



Dum Dum Motijheel Rabindar Mahavidyalaya
208/B/2 Dum Dum Road, Kolkata - 700074

20.8.2020

An online meeting of the IQAC will be held on 28.8.2020 at 8:00 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about the webinars organized by different departments
3. To discuss about the evaluation of semester II and IV students and the marks of test examination* of Part III students.
4. To analyze the feedback report of the last academic year.

All members are requested to attend the meeting

Sd/-

Principal & Chairperson, IQAC, DDMRM



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Resolution of the meeting held on 28.8.2020:

Members present in the meeting held on 28.8.2020.

1. Dr. Sandip Dasgupta
2. Sri Subhabrata Bhattacharya *S. Subhabrata*
3. Dr. Sarmistha Roy Chowdhury *S. Chowdhury*
4. Smt. Swatilekha Halder *Swatilekha*
5. Smt. Nafisa Khatun *Nafisa Khatun*
6. Smt. Dipasree Roy *D. Roy*
7. Smt. Suparna Das *S. Das*
8. Smt. Sompita Das *S. Das*
9. Dr. Sabitri Dutta *S. Dutta*
10. Smt. Sangeeta Chowdhury *S. Chowdhury*

Proceedings of the online meeting held on 28.8.2020:

Principal and Chairperson presided over the meeting.

1. The proceedings of the last meeting read and confirmed.
2. It was resolved that the department of History would organize a webinar on 4th September, 2020. Its flyer has already been published on 23.8.2020. The duties for the webinar were distributed among IQAC internal members and the faculty of History Department.
3. Discussion was made about the Part III examination matters and the internal examination of semester II and IV students. It was resolved that the College will follow University guidelines.
4. Feedback reports will be analyzed, and actions will be taken accordingly.

Sd/-

Principal & Chairperson, IQAC, DDMRM



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On the basis of the resolution following compliances have been made:

Item 2. The webinar of History department was organized successfully.

Item 3. Part III final examination was conducted in online mode by West Bengal State University. Teachers were allotted their respective duties e.g. question paper distribution to the students through Whatsapp, collection of hard copy submissions (if any). Semester II & IV internal examination has already been scheduled in online mode. Teachers have prepared the question papers accordingly.

Item 4. Feedback reports have been analysed. Library, washrooms and drinking water related grievances will be addressed as the college opens physically.

Date: 18.11.2020

Sd/-

Principal & Chairperson, IQAC, DDMRM



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Notice

12.11.2020

An online meeting of IQAC will be held on 19.11.20 at 6 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. Provision for online library services to teachers and students,
3. Organisation of webinar, workshop, lecture series or any other academic program,
4. Student feedback system,
5. Co-curricular activities by students (online),
6. Learning Management system,
7. Discussion on Academic Calendar,
8. MOU with Colleges for academic and Co-curricular activities
9. NSS activities
10. Miscellaneous.

All are requested to join the meeting. Meeting details will be shared in due time.

Sd/-

Principal & Chairperson, IQAC, DDMRM



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Proceedings of the online meeting of the IQAC on 19-11-2020 at 6 pm to discuss the matters as mentioned in the agenda.

Members present in the meeting held on 28.8.2020.

1. Dr. Sandip Dasgupta
2. Sri Subhabrata Bhattacharya *Subhabrata*
3. Dr. Sarmistha Roy Chowdhury *Sarmistha*
4. Smt. Swatilekha Halder *Swatilekha*
5. Smt. Nafisa Khatun *Nafisa Khatun*
6. Smt. Dipasree Roy *Dipasree*
7. Smt. Suparna Das *Suparna*
8. Smt. Sompita Das *Sompita*
9. Dr. Sabitri Dutta *Sabitri*
10. Smt. Sangeeta Chowdhury *Sangeeta*

Principal & Chairperson, IQAC presided over the meeting. After much deliberation it was resolved that:

1. The proceedings of the last meeting were read and confirmed.
2. Online storage of materials shared in the class by the teachers will be arranged for future accession by the students as well as teachers. Ms. Sangita Chowdhuri, SACT and Ms. Sompita Das, Librarian will collect information regarding how this arrangement can be done. Ms. Das also suggested cloud sharing purchase for the purpose. She also suggested installation of the software KOHA and RFID system in the library subject to budgetary allotment for the same. As Semester II and IV examinations are ensuing, it was suggested by Ms. Das that teachers can access the central library in limited numbers, maintaining COVID protocol and send study materials to students through online mode. She also informed that it is not possible to provide library services to students at present due to ongoing renovation work. Ms. Das also put a requisition for one technically sound library staff for helping in online cataloguing system, online circulation, and data entry job. Free books will be made available online as the lists are received from the respective departments.
3. Departments will be asked arrange for webinars, workshops, lecture series etc. in collaboration with IQAC in due course of time.

4. Feedback will be collected. Teachers will be requested to inform the students in the online class about this.
5. Department of Bengali, Department of English and Central library will organize essay competition for students in the online mode. Publication of wall-magazines, posters etc. by the students of various departments will be encouraged.
6. Online storage of resources provided by the teachers will be arranged as a part of learning management system, as already mentioned in Serial no. 2. The college website developer will be approached for the technical viability of the system.
7. Academic calendar will be published mentioning details timeline of the courses (topic wise timeline, number of lectures for each topic etc.) taught by teachers of various departments as have been done in previous years.
8. East Calcutta Girls College will be approached this time for MOU and activities under that.
9. Dr. Kamal Sarkar informed that he, along with some students, attended a seminar on thalassemia organized by West Bengal State University, as representatives of NSS unit of the college before the lockdown started.
10. Principal suggested that from the coming IQAC meeting, faculty members of the IQAC should discuss the agenda of IQAC meeting with the other faculty members (non-members of IQAC) before the meeting so that other faculty members can reveal their opinion regarding the matter.

Sd/-

Principal & Chairperson, IQAC

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Action taken report of online meeting held on 19.11.2020

Item 2.a) It was discussed that online storage of materials needs expertise. In this regard discussions are going on. However information regarding this matter has been collected by Ms. Sangita Chowdhury especially about Google Classroom through G-Suite for all departments.

- b) Regarding cloud sharing through KOHA for library, librarian informed that it requires 40000/- rupees approximately for annual maintenance and for RFID 1.5-2 lakhs rupees are required for installation. KOHA & RFID were not installed as there was no budgetary provision for the same at that moment (As informed by Principal).
- c) Accessing central library by the teachers in limited number was not possible as renovation work was under progress in library.
- d) The matter regarding requisition for one technically sound library staff has been forwarded to the Principal for consideration in consultation with GB.
- e) Free book link has been given in the Website library page. However a requisition from different departments is to be made yet.

Item 3. A workshop on CBCS system was organised by IQAC on 12.12.2020 & 14.12.2020.

Item 4. Students have been informed and feedback will be collected in due time.

Item 5. Procedure for conducting the Essay and Quiz competition programs has been initiated and a meeting will be held in this regard on 23.01.2021 to prepare the programme in detail. Department of Bengali organised one 'One Day Work Shop on Creative Writing'.

Item 6. The storage of online study materials in the college website was not possible to arrange due to lack of required space in the present structure of college website.

Item 7. Preparation of Academic calendar for the next academic session is in progress.

Item 8. No MOU could be signed so far.

Item 9. During lockdown no programme was organised by the NSS unit of the college.

Item 10. Notification in this regard has been made on 18.01.2021 for the faculty.

January 20, 2021

Sd/-

Principal & Chairperson, IQAC



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15.1.2021

A meeting of the IQAC will be held on 21.01.2021 at 12 noon to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about the Preparation of AQAR for the year 2019-20 and 2020-21
3. To discuss about Ensuing NAAC visit
4. To discuss about the Progress of preparation of Academic Calendar/Planner/Schedule under CBCS System
5. To discuss about the college publication
6. To discuss about the Continuous internal evaluation
7. To discuss about Workshop/Seminar (Online/ Offline)
8. To discuss about Functioning of Career Counselling Cell
9. To discuss about Departmental Output Meeting
10. To discuss about the performance of the students of Part III examination
11. To discuss about Department- wise class loads and progress (all running semesters)
12. To discuss about Upcoming Departmental events, if any
13. To discuss about NSS/NCC Programmes
14. To discuss about Service Book preparation
15. To discuss about Semester I admission status
16. To discuss about Functioning of Women's Grievance Redressal Cell
17. To discuss about Students Satisfaction Survey
18. To discuss about the action plan of the IQAC and college for the next academic year
19. Miscellaneous

Members are requested to attend the meeting.

sd/-

Principal & Chairperson, IQAC, DDMRM

15.1.2021

A meeting of IQAC was held on 21.1.21.
Mr. Sujit Chowdhury, President, G.B
~~Principal and Chairperson, IQAC~~, presided over
the meeting.

