



## 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

Phone : 033-2560 9988


www.ddmrm.org

### Notice

18.07.2023

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 27.07.2023 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 MOU related activities
7. To discuss about the study tours of the departments
8. To discuss about Course File preparation for the upcoming courses
9. To discuss about the attainment of COs and POs
10. To discuss about the Academic and administrative audit reports, Green, Gender and Energy audit reports
11. To discuss the student feedback analysis reports
12. To introduce new MDC subjects
13. Miscellaneous

  
18/7/2023  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya

1. *[Signature]* 27/7/2023

7. *[Signature]* 27-07-23

~~2. *[Signature]*~~

8. *[Signature]* 27.07.23

3. *[Signature]* 27/7/23

4. *[Signature]*

5. *[Signature]* 27.07.23

6. *[Signature]* 27/7/23



### 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

Phone : 033-2560 9988

www.ddmrm.org

Members present in the meeting held on 27.07.2023.

1. Prof. (Dr.) Arijit Saha
2. ~~Smt. Kalyani Banerjee~~
3. Dr. Sabitri Dutta
4. Sri Subhabrata Bhattacharya
5. Smt. Nafisa Khatun
6. Dr. Sarmistha Roy Chowdhury
7. Dr. Suparna Das
8. Smt. Sompita Das

Principal and Chairperson presided over the meeting.

1. The proceedings of the last meeting were read and confirmed.
2. The ATR was approved.
3. Resolved that 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. Resolved that Departments will be communicated to organize seminars, workshops, quiz, debate and programs involving students.
5. The admission is not much satisfactory so far. Resolved that college will make an effort to improve the situation.
6. Discussion is in progress to sign MoU with Rani Birla Girls' College, Kolkata and Pune Institute of Business Management, Pune. Other colleges will also be approached in future.
7. Resolved that various departments will be asked to organize the study tours, educational trips, even if it is not there in the syllabus, within December to February.
8. Resolved that HoDs will communicate with all faculty members of their departments about preparation of Course files
9. Attainment of COs and POs were discussed.
10. Resolved that various audit reports will be reviewed and analyzed. Departments will be communicated accordingly to take actions, if necessary.
11. Resolved that student feedback report will be analyzed and necessary actions will be taken, wherever necessary.
12. Resolved that WBSU be approached to introduce new MDC subjects like Physical Geography, Electronics, Statistics, Computer Application, Library Science, Management, Human Rights, and Film Studies.
13. Nothing as such.

*[Signature]* 27/7/2023  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya





Phone : 033-2560 9988

www.ddmrm.org

**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

Action taken report of the meeting 27.07.2023

**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, displaying banners etc. in the neighboring locality.

**Item 6.** MOUs have been signed with Rani Birla Girls' College, Kolkata and Pune Institute of Business Management, Pune.

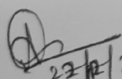
**Item 7.** Department of Geography has organized educational tour in third week of November.

**Item 8.** Course files have been prepared for all courses

**Item 10.** Audit reports have been reviewed and analyzed. Nature Club has been asked to organize various programs, awareness drive among the students in an effort to make the campus green and energy efficient as far as possible.

**Item 11.** Feedback reports have been analyzed. Actions have been taken to address the issues related to internet connectivity, drinking water and toilet facility etc.

**Item 12.** WBSU approved the introduction of new MDC subjects like Physical Geography, Electronics, Statistics, Computer Application, Library Science, Management, Human Rights, and Film Studies

  
27/7/2023  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya

Notice



Phone : 033-2560 9988

www.ddmrm.org

**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

14.12.2023

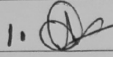
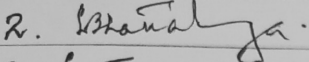
A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 22.12.2023 at 3:00 pm to discuss the following agenda:

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 upcoming Add-on Courses to be offered by various departments
4. To discuss about the purchase of Library books
5. To discuss about MOU and related activities
6. To discuss about NAAC preparation
7. To discuss about Course File preparation for the upcoming courses
8. Miscellaneous

  
14/12/2023

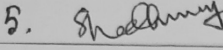
Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



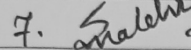
1.  22/12/20232. 

