’; and that ‘College does not have a Health Centre but it has taken institutional membership of Govt. sponsored Students Health Home facility’.

**Action Taken–4:** The space constraint mentioned in the Report was mitigated once the New Building of the College (which was under construction during the NAAC visit) was completed in . . . . The development of sports facilities, e-classroom, multimedia has been incorporated in the future plan of the College.

Maintenance of the common infrastructure was shared jointly by the Common Committee which had management representatives of the three Colleges, but the problem was that meetings of the Common Committee were few and far between. Teacher-in-Charge made a request to the Convener of the Common Committee, that is, Principal of the Day College, to convene meetings at more frequent intervals to enable members to state their problems.

All recommendations pertaining to the library were forwarded to the librarian for due implementation. However, since the then librarian was due to retire shortly, the recommendations were largely implemented by the new librarian who joined the College in 2014. Once the library shifted to the New building in 2016, it became possible to take up the recommendations in right earnest.

The Computer Lab in the New Building which was completed in 2014? had the necessary arrangements to function as a Central computing facility.

IQAC forwarded the recommendation for constitution of a Website Committee to the GB. The Committee was formed on and the Committee, in collaboration with the IQAC, oversees the updating of the website. The website was redesigned in 2016 when tenders were called for and finally, after due consideration, the website was handed over to Astra Infotech for redesigning. The GB adopted a resolution for building a hostel in the VSM or second campus and construction began in 2017.

A Health Centre for students was incorporated in the future plan of the College.

**Action Recommended–5:** Under Student Support and Progression, the Peer Team Report stated that ‘Drop out rate calls for review’; ‘There is no formal student tracking system’ and ‘Progression to employment needs to be made possible’. It had also been stated that there was ‘No management sponsored scholarship’ for students; the ‘Career Counselling Cell, Placement Cell, Grievance Redressal Cell were yet to take off’ and that ‘A professional Counsellor needs to be appointed’. The Report also mentioned that ‘Few students take part in inter-collegiate sports, tournaments and cultural activities’ and that ‘Extracurricular talent promotion needs to be taken seriously’.

**Action Taken–5:** The Teacher-in-Charge instructed the Office to closely monitor the rate of drop outs and report back to her. In 2017, a separate Committee was formed to review the rate of drop outs. All faculty members were informed in a Teachers’ Council Meeting to try and trace the future progression of students who had completed their BA/ BSc course from the College.

Management-sponsored scholarship for advanced learners and extracurricular talent promotion has been incorporated in the future plan of the College.

The Career Counselling Cell has organised several career counselling sessions . .

The IQAC forwarded a recommendation to the GB for reconstituting the Placement Cell. The Placement Cell has . . .

The Grievance Redressal Cell was reconstituted following a recommendation from the IQAC. The Cell has . . .

A Professional Counsellor was appointed in due course hold bi-monthly meetings with the students.

**Action Recommended–6:** Under Governance and Leadership, the Peer Team Report stated that ‘Decentralization of administrative responsibilities needs monitoring’, and that there were ‘Limited welfare measures for staff and faculty’. It had also been stated that ‘A realistic future plan for the growth and development of the institution for the next fifteen years is yet to be formulated’ and that the ‘Management Information System has to be initiated’. Regarding human resource management, it had been stated that the College was ‘yet to initiate mechanism to evaluate teaching and non-teaching staff for better accountability’ and that there was ‘Limited focus on

professional development and skill upgradation programme of the non-teaching staff'. With respect to financial management, the Report stated that 'There is need to monitor grants received and availed from State as well as from UGC'.

**Action Taken–6:** Management Information System and more welfare measures for staff and faculty were incorporated in the future plan of the College.

A realistic future plan for the growth and development of the institution for the next fifteen years has been formulated by the IQAC in consultation with the Principal.

Skill upgradation programme of the non-teaching staff was taken up in May 2017.

Grants received and availed from State as well as from UGC are monitored and documented by the Bursar along with the Office Staff.

**Action Recommended–7:** Under Innovative Practices, the Peer Team Report stated that 'Academic and administrative audit by external and internal experts needs to be introduced'; 'Backlog of posts are not filled', and that 'Capacity building initiative missing in the College' and that 'Focus on the sensitivities of students needs to be paid attention to'.

**Action Taken–7:** Academic and administrative audit was conducted by external experts in 2017.

Regarding backlog of posts, the standard procedure was to forward applications to the College Service Commission for filling up substantive posts which were lying vacant. Vacant posts could be filled up only after the College Service Commission recommended suitable candidates for filling up the posts. The backlog of posts began to be filled in 2016/ 2017 when . . .

Keeping the sensitivities of students into account, two senior faculty members were chosen as Student Mentors in the Grievance Redressal Cell who would deal with the grievances of the students and take appropriate steps to resolve their problems.

## **Action Taken Report following IQAC Meeting held on 25.5.15**

**Action Recommended—1:** At the IQAC Meeting dated 25.5.15, Prof Nabanita Chatterjee said that CAS should be given utmost priority and promotion-related work should begin at the earliest.

**Action Taken—1:** IQAC Coordinator Dr Chaitali Basu informed the members present that she would hold a meeting on 27. 5. 2015 with teachers whose promotions are due through CAS. She mentioned that the API format has been downloaded and will be distributed among the teachers and explained in detail on that day.

**Action Recommended—2:** IQAC Coordinator informed the members that our College received NAAC accreditation on March 10, 2012. The next accreditation is due by March 2017. Therefore, she stated that it was of the utmost importance to prepare the

3 AQARs that were overdue (2011-2012, 2012-2013 and 2013-2014) and send them to NAAC.

**Action Taken—2:** AQARs 2011-12, 2012-13 and 2013-14 were submitted at the IQAC Meeting dated 24.05.2016 and were uploaded on the College website and sent to NAAC on 03.06.2016.

Acknowledgements from NAAC were received on 08.06.2016

**Action Recommended—3:** IQAC Coordinator stated that Section IV of the Peer Team Report was entitled 'Recommendations for Quality Enhancement of the Institution'. The Coordinator mentioned that these recommendations would have to be implemented before the next NAAC re-accreditation. First among these recommendations was a long-term institutional plan aiming for academic excellence.

**Action Taken—3:** The Long-term Institutional Plan aiming for Academic Excellence was prepared by the IQAC Coordinator in consultation with IQAC members.

**Action Recommended—4:** It was decided at the Meeting that the second recommendation of the NAAC Peer Team—'Academic audit may be introduced at the College level by outside experts'—would be implemented.

**Action Taken—4:** The format for academic audit was compiled by the IQAC in consultation with Dr Pratip Chowdhury (Former Member-Secretary, Higher Education Council). All Departments were informed in April 2017 about the introduction of academic audit. The audit was conducted on 06.05.17 by 2 external experts of Calcutta University, Dr Sujoy Ghosh and Dr Diptendu Chatterjee. The Academic Audit Report was forwarded to the Principal for placing in the GB.

**Action Recommended—5:** It was decided that for the qualitative improvement of the teaching-learning process, each teacher must maintain a Teaching Diary where lesson plans and a record of lectures delivered in class would be entered on a regular basis, would be implemented.

**Action Taken—5:** The format for Academic Diary was prepared by IQAC Coordinator Dr Chaitali Basu and Dr Satya Upadhyay, then Teacher-in-Charge and IQAC Member. The format was approved by the Purchase Committee and a print order for 75 Diaries was given to Saraswati Press. The Diaries were distributed on Teachers' Day on 5.9. 2015 among all faculty members.

**Action Recommended—6:** The third recommendation of the NAAC Peer Team asks us to introduce certain women-related diploma/ certificate courses of appropriate duration with employment and self-employment potential—that is job-oriented courses.

**Action Taken—6:** A short-term course on Tailoring and Food Processing for the students of the College was started at the second campus VSM on .....The course was conducted by Mrs Sumitra Nandi who was recommended by the Alumni Vice-President, Dr Meera Agarwal, who is also an IQAC member. Mrs Nandi submitted her bio-data to the IQAC Coordinator following which she was asked to meet the Principal. She submitted her course content and a list of implements required by her to conduct the classes. She began her classes on 8.1.16 in the Second Campus (VSM). A fee book was

designed by the IQAC and sufficient numbers were printed by the College. Students paid a monthly fee of Rs-100. A Committee was appointed for the purpose and they prepared a poster for popularising the course among the students. However, the course could not be continued beyond two months due to not enough enrolment of students.

Subsequently, a Beauticians' Course, a second short-term certificate course with employment potential was started on 9.9.16 in the Second Campus. This was in response to a popular demand of the students that was voiced by Ronita Srimany, Students Union GS at the IQAC Meeting dated . A Committee was appointed to supervise the course. The course proved to be very popular. The course is of 6 months duration. One class of 2 hours duration (1 hour theory + 1 hour practical) is held per week. Number of beneficiaries = 50.

**Action Recommended–7:** At the IQAC Meeting dated 25.5.15, a lengthy discussion was held on the fourth recommendation of the Peer Team Report: 'To start a Centre for Studies named after the founder of the College'. The Report also stated that grants are to be sought from UGC, ICHR, Indian Council for Philosophical Research, Ministry of Cultural Affairs and Ministry of Environmental Sciences.

**Action Taken–7:** It was decided that the Research Centre would be set up at the Vidyasagar Smriti Mandir as its calm and quiet surroundings provided the ideal place for establishing the proposed Research Centre. Subsequently, the IQAC Coordinator wrote the Vision Document for the proposed research centre. A Mentor Group was recommended by the IQAC and formed by the GB to supervise the setting up of the Research Centre. An initial sum of Rs-10 Lakhs has already been sanctioned from the MLA LAD fund for establishing the Research Centre. Steps are now being initiated to enrol it as a registered body.

**Action Recommended–8:** The next recommendation: 'Efforts to be made to provide a clean, healthy and hygienic learning environment'.

**Action Taken–8:** The IQAC recommended the formation of a College Beautification Committee to the GB to be entrusted with the implementation of the above recommendation.

