



VIDYANAGAR COLLEGE

(ACCREDITED BY NAAC AND GRADED 'B+')

Vidyanagar, P.O.- Charashyamdas, South 24 Parganas

Pin - 743 503, Phone - (033) 2495 9218, West Bengal, INDIA

E-mail : vidya.college.56@gmail.com, Website : www.vidyanagarcollege.net

Ref. No. :

Date : 20.09.2022

NOTICE

A meeting of the IQAC will be hold jointly with the Teacher's Council on 27.09.22 at 2.15 p.m at the Faculty room on the following agenda-

Agenda-

1. Matters pertaining to the Skill Development programmes, mentorship of the new students, allotment of funds to conduct seminars, conferences etc.
2. Preparation of the AQAR for the session 2021-22.
3. Miscellaneous

Arunima Ray (Chowdhury)
Dr. Arunima Ray (Chowdhury) 20.9.22
Coordinator, IQAC
VIDYANAGAR COLLEGE
South 24 Parganas

Sept 20.9.22

Principal
Vidyanagar College
South 24 Parganas



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Ref. No. :

Date : 29.09.2022

MEETING RESOLUTION BOOK

মিটিং-এর ক্রমিক সংখ্যা / Serial No. of Meeting: 2 মিটিং-এর তারিখ / Date of Meeting: 27.9.22

মিটিং-এর স্থান / Venue of Meeting: মিটিং-এর সময় / Time of Meeting: 2.15 p.m.

উপস্থিত সভ্যদের নাম / Name of Members Present

১/১	সি.সি. ২৭.৯.২২	২/৪	Arina Nali ২৭.৯.২০২২	১৭/১৭	Bhuvanendra Mondal ২৭/৯/২২
২/২	Satish Kumar Das ২৭.৯.২০২২	৩/১০	Soumi Halder ২৭.৯.২০২২	১৮/১৮	Sankarjit Baran
৩/৩	Jee ২৭.৯.২২	১১/১১	Sudipta Das ২৭/০৯/২২	১৯/১৯	Abhishek Das
৪/৪		১২/১২	Anil Kumar Das ২৭/৯/২২	২০/২০	Santam Mondal ২৭.৯.২২
৫/৫	Man Kumar Das ২৭.৯.২২	১৩/১৩	Gourab Das ২৭/৯	২১/২১	Arpan Mondal ২৭/৯/২২
৬/৬	Arijit Das ২৭.৯.২০২২	১৪/১৪	Meghna Das ২৭.৯.২২	২২/২২	Arpan Khatun ২৭/৯/২২
৭/৭	Rishi ২৭.৯.২০২২	১৫/১৫	Sanjib Das ২৭.৯.২০২২		
৮/৮	Rajalal Das ২৭.৯.২০২২	১৬/১৬	Ranjay Mondal ২৮/৯/২২	২৪/২৪	Suparna Das ২৭/৯/২২

রেজল্যুশন / RESOLUTIONS ADOPTED

Serial No.	Resolution
	An Extended Meeting of the I.B.A.C with the Teachers' Council.
29	Sudip Kumar Das 27/09/2022
26	A. Chandraharta
27	Debshila Das 27.09.2022
28	Samir Ghosh 27/09/2022
29	Ruopa Das 27.09.2022
30	Mamata Karikala 27.09.2022
31	Doyel Das 27.09.22
32	Prilekanda Das 27.09.22
33	S.N. Samanta 27.09.22
34	Kamalkanti Biswas 27.09.2022
35	Sanjit Chatterjee 27.9.2022
36	Ananya Das (Banerjee) 27.09.2022
37	Banani Chatterjee 27-09-2022
38	Subrata Das 27.09.22
39	Shume Naskar Bhandari 27.09.22
40	Sanjit Naskar 27.09.22
41	Anghya Chatterjee 27.09.22
42	Soumya Samanta 28/9/22
43	Sayasi Dalapati 27.9.22
44	Rimpha Khan 27.09.2022
45	Ankita Adhikary 27/09/22
46	Tanushree Das 27/09/2022
47	Rakhi Jana 27/09/2022

27.9.22



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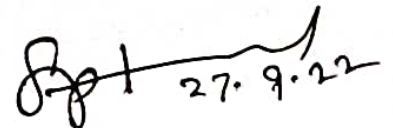
Meeting of the IQAC held on 27.09.2022

The meeting which was an extension of the on going meeting of the Teachers' Council, commenced with Dr. Surja Prakash Agarwala, Principal in the Chair.