3. Latika 22/12/23

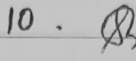
4. Diptendu Simlai

5.  22/12/23

6. Nafisa Khatun 22.12.23

7.  22/12/23

8. S. Das 22.12.23.

9.  22/12/2310.  22/12/23

### 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

Phone : 033-2560 9988

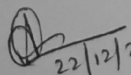
www.ddmrm.org

Members present in the meeting held on 22.12.2023.

1. Prof. (Dr.) Arijit Saha
2. Sri Subhabrata Bhattacharya
3. Dr. Sabitri Dutta
4. Dr. Diptendu Simlai
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Nafisa Khatun
7. Smt Swatilekha Halder
8. Dr. Suparna Das
9. Smt. Sompita Das
10. Smt. Sangita Bhattacharya

Principal and Chairperson presided over the meeting.

1. The proceedings of the last meeting were read and confirmed.
2. The ATR was approved.
3. It was resolved that two departments will offer the add-on course this academic year, viz. Dept. of Mathematics and Dept. of Philosophy, during February to June, 2024. HODs of respective departments 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 RUSA fund. Departments were asked to submit the requisition.
5. It was resolved that East Calcutta Girls College will approach for MOU.
6. It was resolved that as per direction of HED, Govt. of WB preparation for NAAC has to be started with immediate effect.
7. Resolved that HoDs will communicate with all faculty members of their departments about preparation of Course files for the upcoming semester.
8. Nothing as such.

 22/12/2023  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



Phone : 033-2560 9988

www.ddmrm.org

**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

Action taken report of the meeting 22.12.2023

**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 not yet completed submitting their requisitions.

**Item 5.** MOU has been signed with East Calcutta Girls College.

**Item 6.** IIQA preparation has already started

**Item 7.** Course files have been prepared for all courses

Principal

Prof. (Dr.) ARIJIT SAHA

Principal &amp; Secretary

Dum Dum Motijheel

Rabindra Mahavidyalaya





Phone : 033-2560 9988

www.ddmrm.org

**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**

11.4.2024

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 25.4.2024 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 inclusion of more students in the NSS/NCC and also about outreach program organized by them
4. To discuss about the status of IIQA
5. To discuss about the upcoming admission
6. To discuss about the book purchase in the library
7. To discuss about Library automation
8. To discuss about the attainment of COs and POs
9. Miscellaneous


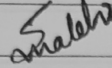
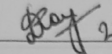
Principal


Prof. (Dr.) ARIJIT SAHA

Principal &amp; Secretary

Dum Dum Motijheel

Rabindra Mahavidyalaya

1.  25/4/2024
2. Subhabrata Bhattacharya
3. Latta 25/4/24
4. Diptendu Simlai
5. Nafisa Khatun 25.04.24
6.  25/4/24
7.  25/04/24

8.  25/04/24

### 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

Phone : 033-2560 9988

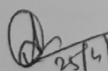
www.ddmrm.org

Members present in the meeting held on 25.4.2024.

1. Prof. (Dr.) Arijit Saha
2. Sri Subhabrata Bhattacharya
3. Dr. Sabitri Dutta
4. Dr. Diptendu Simlai
5. Smt. Nafisa Khatun
6. Smt Swatilekha Halder
7. Smt Dipasree Roy
8. Smt. Sompita Das

Principal and Chairperson presided over the meeting.

1. The proceedings of the last meeting were read and confirmed.
2. The ATR was approved.
3. It was resolved that more students will be enrolled in College NSS/ NCC unit. College will make an effort to increase number of students in those units.
4. IIQA preparation is complete. Resolved that IIQA will be submitted shortly.
5. Admission Committee has been formed by the principal. It has been reported that as per Govt notification, admission of new students will be through Centralized Admission Portal from this year.
6. Resolved that requisition will be sought from all departments for purchase of books
7. Resolved that as already installed SOUL software is not working properly, for automation of library KOHA needs to be purchased.
8. Attainment of COs and POs were discussed.
9. Nothing as such.