**Action Recommended–9:** Another recommendation of the NAAC Peer Team was discussed: 'ICT enabled teaching-learning be strengthened with better training and motivation to the faculty'. IQAC member Dr Shubhra Bagchi stressed that the ICT-enabled classroom should be equipped with AC, a fixed screen and fixed infrastructure. The teacher concerned would bring only the pen-drive.

**Action Taken–9:** In pursuance of the NAAC Peer Team recommendations, the IQAC recommended the setting up of an ICT-enabled classroom to the Governing Body and the recommendation was duly passed by the GB. A four-member Committee led by IQAC member Dr Amit Mohan Rakshit were given the responsibility of getting the ICT-enabled room ready. The ICT-enabled classroom has been built on the second floor of the New Building out of RUSA funds with AC, a fixed screen and fixed infrastructure. The Committee arranged to provide the necessary training to the teachers to make use of the ICT-enabled classroom in a meaningful way. The Routine Committee was informed that slots for this room may be allotted department-wise. All Departments have been allotted a certain number of classes per week in the ICT-enabled classroom.

**Action Recommended–10:** The next Peer Team recommendation concerns two programmes to be provided for all the students of the College: one, computer literacy programme and two, spoken English programme. This recommendation was discussed at length. Regarding the spoken English classes, it was decided that professional help would be hired. Prof Nabanita Chatterjee referred the IQAC Coordinator to the Director of the Institute of English, Calcutta (Government of West Bengal sponsored).

**Action Taken–10:** IQAC recommended the initiation of spoken English and computer literacy programmes for the students to the GB. The GB passed the recommendations in due course. IQAC

Coordinator met the Director of the Institute of English, Calcutta, Mrs Chatterjee, and discussed the matter with her. Subsequently, a MOU was signed with the Institute of English. A course on 'Improved Communication in English' was inaugurated on 23. 11. 2015 by the GB President Shri Debasis Mallick and GB member Prof Nabanita Chatterjee. Two classes are held per week. Theoretical and practical tests are conducted at the end of the course. Students who pass the tests are issued certificates from the Institute of English, Calcutta. No. of beneficiaries (2016): 26

A computer training course for the students was inaugurated on 19.08.2016 by the GB President Shri Debasis Mallick. The training is imparted by Webel Informatics Ltd., a Govt. of West Bengal Undertaking. The course is of 2 years duration @ Rs-2000/- per student payable in 4 instalments, with a rebate for reserved category students. Two classes are held per week (barring holidays) in the Vidyasagar College for Women Computer Centre. After completion of the course, each student will be issued a Diploma in Computer Applications by Webel Informatics Ltd. Job assistance is provided by Webel Informatics Ltd. No. of beneficiaries (2016): 351

**Action Recommended–11:** The next recommendation concerns the library. 'Computerization of the library to be taken up and completed on a priority basis'. The Coordinator pointed out that the new librarian, Moumita Ash, was facing some problems as the library was understaffed. Prof Nabanita Chatterjee suggested that the IQAC may submit recommendations for additional staff in the library to the GB for consideration.

**Action Taken–11:** IQAC submitted a recommendation for additional staff in the library to the GB for consideration. The GB sanctioned the recruitment of additional staff in the library. Automation of the Central Library has been initiated.

**Action Recommended–12:** The next recommendation of the NAAC Peer Team Report: Interface with students require further strengthening'. IQAC Coordinator mentioned that although student feedback forms had been given to the students and filled up by them before the previous NAAC visit, the forms were not analysed. Dr. Shubhra Bagchi raised the point that the forms needed to be analysed. Prof Nabanita Chatterjee proposed that IQAC may analyse the feedback forms. IQAC Coordinator stated that we would also have to continue remedial coaching under the UGC scheme for weak students. Prof Nabanita Chatterjee suggested that Shri Aniruddha Ghosh be made the new Co-ordinator of the remedial coaching course since Dr Prathama Roy Mandal, the erstwhile Co-ordinator, would be retiring in May. All agreed with the suggestion. It was also decided that a Student Grievance Cell would be set up headed by Dr Subhra Bagchi and Sm Molly Ghosh who would be Student Mentors and address the problems faced by the students. They would hold weekly meetings with a group of 20-25 students from various Departments to hear and address any grievances that the students may have.

**Action Taken–12:** Student feedback forms are henceforth analysed by the IQAC.

Shri Aniruddha Ghosh, Bursar, was appointed the new Coordinator of the remedial coaching course. A Student Grievance Cell was set up with the sanction of the GB. The Cell is headed by Dr Subhra Bagchi and Sm Molly Ghosh who would be Student Mentors. They would hold periodic meetings with a group of 20-25 students from various Departments to hear any grievances that they may have and will also address those grievances.

**Action Recommended–13:** The NAAC Peer Team had pointed out that the 'sports infrastructure needs to be strengthened and students be motivated to participate in sports and cultural activities at Inter-Collegiate, State and national level'. The Peer Team had pointed out that the College lacked a sports field. This was to be compensated by introducing Gym and Yoga classes.

**Action Taken–13:** The IQAC recommended the formation of a re-constituted Sports Committee to the GB which would be entrusted with implementing the above recommendation of the NAAC Peer Team.

The IQAC also recommended the formation of a yoga committee to the GB that would oversee the course. The yoga course was inaugurated on 16.10.2015 by the GB President. The course was designed to be a blending of theoretical aspects of yoga along with physical exercises. A yoga instructor was appointed to conduct the sessions. Due to lack of students in the final months of the academic session, their regular yoga classes got suspended. Attempts to resume the yoga classes in the new session are in progress.

It has been decided that the open-air space in the area adjoining the New Building will be used as a space for the gym.

**Action Recommended–14:** The Students Union GS, Ronita Srimany, stated that the canteen needed to be repaired as the roof leaked during rainy season. Prof Nabanita Chatterjee suggested that IQAC recommend the formation of a Canteen Committee to the GB.

**Action Taken–14:** The formation of a Canteen Committee as recommended by the IQAC was passed by the GB.

**Action Recommended–15:** Regarding VSM or VidyasagarSmritiMandir, the recommendation was that the space be 'exclusively made available for supporting the initiatives of the girl students of the College by not providing scope for other external organization like IGNOU.' Dr Shubhra Bagchi suggested that the IGNOU be shifted from the VSM and brought to the New Building and the Vidyasagar Research Centre be set up in the VSM as discussed. He stressed that the IGNOU generated money and was to be continued. IGNOU classes are held only on Saturdays and Sundays. Dr Ghosh suggested that IGNOU could be shifted to the New Building where the necessary infrastructural support and the necessary vigilance could be provided to the students. It could function in the New Building on weekends after College hours.

**Action Taken–15:**

**Action Recommended–16:** Finally, IQAC Coordinator mentioned the necessity of creating an IQAC window in the College website since we will regularly have to upload/ report on IQAC activities, as well as for hosting the AQAR.

**Action Taken–16:** IQAC members shortlisted certain reputable web-designing and web maintenance agencies and submitted the list to the Purchase Committee. Finally, all aspects considered, Astra Infotech Pvt. Ltd. was appointed for the purpose of redesigning and strengthening the website.

## **Action Taken Report following IQAC Meeting held on 27. 07. 2015**

**Action Recommended–1:** Matters Related to the establishment of a Centre for Studies named after Iswar Chandra Vidyasagar in pursuance of the NAAC Peer Team Recommendations.

**Action Taken–1:** The Vision Document for the proposed Centre had been prepared by the IQAC. At the Meeting, the Vision Document incorporating the main objectives of the Research Centre was read out by the IQAC Coordinator Dr Chaitali Basu and approved by the GB President. The Centre was named The Vidyasagar Research Centre for Studies in Education and Society.

A Mentor Group was set up as follows:

Mr Debashish Mullick (GB President, Vidyasagar College for Women)  
Prof Nabanita Chatterjee (GB Member and IQAC Member, Vidyasagar College for Women)  
Dr Satya Upadhyay (Convener, VRC, Teacher-in-Charge, Vidyasagar College for Women)  
Dr Tapan Roy (Treasurer)  
Dr Rapti Deb (Assistant Professor, Department of Sanskrit)  
Dr Ajanta Mitra (Associate Professor, Department of Bengali)  
Dr Madhumita Dutta (Assistant Professor, Department of English)  
Dr Amit Mohan Rakshit (IQAC member and Associate Professor, Department of Physics)  
Dr Moitrayee Basu (IQAC member and Associate Professor, Department of Chemistry)  
Dr Prathama Ray Mandal (ex-teacher, Department of Bengali)  
Dr Pranab Chatterjee (external member)

Subsequently, however, following the resignation of Dr Satya Upadhyay, who left the College on 16.12.16 to become the Principal of another College, the composition of the Mentor Group for VRC was revised as follows by the Governing Body on the recommendations of the IQAC:

Mr Debashish Mullick (GB President, Vidyasagar College for Women)  
Prof Nabanita Chatterjee (GB Member and IQAC Member, Vidyasagar College for Women)  
Dr Ashutosh Prasad Singh (Convener, VRC, Associate Professor, Department of Hindi)  
Dr Rapti Deb (Co-Convener, VRC, Assistant Professor, Department of Sanskrit)  
Dr Tapan Roy (Treasurer, VRC, Associate Professor, Department of Mathematics)  
Dr Ajanta Mitra (Associate Professor, Department of Bengali)  
Dr Madhumita Dutta (Assistant Professor, Department of English)  
Dr Amit Mohan Rakshit (IQAC member, Associate Professor, Department of Physics)  
Dr Moitrayee Basu (IQAC member, Associate Professor, Department of Chemistry)  
Dr Prathama Ray Mandal (ex-teacher, Department of Bengali)  
Dr Pranab Chatterjee (external member)

GB President Sir stated that a Budget Proposal would have to be written clearly stating the expected cost, in lakhs, against particular heads of infrastructure. The cost of research grants, to be paid to scholars, would also have to be stated subject-wise. The amount to be allotted for each subject would have to be assessed separately. It was also decided that the research should be time-bound; it would have to be decided whether a research student should be allotted six months or one years' time.