Prof. Sahidur Rahman Lasker, Secretary of the Teachers Council of the College requested Dr. Arunima Ray Chowdhury, the Coordinator of the IQAC to initiate the extended meeting of the IQAC.

1) Dr. Ray Chowdhury explained in details the outcome of the meeting of the internal members of the IQAC which was held on 26.05.2022:

- a) The members present in the meeting felt the need to start Skill Development Programmes for the students in the College as per Criterion 1.3.3 and 5.1.3 of the Annual Quality Assurance Report (AQAR) whereby it was suggested that the College should take advantage of NSDC and AICTE schemes and also work towards fulfilling the provisions laid down in the National Education Policy (NEP) 2020. In keeping with the need to start Skill Development Programmes, the College invited Dr. Sanjay Sen, Director of Deen Dayal Upadhyay Kaushal Kendra, Eastern Zone, Mahishadal Raj College, to apprise us regarding the nuances of launching Skill Development Programmes in our College. He has kindly agreed to render full assistance in this activity.
- b) The members of the IQAC have felt the need to start the system of Mentorship for the new batch of students. The members present suggested that we can start the mentorship system by assigning 3 to 4 students from the honours subjects to mentor the first semester honours students at the initial stage.
- c) In the meeting the provision under Criterion 3.1.3 of the AQAR, namely allotment of funds to conduct seminars/workshops/conferences for the various departments, came up for discussion. The members suggested that a sum of Rs 10,000/- be allotted for each department to conduct seminars/workshops/conferences and a total sum of Rs 1,40,000/- be allotted annually for this purpose, beginning from the 2022-23 session. This suggestion has been approved by the Finance Committee of the College and will be sent for approval of the Governing Body of the College.

 27.9.22

Principal
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- d) The members of the IQAC requested the Principal to urgently install high speed internet facility in keeping with the Criterion number 4.3.3 of the AQAR. The Principal assured the members that such installation will commence very soon.
- e) The provisions under Criterion 6.3.2 & 6.3.3 of the AQAR requires that the College needs to provide financial assistance to the faculty members so that they can participate in various seminars/workshops /conferences. In keeping with the requirements of these provisions the members felt that the College must assist the faculty members to attend seminars/workshops/conferences. Therefore, it was resolved that a total sum of Rs 60,000/- be allotted annually for that purpose and each faculty member will be allowed to receive a sum of Rs 3,000/- from the College to attend seminars/workshops/conferences. This sum will be allotted on first-come-first basis. This system of providing such assistance has already begun since May 2022.
- f) The members deliberated upon the provisions under Criterion number 7.2 of the AQAR which require the College to declare various Best Practices undertaken in the campus. The members suggested that to fulfil this Criterion the College must take up the activities like organic gardening, bee keeping (apiary), button mushroom cultivation, provide assistance to economically challenged students. The college already conducts some activities which may be listed as Best Practices, such as, up or the Anti Ragging Cell, making the college campus a Tobacco Free Zone, creating ICT friendly classrooms(presently 5 in number) etc.
- g) The members expressed the need to conduct Academic and Administrative Audit In conformity with the conditions laid down by the NAAC The Principal was requested to arrange for such an audit

Besides these Dr Ray Chowdhury informed the members of the Teachers' Council that Smt Kalpana Dalapati, Member of the Governing Body of the College, Sri Madhusudan Chowdhury, Librarian the District Library, Smt Anamika Malik, member from among the guardians and Sri Tushar Mohish, member from the alumni have been inducted into the IQAC as external members.

[Handwritten Signature] 27.9.22

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2) Dr Ray Chowdhury informed the members of the Teachers' Council that the AQARs of the 2018-19, 2019-20 & 2020-21 sessions were successfully uploaded on to the NAAC portal, The AQAR of the 2017-18 have been uploaded on to the College website. She further informed that the IQAC will upload the AQAR of the 2021-22 session by 22.12.2022, Work in that direction has already started so that the process of uploading on to the NAAC portal may be complete by mid-November, 2022.