Following members were present in the meeting:

1. Chowdhury 21/01/21
2. Debabrata Sarkar
3. ~~Prof. Dr.~~ 21/01/2021
4. Swatilekha Halder 21/1/21
5. Subhabrata Bhattacharya 21/1/21
6. Satta 21.1.21.
7. Roy 21/01/21
8. ~~Dr.~~ 21/01/21
9. Nafisa Khatun 21/01/2021
10. Kamal Sarkar 21-01-21
11. S. Chowdhury 21/1/2021
12. S. Das 21/1/21.
13. Chowdhury 21/01/21
- 14.



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Members present in the meeting held on 21.1.2021.

1. Mr. Sujit Chowdhury
2. Dr. Sandip Dasgupta
3. Mr. Debabrata Sarkar
4. Sri Subhabrata Bhattacharya
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Swatilekha Halder
7. Smt. Nafisa Khatun
8. Mr. Kamal Sarkar
9. Smt. Suparna Das
10. Smt. Dipasree Roy
11. Smt. Sompita Das
12. Dr. Sabitri Dutta
13. Smt. Sangeeta Chowdhury

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President, GB presided over the meeting.

1. The proceedings of the last meeting were read and confirmed.
2. AQAR for 2019-20 is under progress. Each criterion is assigned to different members of IQAC.
3. It was resolved that post opening of the college premise for students and teachers, only then preparation for NAAC visit to be geared up.
4. Academic Calendar/Planner/Schedule (under CBCS System) for the next academic session is under progress.
5. Publication of College Academic Journal is under progress.
6. Departments will be requested to conduct continuous evaluation for students as far as practicable given the pandemic situation. Monthly evaluation will continue.
7. Departments will be requested to organise webinars and workshops.
8. The Co-ordinator of the Career Counselling Cell has been asked to organise online seminars and workshops by different placement agencies for the students.
9. It was resolved that the Departmental Output meeting will be organised in presence of Principal.
10. It is seen from the entire output of Part III final examination that honours subjects like Geography, Education, Journalism and Mass Communication, Bengali, History and Commerce have 100% success rate. Department of English is advised to promote student performance in the next academic session. The students of general course of the department of Commerce had outstanding result with 100% success rate.
11. Class loads are equally distributed among teachers of all departments, but few subjects have deficit of teachers as compared to the class load. The Principal have been informed and requested to appoint more teachers.
12. All departments are requested to organize different events (online) with student's participation in collaboration with IQAC.
13. The NSS & NCC committees are advised to conduct programmes for the present academic session.
14. The updating of the service books of teaching and non-teaching staffs will be expedited and request has been placed to Principal.
15. In comparison to the previous admission status it is noted that this year the admission seems poor due to the present pandemic situation.
16. The Women's Grievance Redressal Cell is advised to consider the grievance application, if any for the present academic session.
17. It was resolved that SSS will be conducted.
18. The following action plans are resolved for the next academic year:
 - a. To publish the Academic Journal for the year 2021-22
 - b. To run Add-on courses by Depts. of Bengali, Commerce, Economics, Education, English, Geography, History, Journalism & Mass Communication, Philosophy, Political Science, Sanskrit, Sociology.
 - c. To prepare Academic schedule for Departments separately.
 - d. Submission of the data of All India Survey of Higher Education (AISHE) for the next academic year.
 - e. Construction of new building utilizing RUSA 2.0 grant
 - f. Introduction of e-library
 - g. Like the previous session we plan to continue organizing Seminars, Symposium and Workshops in the upcoming session also.
 - h. Every academic year we plan to provide financial assistance to the needy and poor students so that they can afford the academic programs. This year also we have planned the same for our students.
 - i. Review and analysis of the feedback we will receive from students.
 - j. We have planned for Faculty Exchange Program with neighbourhood colleges. 11. Different cultural programs by the students are also there in our plan.
 - k. We have also planned a parent-teacher meet for discussing the progress of the students and making the parents aware of that.
 - l. In addition, we also plan to solve the issues coming to Grievance redressal cell and put our best effort for the purpose.
 - m. More activities by NSS and NCC unit have also been planned.
19. It is resolved that all the departments will be advised to present their problems (if any) under teaching-learning process to the IQAC.

Sd/-

Principal & Chairperson, IQAC, DDMRM

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