The Budget Proposal was subsequently prepared by Dr Ashutosh Prasad Singh (Convener, VRC) and Dr Rapti Deb (Co-Convener, VRC)

GB President Sir stated that the proposed Vidyasagar Research Centre would be set up at Vidyasagar Smriti Mandir. In this context, it had been suggested in the previous IQAC Meeting that the IGNOU be shifted from the Vidyasagar Smriti Mandir (VSM) and brought to the New Building. GB President



Sir stated that a write-up would have to be prepared, stating the advantages and disadvantages of shifting the IGNOU to the New Building. The write-up was prepared by the IQAC and submitted to GB President Sir.

**Action Recommended–2:** Introduction of a Spoken English course for the students of the College (NAAC Peer Team recommendation).

**Action Taken–2:** IQAC Coordinator Dr Chaitali Basu informed that, acting upon the advice of Prof Nabanita Chatterjee, she had met the Director of the Institute of English, Dr Sampa Chatterjee, on the 17<sup>th</sup> of June and had handed her a letter seeking collaboration to set up a six months' Spoken English course for the students of our College. She had informed Dr Chatterjee that classes would be held twice a week and that the training sessions would have to be held after College hours. Dr Chaitali Basu placed the letter written in response by Dr Chatterjee.

Dr Chatterjee had written that she has accepted our invitation for collaboration. She will provide lecturers from the Institute, who will conduct one-and-a-half-hour training sessions on each day out of the two days a week. Faculty remuneration for each session (one and a half hours) would be Rs 1, 000 and cost of Course Materials would be Rs 6, 000 for six months. IQAC Members agreed that the fees stated were quite high. Prof Nabanita Chatterjee stated that we could ask them to reconsider their fees since this would be a self-financing course for the students of the College. GB President Sir asked Dr Chaitali Basu to write a letter to Dr Chatterjee stating that the IQAC was interested in her proposal, but was requesting her to reduce her fees. We can pay Rs 500/- for a 1-hour training session and Rs 700/- for one-and-a-half hours' training session. A letter to this effect was subsequently sent to Dr Chatterjee.

**Action Recommended–3:** Introduction of a Computer Literacy programme for the students of the College (NAAC Peer Team recommendation).

**Action Taken–3:** Enquiries were made about reputable agencies which conducted Computer Literacy programme for students in higher educational institutions.

**Action Recommended–4:** Introduction of Academic Audit by outside experts (NAAC Peer Team Recommendation).

**Action Taken–4:** IQAC Coordinator Dr Chaitali Basu presented to GB President Sir and Prof Nabanita Chatterjee the format for academic audit which had been prepared by the IQAC in consultation with Dr Pratip Chowdhury, ex-Member Secretary, West Bengal State Council of Higher Education). Dr Satya Upadhyay read out the names of the 3 experts, as had been decided by the GB for conducting academic audit: Dr Sujoy Ghosh, Zoology Department, CU, Dr Soma Bandopadhyay, Hindi Department, CU, Dr Sobuj Choudhury, Library Science, CU. Prof Nabanita Chatterjee gave the contact numbers of the 3 experts to Dr Chaitali Basu so that they could be informed well in advance. Subsequently, Dr Chaitali Basu called the experts over phone and informed them that they would be invited to visit our College to conduct academic audit. In accordance with the suggestion of Dr Tapan Roy at the Meeting, all Departments were informed so as to be prepared for academic audit and that they should provide necessary data so that IQAC members may fill up the format in time.

**Action Recommended–5:** Introduction of women-related self-financing job-oriented diploma/ certificate courses of appropriate duration with employment and self-employment potential (NAAC Peer Team Recommendation).

**Action Taken–5:** GB President Sir mentioned that car driving could be introduced as a job-oriented course. Tailoring and food processing was decided upon. Prof Nabanita Chatterjee mentioned that a Proposal should be prepared to this effect and sent to the GB. This was subsequently done by the IQAC.

**Action Recommended–6:** Introduction of 3-months yoga course (NAAC Peer Team Recommendation).

**Action Taken–6:** The NAAC Peer Team had pointed out that 'The College lacked a sports field. This was to be compensated by introducing Gym and Yoga classes'. GB President Sir mentioned that a gym should be started in the College premises. Dr Chaitali Basu mentioned that an Instructor would have to be appointed to teach yoga in a short-term course at the end of which certificates may be given.

**Action Recommended–7:** Presentation of Format for Teaching Diary (as a quality-enhancement measure).

**Action Taken–7:** Dr Chaitali Basu mentioned that the IQAC had proposed to start the practice of maintaining Teaching Diaries as a quality-enhancement measure. Teachers would maintain a record of lectures delivered in class on a regular basis. The format for the Teaching Diary had been prepared by Dr Chaitali Basu and Dr Satya Upadhyay and was presented by Dr Chaitali Basu to GB President Sir and Prof Nabanita Chatterjee. The format was approved by them. It was decided that about 62 Diaries would be printed by the College vendor, either Printoflex or Saraswati Press. Prof Aniruddha Ghosh mentioned that the money would be paid from the College fund. The matter was subsequently sent to the Purchase Committee for necessary sanction.

**Action Recommended–8:** Financial Audit. Dr Chaitali Basu stated that the audit had been done till 2011-2012 session. The last 3 years' audit is pending: 2012-2013, 2013-2014, 2014-2015. Dr Tapan Roy mentioned that the Audit is very important for NAAC and that it should be done as soon as possible. At this stage, Principal stated that she had faced a big problem in that the Finance Committee had no Convenor. Dr Satya Upadhyay said that this was due to the fact that Dr Nandita Guhathakurta had retired. Prof Nabanita Chatterjee said that this matter must be brought before the GB.

**Action Taken–8:** In the next GB Meeting, a Convener for the Finance Committee was appointed and the matter of Financial Audit was taken up.

**Action Recommended–9:** Matters related to the Canteen. In the previous IQAC Meeting, the Students Union GS, Ronita Srimany, had stated that the canteen needed to be repaired as the roof leaked during rainy season.

**Action Taken–9:** In the previous IQAC Meeting, Prof Nabanita Chatterjee had suggested that IQAC recommend the formation of a Canteen Committee to the GB to deal with canteen-related problems. Dr Satya Upadhyay stated that the GSs of the 3 Colleges would have to be included in such a Committee. Subsequently, the IQAC recommended the formation of a Canteen Committee to the GB with suggested teacher-members and the recommendation was duly passed.

**Action Recommended–10:** Creation of IQAC window on the College website. Dr Chaitali Basu mentioned that it was necessary to create an IQAC window on the College website since we will regularly have to upload/ report on IQAC activities, as well as host the AQAR on this window. The Vidyasagar Research Centre will also have an exclusive window on the College website. Dr Tapan Roy mentioned that the website, at present, was not being updated properly. Dr Satya Upadhyay mentioned that the present Convenor had worked at the website for five years and it was time for a change.

**Action Taken–10:** It was decided that the Website Committee would now have Dr Shyamal Bhar as Convenor, Dr Amit Mohan Rakshit, Dr Dipti Bannerjee and Prof Moumit Ash as members and that they would undertake the responsibility of proper maintenance of the website, including the management of the IQAC window on the website. GB President Sir asked Dr Chaitali Basu to recommend the formation of a new Website Committee with the above names to the GB. This was done by IQAC Coordinator.

## **Action Taken Report following IQAC Meeting held on 28.11.2015**

**Action Recommended–1:** IQAC Coordinator Dr Chaitali Basu stated that the process of data collection for the preparation of the 3 overdue AQARs of 2011-12, 2012-13, 2013-14 was continuing. GB President Sir stated that IQAC Coordinator would have to hold an extended meeting where all the concerned teachers who were in charge of data collection would have to be invited and the papers filled up after due consultation with them.

**Action Taken–1:** Criterion I of the AQARs with respect to academic programmes, flexibility of the curriculum etc. was filled up with the help of the Prospectus for 2011-12, 2012-13 and 2013-14. Regarding Criterion II, Dr Chaitali Basu and NAAC Coordinator Dr Dipti Bannerjee had completed the Faculty demographic data eg. the sanctioned strength for each Department, no. of professors, their designation and qualifications etc. Data was being collected from all faculty members regarding their attendance at national and international seminars, their research work and publications, research work and faculty participation in conferences and symposia as well as participation in Orientation programmes and Refresher Courses. Dr Satya Upadhyay provided the data regarding composition of the previous IQAC from the GB records.

IQAC Coordinator held a Meeting with those faculty members and members of the non-teaching staff from whom she required data for the AQARs. The data required was submitted in due time by the concerned staff members.

**Action Recommended–2:** Dr Tapan Roy stated that there was a problem regarding Fixed Deposit in the Bank in the financial year 2010-11. GB President Sir offered to go to the Bank and help sort out the problem.

The audit had been done till 2012-13. The audit for 2013-14 was yet to be done. Tapanda said that it would be done in January.

Dr Chaitali Basu also stated that it was desirable that the Audit Reports of the College were brought up-to-date before going for NAAC re-accreditation. GB President Sir assured the members present that the GB would try its utmost to see that the Financial Audit of the College was completed in time.

**Action Taken–2:** Dr Tapan Roy made an appointment and went to the Bank with GB President Sir. The audit for 2013-14 was done in January-February 2016.

The matter of Financial Audit was stated in the Agenda of the next upcoming GB as the first Agenda.

**Action Recommended–3:** Highlights of Teachers' Council Meetings were to be recorded and distributed to all Departments at least 7 days before the next TC. The practice of reading out the previous TC minutes should come to a stop so as to save time.

**Action Taken–3:** The TC Minutes were henceforth written and distributed to all Heads of Departments at least 2 weeks before the next TC. They could suggest the necessary corrections and the final version would be decided and signed by the TCS.

**Action Recommended–4:** Matters related to allotment of RUSA funds.

**Action Taken–4:** Dr Satya Upadhyay, IQAC member and Convener of the RUSA Committee, informed that out of 50 lakh rupees of the RUSA funds, 13 lakhs 70 thousand rupees had been spent to purchase books. All Arts Departments had been allotted Rs 45, 000 and science departments Rs 60, 000. An amount of Rs 28 lakhs had been spent to purchase computer parts and accessories. An amount of Rs 60 lakhs was remaining and within one week the amount was utilised to make the remaining purchases. Dr Satya Upadhyay said that after this, they would be given an amount of 1 crore which the RUSA Committee would use for building auditorium, library and ICT-enabled classroom. The Utilisation Certificate (UC) was submitted within March.

**Action Recommended–5:** Matters related to short-term courses.

**Action Taken–5:** IQAC Coordinator stated that we have inaugurated the Spoken English course. The fee book has been printed. Next is Tailoring and Food Processing Course. An application had been received from Mrs Sumitra Nandi, who had been recommended by Dr Meera Agarwal, our Alumni Vice-President. Mrs Nandi had given us a list of equipments required for the Tailoring and Food Processing Course which will have to be purchased by the College. Dr Meera Agarwal said that the course would have to be publicised first so that we may know the number of interested candidates who would apply for the course.

As for the Yoga course, Dr Satya Upadhyay said that soon they would give an application for Walk-in Interview where a teacher would be selected.

**Action Taken–5:** The list of equipments for the Tailoring and Food Processing Course which had been requisitioned by Mrs Nandi were purchased by the College. A four-member Committee was appointed to oversee the Tailoring and Food Processing Course. The Committee members prepared a poster to publicise the course so that interested students would enrol for the course. The course was started in the VSM, the second campus of the College.

An advertisement for Walk-in-Interview was given to select an Instructor for the yoga course. Finally, after due consideration, Mrs Reshmi Singh was chosen as Yoga Instructor.

On the matter of remuneration, GB President Sir said that the remuneration would be Rs 700 for one-and-a-half hours of class, for the Tailoring and Food Processing Course or any short-term course, or for that matter, the Spoken English course.

**Action Recommended–6:** Coordinator said that she had come to know from Head Clerk Shri Shayan deb Sinha that there were no detailed written records in the College relating to Kanyasree Prkalpa. She asked whether the matter could be brought under the purview of the Nari Samsad Committee which had been formed on the recommendation of Prof Nabanita Chatterjee. Prof Chatterjee said that the Nari Samsad was to deal with matters relating to gender sensitization only. GB President Sir said that Kanyasree Prkalpa was a very important matter and a separate Committee should be formed for dealing with matters related to Kanyashree. Prof Nabanita Chatterjee suggested that the Nari Samsad of the College could organise a seminar on Kanyasree Prkalpa. She said that in addition to data relating to Kanyasree Prkalpa, such other events would also have to be organised.

**Action Taken–6:** A separate Committee, Kanyashree Committee, with suggested members, was recommended by the IQAC to the GB. Acting upon the advice of President Sir, a notice was issued immediately asking the beneficiaries of the Kanyasree Prkalpa to make a declaration in the College office regarding when they had received the benefit of the scheme. Ronita, Students Union Secretary, extended her help in this matter. All records pertaining to Kanyashree and details of the beneficiaries of the scheme are now maintained systematically in Office records.

As per the suggestion of Prof Nabanita Chatterjee, an IQAC seminar on 'Kanyashree: Aims and Achievements' was organised on 08.09.2016. The chief speaker was Shri Anindya Narayan Chowdhury. The event was widely attended by staff and students of the College.

**Action Recommended–7:** Recommendations from the Student Grievance Cell. A Meeting of the Student Grievance Cell headed by IQAC members Dr Subhra Bagchi and Sm Molly Ghosh had been held on 7.10.15 following which they had submitted a list of recommendations to the Principal.

**Action Taken–7:** GB President Sir said that the Principal should try to execute the recommendations and if she faced any problem in any respect, she would have to place it in the GB so that the grievances of the students would reach the highest level. Principal said that she would make a list of the recommendations that would have to be sent to the GB.

**Action Recommended–8:** Matters related to the Library. Librarian Sm Moumita Ash had requested the IQAC to consider the following issues:

- 1.Redesign library web page as web portal for cyber library.
2. As per NAAC guidelines, user awareness and information literacy programmes need to be arranged by library.
3. Institutional static IP with proper networking facility to access subscribed e-resources (e-data base, e-journals).
4. New book racks are needed to shelve procured books from RUSA Grant.

Dr Satya Upadhyay said that new book racks would have to be purchased from the College funds and that a request could be forwarded to the Purchase Committee.

**Action Taken–8:** The request was forwarded to the Purchase Committee.

**Action Recommended–9:** Matters related to Remedial Coaching. It was decided that Prof Aniruddha Ghosh who was the Bursar of the College was overburdened and would have no time to shoulder the additional responsibility of coordinating the remedial coaching course and hence, a new Coordinator would have to be selected for the remedial coaching course.

**Action Taken–9:** Upon the recommendation of the IQAC, the GB appointed Dr Srijit Chowdhury as the Coordinator of the Remedial Course.

**Action Recommended–10:** Matters related to the Academic Journal.

GB President Sir stated that the paper submitted by Dr Deepti Bannerjee regarding request for ISSN No for the Academic Journal had no date. He wanted to know on which date the request for ISSN No for the Academic Journal had been registered.

**Action Taken–10:**

## **Action Taken Report following IQAC Meeting held on 12. 4. 16**

### **The Agenda for the Meeting: Discussion on Committee Reports**

**Action Recommended–1:** It was decided that all Committees seeking an increase in funds for Committee activities will forward their requests to the GB through the IQAC.

**Action Taken–1:** The request by the following Committees for increased funds was forwarded to the GB by the IQAC and the requests were granted by the GB:

- i) **Career Counselling Cell:** Request for Rs 1, 500 for each career counselling session.
- ii) **Seminar Committee:** Request for increased grant for Students Seminar: Rs 2, 000  
Request for increased grant for seminar with Invited Speaker: Rs 4, 000.
- iii) **Extension Activity Committee:** Request for funds for visits planned to old age homes etc.
- iv) **NariSamsad Committee:** Request for funds to organize camps at regular intervals.
- v) **College Beautification Committee:** Request for funds for plants etc. for College beautification.
- vi) **Green Club:** Request for funds to organize programmes for environmental awareness.

**Action Recommended–2: The Laboratory Sub-Committee Convener** stated that the problem of roof repairs and water seepage in Physics Department and Computer Lab beside Room No. 21 needed to be solved and the Common Committee should be informed accordingly.

The Laboratory Sub-Committee Convener also stated that the RUSA Committee should officially inform about the items purchased from RUSA funds.

**Action Taken–2:** The Common Committee was duly informed by Principal Madam but yet no steps had been taken by it. GB President Sir stated that one external GB Member from VCFW was to be inducted into the Common Committee and that this matter was to be placed before the GB.

The RUSA Committee Convener, who is also an IQAC member, was informed by the IQAC and pasted a Notice in the Notice Book informing faculty members about the items purchased from RUSA funds—instruments, computers, printers, air-conditioners etc.

**Action Recommended–3: The Academic Journal Committee Convener** has stated that they have applied for ISSN No. but that process is getting delayed because it is conditional upon the College having a RNI (registration no.).

**Action Taken–3:** GB President Sir asked Principal Madam to write a letter to the University stating the problem and requesting help in the matter of obtaining a registration no. for the College.

Dr Shivranjan Chatterjee said that the GB would decide whether e-journal was the only option available in case of non-availability of ISSN No.

**Action Recommended–4: The Library Sub-Committee Convener** has stated that they are having problems with the previous stock verification.

**Action Taken–4:** President Sir stated that the old damaged books were to be labelled as 'dead stock' in audit. This was done by the Librarian.

**Action Recommended–5: RUSA Committee Convener** has stated that they need a typist-cum-clerk with knowledge of computer for correspondence work and for preparing UC. President Sir stated that this matter may be sent to the GB.

**Action Taken–5:**

**Action Recommended–6: The UGC Committee Convener** has stated that the matter regarding obtaining College registration number is pending and the UGC Convener has requested GB member Dr Tapan Roy to raise this issue in the GB Meeting.

The UGC Convener has stated that no headway is being made regarding commencement of Remedial Coaching classes (meant for candidates belonging to reserved quotas) and Entry-in-Services classes. In this respect, Dr Shivranjan Chatterjee stated that the Coordinator of Remedial

Coaching Course Dr Srijit Chowdhury be asked to submit a schedule of classes, list of teachers and remuneration per class to the GB. Entry-in-Services Course Coordinators Prof Mihir Dam and Prof Joydeep Ghosh may also be asked to submit a schedule of classes, list of teachers and remuneration/class to the GB in regard to the Entry-in-Services course.

(iii) The UGC Core Committee wants to place the matter of utilization of grant for barrier-free education for construction of handrails and ramps for handicapped students in the forthcoming GB through the IQAC.

(iv) The UGC Committee Convener has stated that she is not kept informed or updated by the Accounts Department leading to misplaced transfer of funds from the UGC Fund to the General Fund as more often than not UGC-related purchases are mistakenly made from the College General Fund.

**Action Taken–6:** Dr Srijit Chowdhury and Dr Joydeep Ghosh and Dr Mihir Dam submitted a schedule of classes, list of teachers and remuneration per class to the GB for the Remedial Coaching classes and Entry-in-Services classes respectively.

The IQAC placed the matter of utilization of grant for barrier-free education for construction of handrails and ramps for handicapped students in the list of IQAC Recommendations to the GB.

As per the suggestion of GB President Sir, the UGC Committee Convener henceforth sat with the Accountant twice a month to seek the necessary details and she was authorised to copy the necessary data from the Accounts Book.

**Action Recommended–7:** The NSS Committee Convener has stated that for the NSS Unit of the College to function smoothly and effectively, a room designated solely for the NSS Unit is urgently required.

**Action Taken–7:** The matter was subsequently sent to the GB through the IQAC list of recommendations for GB.

**Action Recommended–8:** The Website Committee Convener has recommended the recruitment of a System Administrator/ Technical Staff to deal with regular system-related and routine jobs.

The Convener has made a request for maintenance grant for network upgradation, maintenance, and system security. GB President Sir stated that the Committee Convener be asked to submit an estimate to the GB for consideration.

**Action Taken–8:** An estimate was submitted to the GB by the Website Committee Convener.

**Action Recommended–9:** GB President Sir stated that the Medical Cell be asked to organise a health check-up camp for the College students. The matters covered should be ENT, blood check-up and bone density. The camp should be spread over 2 days—the first day would be for the 1<sup>st</sup> Year students and the second day for 2<sup>nd</sup> Year students.

**Action Taken–9:** A health check-up camp for the College students was organised by the Medical Cell.

**Action Recommended–10: The Prospectus and Academic Calendar Committee:** President Sir stated that the Committee should be reminded about the necessity of speedy and prompt publication of Prospectus and the Academic Calendar.

**Action Taken–10:** The Prospectus and Academic Calendar Committee was informed by the IQAC accordingly.

**Action Recommended–11: Vidyasagar Research Centre:** IQAC Coordinator Dr Chaitali Basu requested GB President Sir to look into the affairs of the Vidyasagar Research Centre. She stated that she had written the Vision Document for the Centre and handed it over to the Convener Dr Satya Upadhyay. If the problem was the need to obtain grants for the Centre, then the matter ought to be speeded up as one year has gone by since the inception of the Centre.

**Action Taken–11:**

**Action Recommended–12: Vidyasagar Smriti Mandir:** IGNOU Coordinator Shri Asit Roy may be asked to submit Annual Reports and Annual Audit Reports of the IGNOU Centre at VSM to the College authorities.

**Action Taken–12:** Shri Asit Roy submitted the Reports to Principal Madam.



## **Action Taken Report following IQAC Meeting held on 24. 05. 16**

### **The Agenda for the Meeting: Discussion on AQARs 2011-12, 2012-13 and 2013-14.**

The AQARs for 2011-12, 2012-13 and 2013-14 in hard copy (spiral binding) were submitted by IQAC Coordinator Dr Chaitali Basu.

GB President Sir and Principal Madam looked through the AQARs.

**Action Recommended–1:** Dr Chaitali Basu raised the point about the name of the IQAC Coordinator to be stated in the AQARs since the previous IQAC had not done any work on the AQARs. GB President Sir stated that a note would accompany all AQARs mentioning that the previous IQAC had been dissolved by the GB for not functioning and not preparing the AQARs and that it was the present IQAC that had worked on the overdue AQARs and was now uploading them. This note would be ratified by circulation GB. Therefore the name of the present IQAC Coordinator should be stated as the IQAC Coordinator. Another note that the GB was approving the AQARs for sending to NAAC would also be signed by the GB Members by circulation.

**Action Taken–1:** The two Notes (GB approval of AQARs and Note to accompany all 3 AQARs) were signed by other GB members by circulation and one copy each was handed over to the IQAC Coordinator for filing.

**Action Recommended–2:** At the request of Dr Chaitali Basu, Dr Satya Upadhyay read out the Plan of Action (Action Recommended) and Action Taken sections from the 3 AQARs for 2011-12, 2012-13 and 2013-14. GB President Sir stated that the writing was ok. At the request of Dr Chaitali Basu, Dr Satya Upadhyay also read out the sections on Strength and Weakness of the College (SWOT Analysis) from the 3 AQARs. The matter was approved by the members present.

Principal Madam suggested some minor changes. Prof Aniruddha Ghosh requested Dr Chaitali Basu to include the events observed by the College like Vidyasagar Birth Anniversary, Saraswati Puja etc. in the Academic Calendar (Annexure I) of the 3 AQARs.

**Action Taken–2:** The suggested changes were incorporated by IQAC Coordinator in the 3 AQARs before sending the documents for printing and binding.

**Action Recommended–3:** GB President Sir requested Dr Chaitali Basu to come on the day of the GB Meeting on 26. 5.2016 to meet Dr Shivranjan Chatterjee, and other GB members, and show them the 3 AQARs before sending them for printing.

**Action Taken–3:** On the day of the GB Meeting on 26.5.2016, IQAC Coordinator showed the 3 AQARs to all the remaining GB members who read and approved the documents and recommended them for sending to NAAC.

**Action Recommended–4:** At the IQAC Meeting held on 24.05.2016, Dr Chaitali Basu stated that since it had taken her about one year to complete three AQARs, it would take her the next six months to complete the remaining two AQARs. Thereafter, preparations would have to begin for NAAC. The NAAC accreditation was valid till March 2017.

**Action Taken–4:** Over the next six months, that is, from July to December 2016, the remaining 2 AQARs for 2014-15 and 2015-16 were prepared by IQAC Coordinator in consultation with IQAC members and were submitted to the GB before sending them to the NAAC office on 24.12.2016.

### **Action Taken Report following IQAC Meeting held on 20. 07. 2016:**

**Action Recommended–1:** Matters related to Acknowledgement from NAAC, Bangalore, regarding receipt of AQARs 2011-12, 2012-13 and 2013-14.

**Action Taken–1:** IQAC Coordinator Dr Chaitali Basu informed that IQAC has submitted the AQAR reports that were overdue (2011-12, 2012-13 and 2013-14) on 03.06.2016. We have received an acknowledgement from NAAC regarding receipt of the AQARs. Now we need to submit 2 more AQARs for 2014-15 and 2015-16 to NAAC. IQAC Coordinator said that she was expecting to complete the remaining two AQAR reports by December 2016. She also pointed out that according to the norm, the NAAC Committee was to prepare the SSR and submit it to IQAC who may go through it and make any necessary changes, if needed.

**Action Recommended–2:** Matters related to Admission 2016-17:

Admission Committee members Dr Amit Mohan Rakshit and Dr Shyamal Bhar (special invitee to the Meeting) stated that the admission process had not been handled well by the external agency appointed for the purpose of online admission. Dr Amit Mohan Rakshit and Dr Shyamal Bhar complained that the external agency had not implemented all suggestions from the Admission Committee despite repeated requests from the Committee and also they had never maintained deadlines regarding publication of merit list. Dr Amit Mohan Rakshit stated that the Online Admission Committee had held a number of Meetings during the six months preceding admission, but the external agency did not implement the suggestions given by the Committee in time. President Sir asked the Admission Committee to keep ready a letter stating the lapses made by the external agency.

Head Clerk Shri Shayandeb Sinha said that in view of the significant number of seats lying vacant, 'dereservation' of the seats must be executed immediately. Shri Shayandeb Sinha said that in view of the significant number of seats lying vacant, 'dereservation' of the seats must be executed immediately.

**Action Taken–2:** A letter was drafted by Online Admission Committee Convener and IQAC member Dr Amit Mohan Rakshit and submitted to the Principal for handing over to the GB.

Dr Tapan Roy said the BCW Cell was ready with the list of vacant seats and the admission to those seats would be immediately started on first cum first serve basis.

**Action Recommended–3:** Matters related to Maintenance of College Website:

Website Committee Convenor Dr Shyamal Bhar requested that a separate fund of Rs-2.5 lakhs per year be sanctioned for maintenance of e-resources. At present, the expense is paid by the College on claim. Dr Shyamal Bhar also requested that a person be employed for system maintenance since the network has expanded over the years. Principal Madam asked him to place an estimate in the Finance Committee though she specifically mentioned that this year it would not be possible to meet any additional expense.

**Action Taken–3:** Dr Shyamal Bhar submitted an estimate to the Finance Committee.

**Action Recommended–4:** Matters related to Vidyasagar Research Centre:

IQAC Coordinator stated that the NAAC Peer Team had asked us to establish a Centre for Studies on the founder of our College, Iswar Chandra Vidyasagar for which grants are to be sought from UGC, ICHR, Indian Council for Philosophical Research, Ministry of Cultural Affairs and Ministry of Environmental Sciences, MHRD, ICSSR or the ICCR. Prof Aniruddha Ghosh suggested that we might also seek a grant from the state government.

Prof Pranab Chatterjee stated that if a proposal can be sent to the UGC incorporating the broad themes of building a Vidyasagar Memorial Centre, printing selected volumes on education and society and third, bringing to the fore the role of the print media in the Bengal Renaissance, then a substantial grant may be forthcoming.

**Action Taken–4:** Satya Upadhyay, Convenor VRC, said that she had not received any grant yet in response to the earlier submitted proposal. She said that she would apply afresh. The 2-hour seminar to be held on 28.07.16 was being organised by VRC to promote this cause. A brochure had been prepared and it would be circulated among the invited dignitaries in the higher education department. She would submit a project report highlighting the event and apply for grants anew.

**Action Recommended–5:** Matters related to Introduction of Academic audit from new session.

IQAC Coordinator Dr Chaitali Basu stated that the names of the following 3 experts had been proposed from GB for carrying out the academic audit: Dr. Sabuj Chowdhury (Library Science Dept.), Dr. Sujoy Ghosh (Zoology Dept.) and Dr. Soma Bandyopadhyay (Hindi Dept.). However, Nabanita Madam suggested that Dr Soma Bandyopadhyay be replaced since she would not be able to devote much time. It was decided that Dr. Diptendu Chatterjee (Dept. Of Anthropology, C.U.) would replace Dr Soma Bandyopadhyay. Dr Chaitali Basu stated that the format for academic audit was ready. Prof Nabanita Chatterjee mentioned that she would give the contact numbers of the 3 experts so that they could be informed well in advance. All Departments would be duly informed about the introduction of academic audit so as to be prepared for academic audit and to provide necessary data.

**Action Taken–5:** IQAC Coordinator Dr Chaitali Basu contacted the three experts and informed them about the matter of conducting academic audit in our College. The experts agreed provided the date and time was suited to their schedule. It was decided that the date and time would be decided by mutual agreement.

All Departments were duly informed about the introduction of academic audit so as to be prepared and to provide necessary data.

**Action Recommended–6:** Matters related to the Remedial Coaching course.

In the IQAC Meeting dated 12. 4. 16, Dr Srijit Chowdhury had been selected as the new Coordinator of the Remedial Coaching course under UGC. In this respect, Dr Shivranjan Chatterjee had stated that Dr Srijit Chowdhury be asked to submit a schedule of classes, list of teachers and remuneration per class to the GB. Dr Chowdhury had submitted a report stating that Remedial Coaching classes will be arranged for the 1<sup>st</sup> Year students in November-December, after the publication of the Mid-Term exam results; for the 2<sup>nd</sup> Year students after the publication of the Part I exam results and for the 3<sup>rd</sup> Year students after the publication of the Part II exam results. Dr Chowdhury had stated that the Remedial Coaching classes will be taken by full-time teachers, part-time teachers and guest lecturers of the College. Remuneration would be Rs 250 per hour.