Dr Ray Chowdhury drew the attention of the members of the Teachers' Council that the room allotted for the IQAC is not adequately equipped with a computer and a printer. These are of minimum necessity in order to perform the various tasks of preparing and uploading the AQARs. The IQAC for the time being is compelled to use the computers and printers of the Commerce department. Hence, she requested the Principal to accord permission to use the computer facilities available in the room allotted to the Commerce department and the IQAC work will be resume in the IQAC room once computer facilities have been installed there. To this the Principal said that anyone is free to use computers and other facilities of any department to carry out official work.

Dr Ray Chowdhury informed the meeting that Prof Utsab Das has created a 'depository' for all Geo-tagged photographs which might be taken by various departments depicting their activities. Such a depository will be safeguarded by a password and Prof Das will operate that depository whenever the necessity arises.

Dr Ray Chowdhury further informed the meeting that work of refurbishing the College Website is underway. The Principal has assigned Prof Gaurab Das and Prof Utsab Das this responsibility, work is in progress.

Dr Ray Chowdhury thanked the members for the patient hearing. The meeting ended with thanks to the Chair.


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Date : 28.09.2022

Action Taken Report after the Meeting of IQAC held on

27.09.2022

- High speed internet has been upgraded and more areas of the college including the IQAC room
- The IQAC room has been provided with a computer and a printer
- Academic and Administrative Audit process has been initiated
- Teachers have been encouraged to attend seminars/workshops/conferences and take advantage of the financial assistance granted to them, although it falls short of the stipulated amount

Sgt 28.9.22

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Date : 02.01.2023

Ref. No. :

Notice

A meeting of the IQAC will be held on ...09.01.2023... at1.00 pm..... in the Principal's room to discuss the following agenda:

Agenda for the meeting:

- 1) ^{Suggestion for} Formulation of an Annual Budget (if possible in details, Department wise including office)(4.4.1.1)
- 2) Arrangements of various documents of the college needed to apply for funds
- 3) Initiate Green Audit
- 4) Introduction of Certificate/Add on programmes (1.2.2]
- 5) Encourage publications in Journals(as notified in UGC website) and books (3.2.1)
- 6) Signing of MoUs with other institutions(3.4.1)
- 7) Encourage in applying for grants for research (3.1.1)
- 8) Encourage more extension activities with students (3.3.1)
- 9) Increase the number of ICT enabled classroom and availability of necessary ICT tools (4.1.3)
- 10) Proposal for starting of competitive examination training (5.1.4)
- 11) Faculty training programme. (6.3.3)
- 12) Submission of all kinds of Reports for any programme to the IQAC
- 13) Submission of resolution of all the meeting of the Sub-committees every year.
- 14) Miscellaneous.

Arunima Ray (Chowdhury)
(Dr. Arunima Ray Chowdhury) 02.01.23

Coordinator, IQAC
Dr. Arunima Ray (Chowdhury)
Coordinator, IQAC
VIDYANAGAR COLLEGE
South 24 Parganas

Dr. Surja Prakash Agarwala
02.01.2023
(Dr. Surja Prakash Agarwala)

Principal
Principal
Vidyanagar College
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মিটিং রেজল্যুশন বই MEETING RESOLUTION B

মিটিং-এর ক্রমিক সংখ্যা / Serial No. of Meeting: ৩

মিটিং-এর তারিখ

মিটিং-এর স্থান / Venue of Meeting:

মিটিং-এর সময়

উপস্থিত সভ্যগণের নাম / Name of Member:	
১/১	গোপাল ৯.১.২৩ ১/৮ Pantha Pratim Sen ৯.১.২৩ ১৭
২/২	১০/১০ ১০/১০ Anannya Ray (Chair) ৯.১.২৩ ১৮
৩/৩	১১/১১ ১১/১১ Mijati Mojib (Secy) ৯.১.২৩ ১৯
৪/৪	১২/১২ ১২/১২ Samit Chatterjee ১২/১২ Kalpana Dalapati ২০
৫/৫	১৩/১৩ ১৩/১৩ ১৩/১৩ ২১
৬/৬	১৪/১৪ ১৪/১৪ ১৪/১৪ ২২
৭/৭	১৫/১৫ ১৫/১৫ A. Chakrabarti ৯.১.২৩ ২৩
৮/৮	১৬/১৬ ১৬/১৬ Dina Samanta ৯.১.২৩ ২৪

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Date : 09.01.2023

Meeting of the IQAC held on 09.01.2023

The meeting commenced with Dr. Surja Prakash Agarwala, Principal, in the Chair.