 25/4/2024

Principal

Prof. (Dr.) ARIJIT SAHA

Principal & Secretary

Dum Dum Motijheel

Rabindra Mahavidyalaya





## 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

Phone : 033-2560 9988

www.ddmrm.org

Action taken report of the meeting 25.4.2024


**Item 3.** Special drive will be taken at the time of admission and NSS unit has made special effort to enroll more existing students.

**Item 4.** Admission Committee has started their work in full swing.

**Item 5.** DPR for BEUP fund is being prepared.

**Item 6.** Requisition from all departments has been sought for purchase of books

**Item 7.** GB has approved the purchase of KOHA software for library automation.

  
26/4/2024  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



Phone : 033-2560 9988

www.ddmrm.org

**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

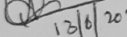
E-mail: ddmrm2020@gmail.com

**Notice**

13.6.2024

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 26.6.2024 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 status of NAAC work.
4. To discuss about the collection of data of student progression
5. To discuss about the introduction of Certificate Course in Self Defense for Girl students, drama
6. To discuss about opening of new courses
7. To discuss about MOU with colleges
8. To discuss about the plan of actions in the next academic year
9. ~~Miscellaneous~~ To prepare perspective plan for 2025-2035
10. Miscellaneous

Sd/-   
Principal 13/6/2024

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



1. *[Signature]* 26/6/2024 4. *[Signature]* 7. *[Signature]* 26/6/24  
 2. *[Signature]* 26/6/24 5. *[Signature]* 8. *[Signature]* 26/6/24  
 3. *[Signature]* 26/6/24 6. *[Signature]* 26.6.24 9. *[Signature]* 26/6/24



## 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

Phone : 033-2560 9988

www.ddmrm.org

Members present in the meeting held on 26.6.2024

1. Prof. (Dr.) Arijit Saha
2. Dr. Sabitri Dutta
3. Sri Subhabrata Bhattacharya
4. Dr. Diptendu Simlai
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Nafisa Khatun
7. Smt. Swatilekha Halder
8. Smt. Sangita Bhattacharya
9. Smt. Sompita Das

Principal and Chairperson presided over the meeting.

1. The proceedings of the last meeting were read and confirmed.
2. The ATR was approved.
3. IIQA has been approved on 21<sup>st</sup> May 2024. Resolved that SSR preparation has to be started immediately.
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. The ongoing certificate courses will be continued. Initiatives will be taken to introduce certificate course in Self-defense for girl students and drama.
6. Principal is requested to complete the procedure of opening of new courses in the following subjects: Psychology, Computer Science, Hindi, Electronics, Film Studies, Environmental science, BBA, Anthropology
7. MOU in academic and other activities will be attempted with colleges with same and other University
8. The following plan of action has been chalked out for the next academic year:
  - a. To publish the Academic Journal for the year 2024-25
  - b. To run Certificate courses by Depts. of Bengali, Economics, Mathematics, Education, Journalism & Mass Communication, Sociology.
  - c. To organize Seminars and workshops.
  - d. Submission of the data for All India Survey of Higher Education (AISHE) for the next academic year.
  - e. Submission of the data for National Institution Ranking Framework (NIRF) for the next academic year.



Phone : 033-2560 9988

www.ddmrm.org

**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

- f. Celebration of different national and international days to promote values among the students
- g. Career Advancement of teachers
- h. Purchase of books in the library
- i. Career Counselling programs
- j. Organization of programs by NCC & NSS
- k. MoU with different colleges
- l. Academic and financial audit
- m. To organize different inter-college programs,

9. ~~Nothing as such~~ Resolved that the perspective plan for the period 2025-2035 will be prepared.

10. Nothing as such.

Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya





Phone : 033-2560 9988  
www.ddmrm.org

## 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

Action taken report of the meeting held on 26.6.2024

**Item 3:** SSR preparation is in progress.

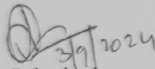
**Item 4:** Google form has been created for the past students

**Item 5:** Planning for starting the courses on Self-defense for girl students and drama have been done.

**Item 6:** Course opening documents have been prepared, but yet to be submitted to Higher Education Council, as Higher Education Council is not accepting any applications at present.

**Item 7:** Procedure has already been started.

**Item 8:** College has started to process the items mentioned in the action plan.

  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya