

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

Proceedings of the meeting held on 28.08.2020. (Online Meeting)

1. It was resolved that the department of History would be organising a webinar on 04.09.2020 and its flyer has already been published on 23.08.2020. The duties for the webinar were distributed among the IQAC internal members.
2. Discussion was made regarding the assessment of upcoming result of Part III final examination and internal examination of semester II & IV students.

Sd/-

Principal & Secretary, DDMRM

August, 2020

Action taken report of online meeting held on 28.08.2020

1. The webinar of History department was organised successfully.
2. Part III final exam 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.

Sd/-

Principal & Secretary, DDMRM

November, 2020

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

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

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

1. 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 COHA and RFID system in the library subject to budgetary allotment for the same. As Semester II and IV final 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.
2. Departments will be trying to arrange for webinars, workshops, lecture series etc. in due course of time.
3. Online feedback system from students will be introduced through Google Form. The Google forms containing the questions on feedback will be posted in the college website.
4. 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.

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

5. Online storage of resources provided by the teachers will be arranged as a part of learning management system, as already mentioned in Serial no. 1. The college website developer will be approached for the technical viability of the system.
6. Academic calendar will be published mentioning detailed timeline of the courses (topic wise timeline, number of lectures for each topic etc.) taught by teachers of various departments.
7. 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. During lockdown and thereafter no activity is reported.
8. 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

November, 2020

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

Action taken report of online meeting held on 19.11.2020

1. 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 COHA 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. COHA & 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.
2. A workshop on CBCS system was organised by IQAC on 12.12.2020 & 14.12.2020.
 3. Much progress could not be made.
 4. 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.
 5. 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.
 6. Preparation of Academic calendar for the next academic session is in progress.
 7. During lockdown no programme was organised by the NSS unit of the college.
 8. Notification in this regard has been made on 18.01.2021 for the faculty.

Sd/-

Principal & Chairperson, IQAC

January, 2021

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

Proceedings of the meeting held on 21.1.2021.

Mr. Sujit Chowdhury , President, GB, presided over the meeting.

1. The proceedings of the last meeting were read and confirmed.
2. Action taken report of the last meeting was approved.
3. Work for AQAR for 2020-21 has started. Each criterion is assigned to different members of IQAC.
4. It was resolved that post opening of the college premise for students and teachers, only then preparation for NAAC visit to be geared up, to meet the proposed NAAC visit at its earliest.
5. Academic Calendar for the next academic session is under progress.
6. College Academic Journal for the next academic session is under progress.
7. Departments will be requested to conduct continuous evaluation for students as far as practicable given the pandemic situation.
8. Departments will be requested to organise webinars and workshops.
9. The Co-ordinator of the Career Counselling Cell has been asked to organise online seminars and workshops by different placement agencies for the students.
10. It was resolved that the Departmental Output meeting will be organised in presence of Principal.
11. 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.
12. 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.
13. All departments are requested to organize different events (online) with student's participation and to be notified and collaborated with IQAC departments.

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

14. The NSS & NCC committees are advised to conduct programmes for the present academic session.
15. The updating of the service books of teaching and non-teaching staffs will be expedited and request has been placed to Principal.
16. In comparison to the previous admission status it is noted that this year the admission seems poor due to the present pandemic situation.
17. The Women's Grievance Redressal Cell is advised to consider the grievance application, if any for the present academic session.
18. 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

January, 2021

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

Action Taken report of meeting held on 21.01.2021

1. The preparation of AQAR for 2020-21 is under progress.
2. Due to pandemic nothing as such was decided about the NAAC visit.
3. Academic calendar is duly published in the college website.
4. College Academic Journal is duly published in print.
5. Different departments have conducted internal examination and assessments for the evaluation of the students.
6. One workshop by department of Geography in collaboration with IQAC, one webinar by department of Philosophy in collaboration with IQAC, one webinar on Intellectual Property Rights and one webinar on Career advancement by or in collaboration IQAC were held.
7. Due to the Pandemic situation the career counselling cell was unable to conduct any activities in the present session.
8. The departmental output meeting will be conducted after the college premise reopens for regular activity.
9. Post review of the Part III results it is advised to keep up the performance in the coming academic session.
10. It was resolved that the problem regarding the deficit of classes will be addressed as soon as the college reopens for offline classes.
11. Due to the Pandemic situation different departments were unable to conduct any activities in the present session. Also, the proposed programme of essay and quiz competition for students in online mode to be organised by department of Bengali, English and Central Library was not possible to organise due to inadequate response from the students as their examination was close by.
12. Due to the Pandemic situation the NSS was unable to conduct any activities in the present session. However, NCC organised some activities in this period.
13. Principal has informed that the initiative will be taken to expedite the process of preparation of Service book of teaching and non-teaching staff once the college reopens after pandemic.
14. It is resolved to take necessary steps in the next Semester I admission.
15. Due to the Pandemic situation Women Grievance Redressal Cell was unable to conduct any activities in the present session. No grievance was submitted to the cell during this session.
16. The departments which came up with different problems regarding teaching-learning process were addressed and resolved.

Sd/ -

Principal & Secretary, DDMRM