The coordinator of the IQAC, Dr. Arunima Ray(Chowdhury) initiated the meeting by welcoming two new members – Sri Subhajit Roy, Industrialist and Smt. Dina Samanta, Students' Representative. She presented the Action Taken Report based on the previous meeting held on 26.05.2022. She reported that the AQAR for the academic year 2021-22 has been accepted by the NAAC.

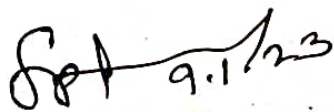
Item No. 1: The IQAC placed a suggestion before the Principal that an Annual Budget be formulated since there are sections in the AQAR which specifically ask an institution about the details of accounts and expenditures. For instance – under 4.1.4.1 and 4.4.1.1 the college is asked to provide data regarding 'details of budget allocation excluding salary' and 'details about assigned budget and expenditure on physical facilities and academic support facilities', respectively. Similarly under 6.4.2.1 we are asked to furnish 'annual statement of accounts' and under 6.4.3 we are asked about 'Institutional strategies for mobilization of funds'. Hence, it is imperative to formulate an annual budget at beginning of each financial year.

To this the Principal categorically mentioned that since the College is a non-profit organization it has no scope to formulate an annual budget. The College is not in a position to predict the number of students who will get admitted in the beginning of academic year. Besides, the fee which a student pays to get admitted initially gets deposited under the General Fund from where specific amounts get deposited into sixteen different accounts like development, library, laboratory, sports etc. Hence, it is impossible to formulate a budget based on uncertainty of funds which will be created in an academic year.

Item No. 2: Dr. Parthapratim Sen, member, pointed out that the College has to acquire/prepare the following documents in order to apply for funds:-

- Audited accounts
- IT returns
- UGC 2f & 12B
- University affiliation certificate
- College PAN
- TAN
- GST
- Society registration certificate
- Society memorandum of articles
- State government incorporation
- NAAC accreditation certificate
- NGO Darpan registration (can only be done after acquiring the above documents)

All the members agreed to this proposal. Sri Madhusudan Chowdhury, member, pointed out that the College required to get itself registered as a Society under the Society Registration Act at the very inception, that is when the College was founded in 1963. However, after the College attained


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affiliation from the University of Calcutta, the College is no longer a Society. Hence, the College no longer needs to procure the Society Registration Certificate.

Date : 09.01.2023

To this Dr Sen said that this point needs to get clarified by competent authority.

Item No. 3: Initiation of Green Audit. The IQAC members were informed by the Coordinator Dr Ray(Chowdhury) that the Governing Body of the College has already approved this and funds have been allocated for the purpose. The Governing Body of the college has authorized the Principal to allot Rupees 50,000/- to complete the task of Green Audit.

Sri Santanu Mondal, member, informed the IQAC that an agency named Vital Waste does solid waste collection and conducts Green Audit. Therefore, this agency may be approached for the purpose.

The IQAC urged him to take necessary steps in this aspect.

Item No. 4: Introduction of certificate/add on programmes during the year(1.2.2) —The Coordinator informed the IQAC that the College has already taken up plans to introduce short term courses/programmes for the students like web designing, button mushroom cultivation, apiary culture where a student will be awarded a certificate after completion of the course. Besides, certificate programmes on language courses, jewellery designing, First Aid Management, Beauty Care management, Creative Writing, Music etc may be introduced through tie ups with institutes which carry out such courses. She cited the example of Bhairab Ganguly College, which has introduced a course on Communicative English & Personality Development in collaboration with Grooming School of George Telegraph. Dr Ray(Chowdhury) requested Sri Subhojit Roy to deliberate on this issues and share his experience in this regard.

Sri Roy suggested that based on his experience of teaching in the B. Voc course in an affiliated College, students must be prepared for the employment market, that is to say they must be made employable. In order to do so it's not just enough to introduce these Add-on Courses, but the students must be motivated to take up these courses in addition to the conventional courses and this can be attained only through interactive sessions with the students and make them aware of the challenges that they would face when they enter the job market. Sri Roy insisted that tie ups with other professional institutions are necessary at this moment.

