

Phone : 033-2560 9988

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DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA

Regd. u/s 2(f) and 12B of the U.G.C. Act., NAAC Accredited

[Affiliated to West Bengal State University]

208/B/2, Dum Dum Road, Kolkata 700074

E-mail: ddmrm2020@gmail.com

Notice

4.8.2022

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 12/08/2022 at 12.30 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To approve Action Taken Report of the previous meeting
3. To discuss about the commencement of classes of semester I, III and V
4. To chalk out plan for organizing seminars, workshops, observation of various days etc.
5. To discuss about admission scenario so far
6. To discuss about promotion of teachers under CAS
7. To discuss about MOU related activities
8. To discuss about the Academic and administrative audit reports, Green, Gender and Energy audit reports
9. To discuss the student feedback analysis reports
10. Miscellaneous

Sd/-

Teacher-in-Charge



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Members present in the meeting held on 12.8.2022.

1. Sri Subhabrata Bhattacharya
2. Smt. Kalyani Banerjee
3. Sri Doyel Chatterjee
4. Dr. Diptendu Simlai
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Nafisa Khatun
7. Smt. Dipasree Roy
8. Smt. Suparna Das
9. Smt. Sompita Das
10. Dr. Sabitri Dutta
11. Sri. Sukharanjan Das
12. Smt. Debjani Roy

Teacher-in-Charge and Chairperson presided over the meeting.

1. The proceedings of the last meeting was read and confirmed.
2. The ATR was approved.
3. Classes of Semester III and V will start from second/third week of August. The first semester classes tentatively will start from early September subject to Government notification.
4. Departments will be communicated to organise seminars, workshops, quiz, debate and programs involving students.
5. The admission is not much satisfactory so far. It was decided that college will make an effort to improve the situation
6. The following teachers have submitted application for CAS
 - a. Smt. Swatilekha Halder, Stage I-II
 - b. Smt. Asish Mondal, Stage I-IIThe applications will be screened by IQAC.
7. Discussion is in progress with Taki Government College. Other colleges will also be approached.
8. Various audit reports will be reviewed and analysed. Departments will be communicated accordingly to take actions, if necessary.
9. Student feedback report will be analysed and necessary actions will be taken, wherever necessary.
10. Nothing as such.

Sd/-

Teacher-in-Charge



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Action taken report of the meeting 12.8.2022

Item 3. Classes of Semester III and V started from second week of August. The first semester classes started from September.

Item 4. Departments have started organizing seminars/workshops/ programs and also observing other various important days in collaboration with IQAC.

Item 5. Various actions have been taken like distribution of leaflets etc. in the neighbouring area.

Item 6. Teachers have been asked to apply to GB for their promotion under CAS.

Item 7. MOU will be signed with Taki Government College shortly.

Item 8. Audit reports have been reviewed and analysed. Nature Club has been asked to organise various programs, awareness drive among the students in an effort to make the campus green and energy efficient as far as possible.

Item 9. Feedback reports have been analysed. Actions have been taken to address the issues related to internet connectivity, drinking water and toilet facility etc.

Sd/-

Teacher-in-Charge

November 10, 2022

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Notice

3.11.2022

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 10.11.2022 at 3:00 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To approve Action Taken Report of the previous meeting
3. To discuss about the upcoming Add-on Courses to be offered by various departments
4. To discuss about the students' grievances related to Library books
5. To discuss about the study tours of the departments
6. To discuss about MOU and related activities
7. To discuss about CAS of teachers
8. To discuss about proposals related to programs Journalism Department in collaboration with IQAC
9. Miscellaneous

Sd/-

Teacher-in-Charge



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Members present in the meeting held on 10.11.2022.

1. Sri Subhabrata Bhattacharya
2. Smt. Kalyani Banerjee
3. Dr. Diptendu Simlai
4. Dr. Sarmistha Roy Chowdhury
5. Smt. Nafisa Khatun
6. Smt Swatilekha Halder
7. Dr. Suparna Das
8. Dr. Sabitri Dutta
9. Smt. Sompita Das
10. Sri. Sukharanjan Das
11. Smt. Debjani Roy

Teacher-in-Charge and Chairperson presided over the meeting.

1. The proceedings of the last meeting was read and confirmed.
2. The ATR was approved.
3. It was resolved that the departments will offer the add-on course during February to March, 2023 like the previous years. HODs have been asked to submit the course brochure and other related details to IQAC by January 15.
4. It was resolved that the books in the library will be purchased from college fund. Departments were asked to submit the requisition.
5. Various departments will be asked to organise the study tours, educational trips, even if it is not there in the syllabus, within December to February.
6. It was resolved that college will approach or make arrangements for MOU with following colleges: Prasanta Chandra Mahalonabis Mahavidyalaya, Vivekananda College. Global Institute of Management and Technology has approached us for MOU.
7. The following teachers have submitted application for CAS
 - c. Dr. Sabitri Dutta, Stage III-IV
 - d. Dr. Diptendu Simlai, Stage III-IV
 - e. Smt. Doyel Chatterjee, Stage III-IV
 - f. Smt. Sompita Das, Stage I-IIThe applications will be screened by IQAC.
8. The proposal for three-day-acting workshop by Department of Sociology has been accepted.

Sd/-

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Action taken report of the meeting 10.11.2022

Item 3. The brochures of Add-on Course have been approved. Classes of the Add-on Course have started from February, 2023.

Item 4. Departments have submitted their requisition. The procedure of purchasing books has already started.

Item 5. Department of History has organized educational tour in first week of January.

Item 6. MOU has been signed with Prasanta Chandra Mahalonabis Mahavidyalaya, Vivekananda College, and Global Institute of Management and Technology. Activity is under progress.

Item 7. Teachers have applied to GB for their promotion under CAS.

Item 8. Department of Sociology will organize a three-day-acting workshop from 27th March to 29th March, 2023. Students of the same department have participated in Acharya Prafulla Chandra Roy Smarak Vijnan Mela on 17.3.2023.

Sd/-

Teacher-in-Charge

March 24, 2023.

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Notice

17.3.2023

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 24.3.2023 at 3:00 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To approve Action Taken Report of the previous meeting
3. To discuss about the programs organised by various departments
4. To discuss about inclusion of more students in the NSS/NCC and also about outreach program organized by them
5. To discuss about the upcoming admission
6. To discuss about the MPLAD funding
7. To discuss about the book purchase in the library
8. To discuss about the MOU with colleges
9. Miscellaneous

Sd/-

Teacher-in-Charge



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Members present in the meeting held on 24.3.2023.

1. Sri Subhabrata Bhattacharya
2. Smt. Kalyani Banerjee
3. Smt. Doyel Chatterjee
4. Dr. Sarmistha Roy Chowdhury
5. Smt. Swatilekha Halder
6. Smt. Nafisa Khatun
7. Smt Dipasree Roy
8. Smt. Suparna Das
9. Dr. Sabitri Dutta
10. Sri. Sukharanjan Das
11. Smt. Debjani Roy

Teacher-in-Charge and Chairperson presided over the meeting.

1. The proceedings of the last meeting was read and confirmed.
2. The ATR was approved.
3. It was resolved that the departments will organise various programs along with observation of different days of national and international importance, in collaboration with IQAC. The proposal of Department of Journalism for Three Days Mobile Documentary Workshop by our faculty members has been accepted. Their proposal for organization of a session on Film Analysis in collaboration with IQAC has also been approved.
4. It was resolved that Girls will be enrolled in College NSS/ NCC unit. College will make an effort to increase number of students in those units.
5. Admission Committee has been formed by the Teacher-in-Charge.
6. MPLAD fund has been sanctioned and allocated in the name of our college.
7. Second round of book requisition will be sought.
8. MOU in academic and other activities will be attempted with colleges with same and other University. Nahata College (WBSU), Panihati College (WBSU), Rani Birla Girls' College (CU) and Vidyasagar College (CU) will be approached for MOU/Collaboration/Linkages.

Sd/-

Teacher-in-Charge

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Action taken report of the meeting 24.3.2022

Item 3. IQAC is collaborating with different departments in organizing programs. Department of Journalism organised Three Days Mobile Documentary Workshop in collaboration with IQAC on 5-7th April. They have also organized a session on Film Analysis in collaboration with IQAC on 12.4.2023.