**Action Taken–6:** Remedial coaching classes began from . . . .

**Action Recommended–7:** Matters related to Entry in Services.

In the IQAC Meeting held on 12. 4. 16, Shri Mihir Dam and Shri Joydeep Ghosh had been selected as the Coordinators of the Entry-in-Services course under UGC and they were also asked to submit a schedule of classes, list of teachers and remuneration/class to the GB. Shri Mihir Dam and Shri Joydeep Ghosh had informed that classes are to start from end-August. An advertisement for teachers would be placed in newspapers. The remuneration would be Rs-500/ for 2 hours. Dr Tapan Roy said that students from other Colleges who belonged to SC, ST, OBC may also be enrolled. Nabanita madam suggested that since there is a huge demand of coaching for SSC examination, classes for SSC exam should also be introduced along with the other courses.

**Action Taken–7:** Entry-in-Services classes began from . . . .

**Action Recommended–8:** Matters related to Teachers Promotion through CAS.

The IQAC Coordinator stated that she had held a meeting with teachers whose promotions were due on 27. 5. 2015. She had explained to them in detail the procedure of filling up the CAS proforma along with the Annexures to be attached. Members of the Promotion/ Placement Committee Dr

Chaitali Basu, Dr Tapan Roy, Dr Shubhra Bagchi and Dr Krishna Barat had checked the papers of the first batch of teachers going for their promotions through CAS and mentioned their names as Dr Madhumita Dutta (Deptt. of English), Dr Pradipta Mukherjee (Deptt. of English) and Dr Maitrayee Basuroy (Deptt. of Chemistry). IQAC Coordinator informed that the Screening Committee Meeting was held on 14. 07.16 when the DPI nominee came and signed the papers of the three teachers. IQAC Coordinator stated that the promotion papers of the 3 teachers had been signed by their respective subject experts and DPI nominee and would now be forwarded to GB for President's signature. After the GB's recommendation, their papers would be sent to Bikash Bhavan for their pay fixation. It was reported that 5 other teachers who had initially submitted their papers for promotion through CAS had opted out and were resorting to court cases. Their names were read out by Dr Shubhra Bagchi.

**Action Taken–8:** The papers of the 3 teachers were forwarded to GB for President's signature. After the GB's recommendation, their papers were sent to Bikash Bhavan for their pay fixation.

**Action Recommended–9:** Matters related to Seminar on Kanyasree Prkalpa.

IQAC Coordinator reported that all records related to Kanyasree were now being meticulously maintained. She informed that out of 163 applications received for Kanyashree, 90 had been sanctioned. She also said that the next seminar of IQAC would be on Kanyasree. Principal Madam suggested the name of Dr. Anindya Narayan Choudhury (joint DPI) as resource person.

**Action Taken–9:** The IQAC seminar on 'Kanyashree: Aims and Achievements' was held on 08.09.16 with Dr. Anindya Narayan Choudhury (joint DPI) as resource person.

**Action(s) Recommended–10:** Matters related to implementations of the recommendations of the NAAC Peer Team contained in Section IV of the Peer Team Report.

a) Women-related diploma/ certificate job-oriented courses:

IQAC Coordinator Dr Chaitali Basu informed members present about an update on the Food Processing and Tailoring Course which had been submitted to the IQAC by Course Co-ordinators Dr Anushree Chakraborty, Sm Atri Saha and Sm Epshita Roy. They had stated that the classes of the Food Processing and Tailoring Course started from the first week of January 2016. The classes continued for six weeks (January and first two weeks of February). Smt Sumitra Nandi, who was recommended by Dr Meera Agarwal, IQAC Member, was conducting the course. Initially, 32 students showed their interest in attending the class, but only 7 students finally took admission. Among them, 6 students paid fees for 3 months and 1 student paid the fees for 1 month. Also, students stopped attending their classes once their Test exams began. Therefore, the course had to be discontinued for not having enough number of students. The dues of Sm Sumitra Nandi had been settled. IQAC member and Students Union GS Ranita Srimany suggested that a "Beautician Course" would be a more attractive choice for students and President Sir approved it.

**Action Taken:** Eventually, a Beauticians Course was started on

b) 'ICT-enabled teaching-learning':

Dr Amit Mohan Rakshit and Dr Sankar Bakshi were given the responsibility of having one ICT-enabled classroom ready with an AC, a fixed screen and fixed infrastructure. Slots for this room may be allotted department-wise so that each Department may hold a power-point presentation or an ICT class once a week.

**Action Taken:** Dr Amit Mohan Rakshit informed that more than 90% of the job was complete. The AC was yet to be installed. He said that the room could be used from August. The Routine Committee was working to allot classes to each Department per week in the ICT-enabled classroom. The ICT-enabled classroom was inaugurated on 19.08.16 by GB President Sir.

c) Introduction of computer course for students from new session and status of the Spoken English course:

IQAC Coordinator informed that a proposal for computer training programme for the students had come from Webel Informatics Ltd., a Govt. of West Bengal Undertaking. Dr Sudipa Pandit, Convener of the Placement Cell, was looking into the matter. She had submitted a letter to the IQAC to consider some points:

i) The course is of 2 years duration @ Rs-2000/- per student payable in 4 instalments. After completion of the course, each student will be issued a Certificate by Webel Informatics Ltd. The college royalty will be 20% after collection of the fees.

ii) The library will provide support for conducting the computer literacy programme.

The proposal was approved by all members present. It was decided that Dr Sudipa Pandit would be the Coordinator of the computer training course.

**Action Taken:** The two-year computer training course for students by Webel Informatics Ltd. was inaugurated on 19.08.16 by GB President Sir. Classes were to be held at the e-library section of the New Building.

Update on the Spoken English programme conducted by Institute of English:

IQAC Coordinator stated that Spoken English Course Co-ordinators Sm Keka Das and Dr Madhumita Dutta had submitted a report to the IQAC stating that the course was held from 23<sup>rd</sup> November 2015 to 31<sup>st</sup> May 2016. At the beginning 25 students had enrolled for the course. Of them, 16 students had appeared for the course-ending examination. The Institute of English had sent a Marks Tabulation Sheet for all the 16 students. Certificates had been issued to the students who had passed the examination. It was decided that the Spoken English course would be continued in the new session. Sm Keka Das and

Dr Madhumita Dutta may continue as Course Co-ordinators.

**Action Taken:** The Spoken English programme for students was continued in the new session. However, Sm Keka Das and Dr Madhumita Dutta requested for exemption from Coordinatorship of this programme citing other pressing responsibilities. Therefore, Dr Shreeparna Ghosal (Deptt. of English) was appointed as Coordinator of the Spoken English course.

d) Computerization of the library:

IQAC Coordinator stated that our librarian Sm Moumita Ash had submitted a report to the IQAC stating that automation was not yet done due to technical problems. The library software SOUL 2.0 would be reinstated soon and they hoped to start the work then. Moumita also informed that the Library Committee had decided to open the seminar library from August onwards Monday to Saturday 8 am to 11: 30 am for digital library services. It had been decided that the seminar library should be made open for the students.

**Action Taken:** The library software was reinstated.

Preparations were made for opening digital library services in the seminar library.

e) The Peer Team Report had stated that the College lacked a sports field. 'This was to be compensated by introducing Gym and Yoga classes'.

**Action Taken:** A yoga course was inaugurated by GB President Sir on 16.10.15. About 17 students had enrolled for the course. Dr Satya Upadhyay stated that the funds for opening a Gym would be forthcoming from the RUSA grant.

f) Matters related to VSM:

Regarding Vidyasagar Smriti Mandir, the Peer Team recommendation was that the space be 'exclusively made available for supporting the initiatives of the girl students of the College by not providing scope for other external organization like IGNOU.' The NAAC team had objected to IGNOU

classes being held in the VSM premises. In the first IQAC Meeting, it had been suggested that the IGNOU be shifted from the VSM and brought to the New Building where the necessary infrastructural support and the necessary vigilance could be provided. Shri Aniruddha Ghosh had stressed that the IGNOU generated money and was to be continued. He suggested that the IGNOU could function in the New Building on weekends and after College hours.

In the IQAC Meeting of 12. 4. 16 to discuss Committee reports, it was decided that IGNOU Coordinator Shri Asit Roy may be asked to submit Annual Reports of the IGNOU Centre at VSM to the College authorities. It was decided that Dr Tapan Roy would prepare a report regarding VSM maintenance and IGNOU functioning and place it in the next GB.

**Action Taken:** Principal Madam said that Shri Asit Roy had submitted the IGNOU Annual Report to her.

## **Action Taken Report following IQAC Meeting held on 17. 12. 2016:**

### **Action Recommended–1: Submission of AQAR reports:**

The Meeting began with IQAC Coordinator Dr Chaitali Basu informing the members present that the AQARs of the last 2 years (2014-15 and 2015-16) were ready and may now be uploaded in the College website and may also be sent to NAAC, Bangalore if GB gave the necessary approval. She then submitted the AQARs in the Meeting for discussion. Dr. Subhra Bagchi read out the Plans of the Institution as written in the AQARs which were approved by the GB Members present in the Meeting. This was followed by a discussion regarding the extent to which each of the Plans had been implemented and thus could be incorporated in the SSR.

**Action Taken–1:** The AQARs were placed in the GB Meeting held on 19.12.16 and were approved by all GB members. Following this, the AQARs were sent to NAAC, Bangalore, on 24.12.16 and were simultaneously uploaded on the College website.

### **Action Recommended–2: SSR preparation:**

Sankar Bakshi, NAAC Co-Coordinator, was asked to speak regarding the progress they had made in the preparation of SSR. He reported that NAAC Coordinator, Dr Deepti Banerjee, had taken the responsibility of completing Criteria 1-7 of SSR and that she had submitted the same to IQAC in October. He said that he was working on the Departmental Profiles but complained that in spite of several reminders, 6 to 7 Departments had not yet submitted the departmental profiles. Principal madam then advised him to make a notice asking them to submit it by 24<sup>th</sup> December.

Dr Subhra Bagchi then informed that she had received the SSR from NAAC Co-ordinator just before the puja vacation. She had gone through it and she felt that large-scale modifications were needed and plenty of work needed to be done. She emphasised that the SSR should tally with the AQARs.

Dr Chaitali Basu then informed that according to the rule, IQAC would finalise the AQARs. GB President clarified that the IQAC had the authority to make changes in SSR report if felt necessary. President Sir then sought the advice of the members as to how the process of SSR preparation could be achieved smoothly within the desired time. It was unanimously decided that Dr. Subhra Bagchi would serve as the Editor-in-Chief.

**Action Taken–2:** Notices were issued requesting all Departmental Heads to submit their Departmental Profiles for the SSR by 24<sup>th</sup> December.

At the GB Meeting held on 19.12.16, Dr Shubhra Bagchi was appointed as Editor-in-Chief of the SSR.

### **Action Recommended–3: Financial Audit:**

Dr Chaitali Basu said that Page 37 of AQAR deals with annual financial audit. She said that she had ticked in affirmative against this criteria in AQAR of 2014-15 and 2015-16. She thus wanted to know the status of financial audit of sessions 2014-15 and 2015-16. Dr Tapan Roy informed that the financial audit of session 2013-14 had been completed and was awaiting the signature of Auditor. President Sir said that the audit for the next session should be placed in the next GB and work should be immediately started.

**Action Taken–3:** The matter of financial audit was placed in the upcoming GB by Principal Madam.

### **Action Recommended–4: Student Grievance Cell Recommendations:**

Sm Molly Ghosh said that the main grievance of the students was related to cleanliness and hygiene problems. She said that some waste paper baskets had been placed in the new building. Another problem was regarding canteen facility. Ronita Srimany, Students Union GS, said that their earlier complain regarding leaking roof and lack of cleanliness of the canteen had been now resolved. She however said that the students did not get food during the early morning hours. Principal Madam said that they were thinking of setting up two vending machines (of coffee and soft drinks) and some snack bars in the first floor verandah of the new building. It could serve as a makeshift canteen

exclusively for our students. Nabanita madam suggested that this proposal may be placed to the Building Committee.

**Action Taken-4:** The matter of cleanliness was handed over to the College Beautification Committee.

A new Committee, Canteen Committee, with suggested members was recommended by the IQAC to the GB through Principal, to look into all matters related to the Canteen. The Committee was passed by the GB.

**Action Recommended-5:** Matters related to building of Gymnasium (Recommended by NAAC Peer Team):

It was decided that the room for Gym would be built from MP LAD fund and the equipments would be procured from RUSA grant.

**Action Taken-5:** The open air stage in the area adjacent to the New Building would be used as a gym.

**Action Recommended-6:** Matters related to RTI Committee:

Dr Chaitali Basu informed that the RTI Committee is to be formed with the Principal, GB President and one external member and the functioning of the committee is to be very confidential. It was decided that the external member would be selected in the next GB.

**Action Taken-6:** The matter was referred to the GB in the list of IQAC Recommendations to the GB. The GB decided that the external member would be S.N. Mandal. Thus the RTI Committee was formed.

**Action Recommended-7:** Setting of Solar Panel on Roof Top:

Principal Madam said that Dr Sankar Bakshi, NAAC Co-Coordinator, would prepare a project proposal and submit it to Hon'ble MLA Smita Bakshi. Smita Bakshi Madam assured that she would get it approved by the Govt. and the necessary fund for the setting of panel would be provided. Dr Sankar Bakshi was formally given charge of the Solar Panel installation.

**Action Taken-7:** The project proposal for solar panel was submitted by Dr Sankar Bakshi.

**Action Recommended-8:** Computerised Database: Dr Chaitali Basu pointed out that it was essential to have student information like admission, registration, results, drop out rate etc stored in computer data base so that they could be easily accessed. President Sir suggested that student achievements may also be included. It was discussed that a proper software needed to be installed.

**Action Taken-8:** The software was ordered in due time.

**Action Recommended-9:** Automation of Office:

Dr Chaitali Basu referred to the meeting held by the IQAC on 16.11.16 with the non-teaching members where this agenda was discussed. Dr Tapan Roy said that the Cash and Accounts Section was being shifted to the new building room. Dr Chaitali Basu said that Sayandeb Sinha had made some requisitions like Laptops, printers etc for initiating the process. Nabanita Madam said that the Purchase Committee needs to decide whether the requisition is justified.

**Action Taken-9:** Principal Madam and Bursar examined the requisition made by Sayandeb Sinha and then placed it in the Purchase Committee.



### **Action Taken Report following IQAC Meeting held on 21.02.2017:**

**Action Recommended–1:** Matters related to Office Automation: IQAC Coordinator Dr Chaitali Basu stated that at the Meeting held by internal IQAC members with the non-teaching staff on 16.12.16, the matter of office automation had been discussed and the non-teaching staff had placed certain requisitions for facilitating automation of administrative work:

Requisition by Head Clerk Shri Sayandeb Sinha:

- 1) 2 computers and printer for student-related data;
- 2) User-friendly software for data maintenance;
- 3) Training programme for office staff;
- 4) Formation of a Training Committee

Requisition by Sanjib Kar:

- 1) One computer for University-related data such as student registration, results etc.
- 2) Sanjib Kar also mentioned that there was necessity of hiring some Group D staff members.

Requisition by Jayanta Saha:

- 1) A laptop, printer, scanner and almirah for Kanyashree data and data related to students' scholarships.

It was decided that the above requisitions would be placed by Principal Madam before the Purchase Committee for further discussion. It was also decided that the process of shifting from the Old Building to the Office Room in the New Building would be completed by 31.12.16.

**Action Taken–1:** 3 computers and a printer were purchased for student-related data-entry purposes. A Training Committee was formed with Shri Aniruddha Ghosh (Bursar), Dr Shyamal Bhar and Dr Mihir Dam. The training programme for office staff was organised in the Central Library on 17.5.17 and 18.5.17.

**Action Recommended–2:** IQAC Member Dr Satya Upadhyay mentioned the issue of maintaining Asset Registers. All science Departments were to maintain their own asset registers. Satya also stated that a separate record of assets under the RUSA scheme was to be maintained. Satya also stated that a record Register of programmes held in the auditorium was to be maintained by Shayan. President Sir stated that a Dead Stock Register was to be started and valuation of immoveable dead stock was to be done.

**Action Taken–2:** The issue of maintaining Asset Registers was communicated to the Convener of the Laboratory sub-Committee Dr Anasuya Majumdar. Dr Majumdar informed the IQAC that the matter was brought up in the Meeting of the Laboratory sub-Committee dated . . . where Dr Majumdar stated that first priority was given to the preparation of equipment lists and maintenance of Asset Registers by the different departments. Departmental heads were asked for maintaining an existing equipment lists and other asset list and they were also asked to submit a copy to the Convener.

**Action Recommended–3:** IQAC Coordinator Dr Chaitali Basu stated that at the Meeting held by internal IQAC members with the Alumni Association on 18.12.16, certain ideas had been proposed for greater networking with the Alumni and invited discussion regarding those:

- i) Alumni day Celebration: It was decided that the Alumni would hold a one-hour annual cultural program.
- ii) Annual Lecture by an alumni member: Dr Basu suggested that one or two members of the Alumni may deliver a lecture on a particular day. It may be an academic talk or on some contemporary social theme. The lecture would be published in the College academic journal.

**Action Taken–3:** The Alumni Day Celebration was held on 30.11.16. The event was marked by recitations, songs and a short one-act play by alumni members.

**Action Recommended–4:** Fourth Agenda: Online registration of Alumni members on the College website: Dr Basu informed that the College website had been redesigned and now there is a separate window for the Alumni. Dr Tapan Roy said that there is a provision for online registration

there. The Alumni had been requested to hand over a copy of the registration form and other details regarding Alumni registration so as to initiate the online registration process.

**Action Taken—4:** The registration form was handed over by the Alumni to the Librarian.

**Action Recommended—5:** Activities of the Alumni: Dr Chaitali Basu requested the Alumni to submit to IQAC a detailed report of their activities along with proper documentation and the funds utilised for such activities.

**Action Taken—5:** Sm Manjushree Nandi, Secretary of the Alumni Association, said that she would hand over a record of all their activities during 2012-2016 to the IQAC Coordinator.

**Action Recommended—6:** IQAC Member Dr Shubhra Bagchi stated that the Alumni could contribute towards the the Infrastructure and Institutional development of the College since this item has to be addressed in the SSR.

Infrastructure development: Dr Shubhra Bagchi proposed that if possible, the Alumni could donate a book rack to the library or similar such item depending on their funds.

Institutional Development: It was proposed that talented members of the Alumni could provide vocational training to the students. They may also help in NSS activities.

**Action Taken—6:** The Alumni informed in due course that this matter was under their consideration.

At the end of the Meeting, IQAC Coordinator Dr Chaitali Basu said that it was important to improve networking with the Alumni. It was decided that the IQAC would hold an annual meeting with the Alumni every year.

### **Action Taken Report following IQAC Meeting held on 18.04.2017:**

**Action Recommended–1: Sports Committee:** The first Committee Report to come up for discussion was the Sports Committee. IQAC Coordinator Dr Chaitali Basu stated that the Sports Committee had been trying to streamline its activities. Records of students' performance in sports was now being maintained. The Committee had submitted two reports: Inter College State Sports & Games Championship 2017 and West Bengal State Inter College State District Level Sports Championship 2016. The two reports were shown to GB President Sir. President Sir stated that Poushali Chowdhury of the 2<sup>nd</sup> Yr. had distinguished herself in many sports events and should be felicitated by the College.

**Action Taken–1:** The IQAC informed Sports Committee Convener Sm Sampa Burman and Sport Committee Co-Convener Shri Ganesh Hembram to arrange for the felicitation of Poushali Chowdhury.

**Action Recommended–2: NCC:** The teacher-in-charge of NCC Prof Atri Saha had stated in her report that she had taken over the Committee in January 2017. Since then, she was facing certain problems. She had listed her problems in her Report and requested the GB to help her out in solving these problems and to form a new NCC Committee for her since the previous in-charge Dr Satya Upadhyay had left the College to join another College as Principal. President Sir stated that the matters related to NCC should be enlisted in the GB agenda.

**Action Taken–2:** The formation of a new NCC Committee was recommended by the IQAC to the GB and was duly passed. The new Committee is now in charge of NCC activities. The problems mentioned by Sm Atri Saha were enlisted in the Agenda of the forthcoming GB and were discussed therein. The outcome was informed to Sm Atri Saha by the Principal, Chairperson of the IQAC.

**Action Recommended–3: VRC (Vidyasagar Research Centre for Studies in Education and Society):** Based on their report, President Sir stated that the VRC Mentor Group needed to do serious work to be a Registered Body. They also needed to seek affiliation with Calcutta University for issuing certificates for research work.

**Action Taken–3:** The VRC Mentor Group was informed accordingly.

**Action Recommended–4: VSM Documentation Cell:** The VSM Documentation Cell had enclosed with their report a list of documents recovered/ found by them, related to VSM. IQAC Coordinator read out the list of documents. It was decided that Convener of the VSM Documentation Cell, Dr Amit Mihan Rakshit, would prepare a synopsis of the documents recovered and prepare a report accordingly.

**Action Taken–4:** Dr Amit Mohan Rakshit prepared the report and submitted it to the IQAC Coordinator.

**Action Recommended–5: Seminar Committee Report:** The Report from the Seminar Committee was examined by the President. He stated that the chart depicting seminars by the Convener of the Committee, Dr Srijit Chowdhury, needed to be re-done as he had not drawn a distinction between student seminars and seminars by invited speakers.

**Action Taken–5:** Dr Srijit Chowdhury re-worked the chart depicting the seminars held during the academic year 2016-17 and submitted a copy to the IQAC Coordinator.

**Action Recommended–6: Kanyashree Committee Report:** The Report stating the number of applicants among the students for the scholarship and the number of awardees was examined by GB President Sir. In 2015-16, out of a total of 172 applications which had been received and duly uploaded and forwarded to the system online by the Committee, 72 students had reported that they

had received the one-time grant of Rs 25, 000 in their respective bank accounts. The work for 2016-17 was still continuing.

**Action Taken–6:** The work on updating Kanyashree applications was continued by the Kanyashree Committee.

**Action Recommended–7:** Academic Journal Committee: The Committee had reported that their academic journal 'Akshar' (Vol. 5) would be published in May/ June. The delay was due to the fact that the Committee was trying to get an ISSN No. for the journal.

**Action Taken–7:** The Convener of the Academic Journal, Dr Ajanta Mitra, informed that the Journal would possibly be published in August/September. She also informed that the Committee had been unable to obtain an ISSN No. for the Journal.

**Action Recommended–8:** Library Committee Report: The Committee had enlisted all the developments that had taken place in the Library over the past one year. Their problem as stated by them was a lack of adequate space to keep their books at the present premises. President Sir stated that the Committee should be requested to manage with the space that they already had been allotted since the Central Library had recently been shifted to the present premises.

**Action Taken–8:** The Librarian, Sm Moumita Ash, was informed of President Sir's decision. She was also requested by the IQAC Coordinator to work towards total automation of the Central Library as had been recommended by the NAAC Peer Team Report.

**Action Recommended–9: NSS:** The NSS had enlisted their activities over the past one year as well as their future projects in the offing. The NSS had requested for a room as an urgent necessity. Principal Madam and President Sir stated that a room would have to be provided to the NSS and NCC and that this matter was also to be discussed in the GB. The NSS had also requested for a projector and a laptop. Principal Madam stated that these would be provided to the NSS in due course.

**Action Taken–9:** IQAC Coordinator included the matter of a NCC-NSS Room in the list of IQAC Recommendations to the GB.

**Action Recommended–10: Yoga Committee:** The Convener of the Yoga Committee, Dr Srobonti Chottopadhyay, had requested for additional members for her Committee. Her report stated that the previous yoga instructor, Ms Rashmi Pal, could not join the course any more and so fresh interviews would have to be conducted for selection of another yoga instructor.

**Action Taken–10:** The inclusion of additional members for the Yoga Committee was recommended by the IQAC to the GB and the recommendation was duly passed. A new yoga instructor, Sm Ujjwala Bannerjee, was appointed by the Yoga Committee. Ms Bannerjee conducted some yoga workshops for the students and teachers.

**Action Recommended–11: Nari Samsad:** The Nari Samsad Convener Sm Patrali Ghosh had stated in her Report that they had conducted a number of programmes over the past one year and she had enlisted them. The Report was examined by external members of the IQAC.

**Action Taken–11:** It was resolved that due action was taken by the Nari Samsad in fulfilment of their responsibilities.

**Action Recommended–12: Committee in charge of ICT-enabled Classroom:** The annual report for the ICT-enabled Classroom had stated that each Department had been allotted 2 to 3 classes per week in the ICT-enabled Classroom. After installation of necessary equipments, like projector, dash board etc., the notice for commencement of classes in the room was issued on 24.11.2016 and arrangements were made by the Committee to impart the necessary technical know-how to the teachers. The Report stated that as of now, regular classes were being taken by faculty members in the ICT-enabled classroom.

**Action Taken–12:** It was resolved that due action was taken by the Committee in fulfilment of their responsibilities.

**Action Recommended–13: Placement Cell:** The Report of the Placement Cell stated that off-campus placement with a private financial consultancy firm had taken place in 2015. An on-campus placement programme conducted by Tata Consultancy Service (TCS) in the VCFW College campus had taken place in 2016. TCS had also conducted a campus recruitment programme in the college campus in 2017.

**Action Taken–13:** It was resolved that due action was taken by the Placement Cell in fulfilment of their responsibilities.

**Action Recommended–14: Career Counselling Cell:** The Career Counselling Cell had provided a detailed account of their annual activities in their Report which was synthesised by the IQAC Coordinator.

**Action Taken–14:** It was resolved that due action was taken by the Career Counselling Cell in fulfilment of their responsibilities.

**Action Recommended–15: Medical Cell:** The Report of the Medical Cell detailing their activities over the past one year was also synthesised by the IQAC Coordinator.

**Action Taken–15:** It was resolved that due action was taken by the Medical Cell in fulfilment of their responsibilities.

**Action Recommended–16: Anti-Ragging Cell:** The Anti-Ragging Committee had mentioned their activities over the past one year as well as the future measures to be adopted by the Committee following UGC guidelines. The Report was synthesised by the IQAC Coordinator.

**Action Taken–16:** It was resolved that once the new session began, the Anti-Ragging Cell should conduct more workshops for the students as per the guidelines of the UGC.

**Action Recommended–17: UGC Report:** The UGC Report stated that NOC has been obtained from the Regional UGC Office regarding settlement of Accounts of the Xth Plan. The NOC of the XIth Plan is pending. The Report stated that Entry-in-Service classes had commenced from September and Remedial Coaching classes had started from November. The non-recurring grant of remedial coaching and entry-in-services had been utilised by buying two laptops, a printer, one Godrej bookshelf and books for the students. The College Development Grant for Barrier Free Education had been utilised for construction of wheel chair ramp and purchase of one wheelchair for differently-abled students.

**Action Taken–17:** The UGC Committee Coordinator submitted all necessary documents to the UGC Eastern Regional Office for obtaining the NOC of the XIth Plan.

**Action Recommended–18: Laboratory Committee Report:** The Report by the Laboratory Committee had stated the activities undertaken by the Committee over the past one year and the future plans of the Committee. The Report was synthesised by the IQAC Coordinator.

**Action Taken–18:** It was resolved that the Laboratory Committee should update its Asset Register regularly. The Convener of the Committee was informed accordingly.

#### **Short-term courses:**

**Computer Course:** The Report stated that the short-term computer course for students was running very successfully for the past six months and that the revenue earned by the College from the course was around Rs 55, 850.

**Beautician Course:** The Report stated that the short-term course of six months was now coming to an end. One problem stated by the Committee was that among the 53 students enrolled for the course, only 12 students had cleared their monthly fees. The Report stated that the Course was very popular among the students and it was now time to conduct an examination (Theory and Practical) for the students.

It was resolved that the course should be continued in the new session considering its popularity among the students.

**Action Taken Report following IQAC Meeting held on 05.08.2017:**

**Action Recommended—1:** GB members present at the Meeting including GB President Sir said that the AQAR 2016-17 should be uploaded on the College website.

**Action Taken—1:** The AQAR 2016-17 was uploaded on the College website on 25.08.2017.

**Action Recommended—2a:** The expenditure from the UGC grant-in-aid of Rs 3 lakhs to the IQAC was to be submitted to the Auditor for audit.

**Action Taken—2a:** All original copies of bills and vouchers were submitted to the Auditor for Audit by the end of August.

**Action Recommended—2b:** Six Annual Quality Assurance Reports (2011-2016) were to be submitted to the UGC Office along with the Auditor's Certificate.

**Action Taken—2b:** The six Annual Quality Assurance Reports (2011-2016) along with the Auditor's Certificate were submitted to the UGC Office in end-August.

The Notices, Agenda and Minutes of the latest IQAC Meeting were to be uploaded on the website in the IQAC window. The Action Taken Reports on IQAC resolutions adopted at the IQAC Meetings were to be updated.

**Action Taken—3:** The Notices, Agenda and Minutes of the latest IQAC Meeting were uploaded on the website in the IQAC window. The Action Taken Reports on IQAC resolutions adopted at IQAC Meetings were updated too.

**Action Recommended—4:** Eight teachers were eligible for promotion through. Of them, teachers had already submitted their papers to the IQAC.

**Action Taken—3:** A Meeting of the Promotion/Placement Committee was held on 30.06.2017 to check the papers of the teachers and to discuss any queries that they had regarding the application form