Item 5: Publication of Journals with ISSN. The Coordinator Dr. Ray(Chowdhury) suggested that the College must encourage publications in journals & books(as per provision 3.2 of the AQAR). The AQAR has a dedicated section(3.2) on Research Publications & Awards where it is asked

- Number of papers published per teacher in the Journals notified on UGC websites during the year(3.2.1)
- Number of research papers teacher in the Journals notified on UGC websites during the year(3.2.1.1)
- Number of books and chapters in edited volumes/books published and paper published in national/international conference proceedings per teacher during the year(3.2.2)
- Total number of books and chapters in edited volumes/book published and papers in national and international conference proceedings during the year(3.2.2.1).

Hence, the Research and Publication Sub Committee of the college must be made the primary initiator in this respect. Besides, initiative must be taken to publish a College Journal or Departmental Journals with ISSN code.

To this the Principal insisted that specific journals for each department should bring out separate journals with ISSN code.


9.1.23

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Sri. Madhusudan Chowdhury, member, suggested that the departments can opt for e-journals since the conditions are less complicated.

Hence it was resolved that every department of the College should try and bring out an e-journal, subjected to the approval of the Governing Body.

Item No. 6: Signing of MOUs with other institutions (3.4.1)- The College requires to enter into MOUs with other educational Institutions(colleges, universities & professional institutes) but also with the Industry. This will enable faculty and student exchange programmes, undertake research, field trips and hands on training, internships in various firms/industrial concerns.

The Principal in this regard suggested that various institutions may be approached and sign MoUs with them, subjected to the approval of the Governing Body. He suggested that Dr. A Ray (Chowdhury), Dr P Sen, Professor S Chattopadhyay and Professor G Das should take initiatives to sign up MoUs with other institutions.

The members also urged Sri Roy to assist us in this regard. Sri Roy assured every assistance in this regard.

Item No. 7: Encourage faculty members to apply for grants to undertake research (3.3.1) — The faculty members should explore for grants both from governmental as well as non-governmental agencies like AICTE, Tata Institute for Social Science. Registration into the NGO Darpan portal will open the opportunity for applying directly for funds from the various Ministries/departments/Organizations.

The Principal suggested that Teachers' Council must encourage teachers to approach various institutes and academic bodies for funding their research projects. He reminded the members that 10% of any grant received should be deposited to the College fund cover overhead costs of the College.

Item No. 8: The college must encourage more extension activities through participation in NSS, World Yoga Day, Environment Day etc and organize health camps at the nearby villages(3.3.1).

Professor Samit Chattopadhyay, member, informed the IQAC that the Department of Zoology of the College has already conducted studies which involved collection of data regarding certain physical attributes of the students. This coupled with the extension activities of the NSS will create a huge data base of the local population which in turn might help to undertake similar studies in future. This data may also be shared with concerned governmental bodies.

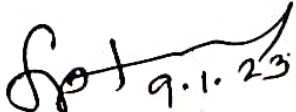
Item No. 9: It has become absolute necessary to increase the number of ICT enabled class rooms and make ICT tools available for both students and teachers(4.1.3). It may be noted that at present only 2 rooms are ICT enabled.

The Principal assured the members that this will be done very soon but needs approval of the Governing Body.

Item No. 10 The college should start training courses for competitive examinations, since college is asked to furnish the number of students benefiting from any such programmes conducted by the college under section 5.1.4. The college may introduce training programmes for WBCS,NET/SET and TET examinations by collaborating with training institutes.

The Principal while agreeing to the necessity of these programmes said that this will require approval of the Governing Body of the College.

Item No. 11 The college should from time to time conduct training programmes for the teaching as well as non-teaching staff of the College to handle the ever growing complexities of running an educational institution. The college is asked to furnish such data under section 6.3.3 of the AQAR. Dr Ray(Chowdhury) suggested that officials from the Directorate of Public Instructions may be invited to our College who would conduct training sessions for both the teaching and non teaching staff.


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Sri Madhusudan Chowdhury, member, suggested that the Government of West Bengal conducts such programmes under its Capacity Building Programmes. The College may avail those programmes too.