Item 4. Special drive will be taken at the time of admission and NSS unit has made special effort to enroll the existing students.

Item 5. Admission Committee has started their work in full swing.

Item 6. We have submitted the DPR for MPLAD funding.

Item 7. Book purchase in the library is under process.

Item 8. MOU has been signed with Netaji Satabarshiki College, Nahata College, Panihati College, Dum Dum Motijheel College, Vidyasagar College, and Shyampur Siddheswari Mahavidyalaya. Academic linkage has been established with Rani Birla Girls' College.

Sd/-

Teacher-in-Charge

June 13, 2023.

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6.6.2023

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 13.6.2023 at 3:00 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To approve Action Taken Report of the previous meeting
3. To discuss about the AQAR filling-up for the year 2021-22
4. To discuss about the collection of data of student progression
5. To discuss about conducting of programs for development of local slum
6. To discuss about the introduction of Certificate Course in Tally Software, drama, dance, yoga
7. To discuss about opening of new courses
8. To discuss about MOU with colleges
9. To discuss about the plan of actions in the next academic year
10. Miscellaneous

Sd/-

Principal



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Members present in the meeting held on 13.6.2023.

1. Prof. (Dr.) Arijit Saha
2. Sri Subhabrata Bhattacharya
3. Smt. Kalyani Banerjee
4. Smt. Doyel Chatterjee
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Swatilekha Halder
7. Smt. Nafisa Khatun
8. Smt Dipasree Roy
9. Smt. Suparna Das
10. Dr. Sabitri Dutta
11. Sri. Sukharanjan Das
12. Smt. Debjani Roy

Principal and Chairperson presided over the meeting.

1. The proceedings of the last meeting was read and confirmed.
2. The ATR was approved.
3. It was resolved that IQAC will expedite process of filling up AQAR and it will be submitted latest by 27.6.2023.
4. Mechanism for collection of data for student progression was discussed and it was resolved that a Google form will be circulated among the passed-out students. Also, it was resolved that a physical form will be circulated among the students for filling-up at the time of collection of marksheet/certificate of the final examination.
5. Program for local slum development (Madhugarh) will be adopted (like providing tuition, distribution of educational kit etc.) subject to the approval of fund from WBSU.
6. The ongoing certificate courses will be continued. Initiatives will be taken to introduce certificate course in dance, drama and yoga.



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7. Principal is requested to start the procedure of opening of new courses in the following subjects: Psychology, Computer Science, Hindi, Electronics, Film Studies, Environmental science, BBA, Anthropology
8. MOU in academic and other activities will be attempted with colleges with same and other University
9. The following plan of action has been chalked out for the next academic year:
 - a. To prepare for NEP system
 - b. To publish the Academic Journal for the year 2023-24
 - c. To run Add-on courses by Depts. of Bengali, Commerce, Economics, Education, English, Geography, History, Journalism & Mass Communication, Philosophy, Political Science, Sanskrit, Sociology.
 - d. To organize Seminars and workshops.
 - e. Submission of the data for All India Survey of Higher Education (AISHE) for the next academic year.
 - f. Submission of the data for National Institution Ranking Framework (NIRF) for the next academic year.
 - g. Celebration of different national and international days to promote values among the students
 - h. Career Advancement of teachers
 - i. Purchase of books in the library
 - j. Career Counselling programs
 - k. Organization of programs by NCC& NSS
 - l. MoU with different colleges
 - m. Academic and financial audit
 - n. To organize different inter-college programs
10. Nothing as such.

Sd/-

Principal



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Action taken report of the meeting held on 13.6.2023

Item 3: AQAR filling up is in progress.

Item 4: Google form has been created for the past students

Item 5: Not much progress could be made due to unavailability of fund.

Item 6: Various Certificate courses are already in place. However, no new course could be introduced so far.

Item 7: Procedure has already been started.

Item 8: Rani Birla Girls' College, East Calcutta Girls' College, Pune Institute of Business Management are being approached.

Item 9: College has started to process the items mentioned in the action plan.

Sd/-

Principal

July, 2023