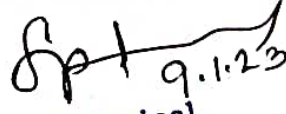
Item No. 12: The IQAC makes an earnest request to prepare and submit reports of any programme held in the college and organized by any department of the college.
The Principal assured the members that he will issue instructions so that this will be followed.

Item No 13: The IQAC also requests to submit resolutions of the meetings held by the BISAKHA, Anti-Ragging and Grievance Redressal Cell to the IQAC immediately after such meetings are held.
To this the Principal assured the IQAC that he will issue instructions to these Cells so that resolutions of their meetings are submitted to the IQAC as soon as they conduct such meetings.

Miscellaneous:

- Dr A Ray(Chowdhury) and Dr. Bibekananda Sau urged the members as well as the Principal to initiate the process of compiling students e-mails necessary for Students Satisfaction Survey which will be a very important aspect for NAAC accreditation.
- Smt. Dina Samanta suggested that let interested students be admitted to Add On certificate programmes initially. To this Dr Ray(Chowdhury) said that such programmes must be made available for all and everyone must be involved.
- Dr Ray (Chowdhury) referred to a Feedback Survey from the Teachers and made her observations: While most of the Teachers are favorably disposed to our College, there are certain areas where there is scope for improvement such as i) cleanliness of the campus ii) ICT support to teachers iii) library access iv) democratization in the administrative functioning. She urged the Principal to kindly take note of these issues. The Principal assured the members that actions in this regard will be initiated as soon as possible.

The meeting ended with thanks to the Chair.


Principal
Vidyanagar College
South 24 Parganas

VIDYANAGAR COLLEGE

(ACCREDITED BY NAAC AND GRADED 'B+')

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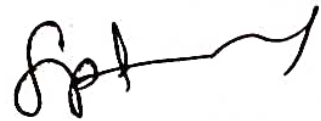
Ref. No. :

Date :

Action Taken Report after Meeting of IQAC held on 09.01.2023

The College has taken the following actions on the resolutions taken in the meeting:

- The College signed MoUs with a number of colleges. These MoUs will include academic collaborations involving student and faculty exchange programmes and sharing of 'Best Practices'
- The Department of Zoology has organized Students and Faculty Exchange programmes with City College, Kolkata
- Departments of Botany and Zoology have submitted comprehensive proposals on certificate/add on courses on Button Mushroom Cultivation and Apiary Culture. Besides, another proposal for an add on programme on Web Designing was also placed
- With regard to the Teachers' Feedback the Principal has taken the following actions:
 - 1)The Establishment Sub Committee has been directed to ensure the cleanliness of the campus. The Sub Committee members have urged the cleaning staff to ensure placement of more dustbins
 - 2)The Principal has assured that each department will be provided with laptops and projectors
 - 3)The Library Sub Committee has been directed to provide the user ID and Password of the INFLIBNET to all the teachers
 - 4)The Principal directed the convenors of all the Committees, Sub Committees and Cells to conduct meetings more frequently



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Ref. No. :

Date : 29.03.2023

1023

NOTICE

A meeting of the IQAC along with the Teachers' Council will be held in the Teachers' Staff Room on 04.04.2023 at 2.15 pm to discuss the following agenda:

- Energy Audit
- Green/Environmental Audit
- Acquiring ISO 9001-2015 certification of the College
- Miscellaneous

All faculty members and Sri Tushar Mahish from the College office are requested to be present.

Arunima Ray (Chowdhury)
(Dr. Arunima Ray [Chowdhury]) 29.3.23

Coordinator, IQAC

Dr. Arunima Ray (Chowdhury)

Coordinator, IQAC
VIDYANAGAR COLLEGE
South 24 Parganas

Surja Prakash Agarwala
(Dr. Surja Prakash Agarwala)

Principal

Principal
Vidyanagar College
South 24 Parganas

474 1023
Arunima 29/3/2023

MEETING RESOLUTION BOOK

কিঃ-এর স্মারক সংখ্যা / Serial No. of Meeting: ০৭

কিঃ-এর তারিখ / Date of Meeting: ০৭.০৪.২০২৩

কিঃ-এর স্থান / Venue of Meeting: 'Tara' Room

কিঃ-এর সময় / Time of Meeting: ২-১৬ পূঃ

উপস্থিত সভ্যসমূহের নাম / Name of Members Present

১/১	Sujit Kumar Das	১/৪	Dakshila Datta	০৭/০৪/২০২৩	Arina Malik
২/১	J. Anwarul Haq	০১/০৪/২০২৩	Sufiyan Bera	০১/০৪/২০২৩	Shoaib
০/১	S. K. Das	০৭/০৪/২০২৩	Samin Huda	০৭/০৪/২০২৩	Shoaib
৫/১	Dr. Samir	০৭/০৪/২০২৩	Subrata Das	০৭/০৪/২০২৩	Shoaib
০/১	Dr. Anwarul Haq	০৭/০৪/২০২৩	Soyan Dattapati	০৭/০৪/২০২৩	Shoaib
০/১	Kamal Kanti Biswas	০৭/০৪/২০২৩	Saidur Rahman	০৭/০৪/২০২৩	Shoaib
১/১	Anjan Kumar Ray	০৭/০৪/২০২৩	Soumi Haldia	০৭/০৪/২০২৩	Shoaib
১/১	Anjan Kumar Ray	০৭/০৪/২০২৩	Meghna Bera	০৭/০৪/২০২৩	Shoaib

ক্রমিক Serial No.	রেজলুশন / RESOLUTIONS ADOPTED
১	Subrata Das - ০৭.০৪.২০২৩
২	Saidur Rahman - ০৭.০৪.২০২৩
২৭	A. Charakanti - ০৭.০৪.২০২৩
২৮	Ananya Patra (Dawaja) ০৭.০৪.২০২৩
২৯	Sujit Kumar Das ০৭/০৪/২০২৩
৩০	Subrata Das ০৭/০৪/২০২৩
৩১	Pranab Paul ০৭.০৪.২০২৩
৩২	Micheli Kanti ০৭/০৪/২০২৩
৩৩	Subrata Das ০৭/০৪/২০২৩
৩৪	Riyam Biswas ০৭/০৪/২০২৩
৩৫	Rakhi Jana ০৭/০৪/২০২৩
৩৬	Jana Biswas ০৭/০৪/২০২৩
৩৭	Honoria Hossain ০৭/০৪/২০২৩
৩৮	Subrata Das ০৭/০৪/২০২৩
৩৯	Ananya Patra ০৭/০৪/২০২৩
৪০	Anil Kumar Das ০৭/০৪/২০২৩
৪১	Sudipta Patra ০৭/০৪/২০২৩
৪২	Arghya Chatterjee ০৭/০৪/২০২৩
৪৩	Ananya Patra ০৭/০৪/২০২৩
৪৪	Sujit Kumar Das ০৭/০৪/২০২৩
৪৫	Soumi Haldia ০৭/০৪/২০২৩
৪৬	Soumi Haldia ০৭/০৪/২০২৩
৪৭	Subrata Das ০৭/০৪/২০২৩
৪৮	Soumi Haldia ০৭/০৪/২০২৩
৪৯	Soumi Haldia ০৭/০৪/২০২৩



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Ref. No. :

Date : 04.04.2023

Meeting of the IQAC held on 04.04.2023

The meeting commenced with Dr S P Agarwala, Principal of the College officiating as the Chairman.

The meeting was initiated by Dr. Arunima Ray(Chowdhury), Coordinator of the IQAC of the College. She pointed out that as per the Criterion 7 of the AQAR it has become absolutely necessary to initiate the following programmes for quality enhancement of the College:

- Green/Environmental Audit
- Energy Audit
- Acquiring ISO 9001-215 certification for the College

Besides NIRF, which has been meticulously and painstakingly completed by Dr. Bebekananda Sau each year, these are to be included as significant Quality Initiatives which are to be taken by the College.

The Principal pointed out that NEW EDUCATION POLICY(NEP) will be introduced from the coming academic year, ie 2023-24. He elaborated about the nuances of the NEP which will have a four year graduation degree course and students will be awarded certificates/diplomas/degrees after each academic year depending on the time spend by a student in this full four year duration. Along with this, he said, the Government of West Bengal is insisting upon NAAC accreditation for all the Colleges. Hence, we must attach top priority to accreditation by NAAC. He reminded the teachers and staff present in the meeting that since our College students do not produce good academic results we must explore other avenues through which we can enhance our score. These are

- Entering into Memorandum of Understanding(MoU) with various colleges and institutions and conduct students and faculty exchange programmes
- Introducing 'Add-On Certificate' programmes by different departments

The members present in the meeting were informed by the Principal that the College will be signing MoUs with a number Colleges in the coming weeks time. Necessary drafting of clauses are complete and stamp papers have been procured.

The Principal as well as the Coordinator of the IQAC informed the members present in the meeting that the Department of Zoology is already conducting two add-on certificate courses -Bee Keeping and Vermicompost Culture — quite successfully. All the other departments are requested to explore and initiate add-on certificate courses as soon as possible.

With regard to Energy/Environmental Audit, it was observed that the College already has installed Solar panels and produce surplus electricity which is returned to the grid. In addition to this it was felt that we need to have effective solid and electronic waste management measures.

The Principal insisted on getting our College ISO certified. He informed the members present in the meeting that he has had consulted the Principal of Haldia Government College who has suggested the name of an agency which would get our College a basic


4.4.23

Principal
Vidyanagar College



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Ref. No. :

Date : 04.04.2023

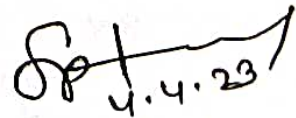
ISO certificate at a cost of about Rs8000/- +GST. He sought the permission from the members present to go ahead with the task of getting this certificate, which all the members agreed unanimously.

DR Ray(Chowdhury) reminded the members that the AQAR for the academic year 2022-23 will end on 31.05.2023, hence she urged the members who are responsible for the different Criteria of the AQAR to take initiatives to do the following:

- Conduct Internal Tests other than the University Internal Tests. For this we may start with the students of the Honours courses. Records of these tests should be maintained which include attendance sheets of students, answer scripts and students' performance sheets must be kept in the departmental profile (both soft and hard copies)
- Academic Calendar of the College. Prof. Gaurab Das has been assigned the responsibility to prepare it
- Yearly Academic Calendar of the College stating the tentative dates for class tests, practical tests, excursions
- Certificates must be awarded to the students of each department who undertake project work and/or field work
- Immediate conversion of classrooms into ICT enabled ones
- Improve the student-computer ratio as per NAAC guidelines
- To introduce a system of feedback from the students, teachers, alumni and most importantly from employers. With regard to feedback from employers it was noted that various firms or establishments will be approached where our students are employed

The Principal requested all the teachers and staff members to extend their full cooperation to successfully complete the process of accreditation by NAAC.

The meeting ended with thanks to the Chair


4.4.23

Principal
Vidyanagar College
South 24 Parganas



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Ref. No. :

Date : 04.04.2023

Action Taken Report after the Meeting of IQAC held on 04.04.2023

The College has taken the following actions on the resolutions taken in the meeting:

- Most of the Departments of the College have started the process of class tests/assessments
- Academic Calendar the session 2022-23 has been complete has been prepared
- More than twnty Value-Added Certificate courses have been completed
- Number of MoUs have been signed with various institutions
- Feedback from the stakeholders have been collected, analyzed and actions on that has been taken to a considerable extent

Sp 4.4.23

Principal
Vidyanagar College
South 24 Parganas



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Ref. No. :

Date : 11.05.2023

NOTICE

A meeting of the IQAC will be held on 19.05.2023 at 11.30am in the office of the Principal to discuss the following agenda:

1. To encourage students to participate in extension activities conducted in collaboration with industry, community and NGOs, SSR 3.4.4.1
2. To initiate career counselling and guidance for competitive examination, SSR 5.1.3
3. To initiate the process of timely redressal of student grievances including sexual harassment and ragging cases, SSR 5.1.4
4. To create a proforma for Annual Self Appraisal Form for Teaching and Non-Teaching Staff, SSR 6.3.1
5. Building of disabled friendly washrooms SSR 7.1.2
6. Miscellaneous

Arunima Ray (Chowdhury)
Dr. Arunima Ray (Chowdhury) 11.5.23

(Coordinator, IQAC)

Dr. Arunima Ray (Chowdhury)
Coordinator, IQAC
VIDYANAGAR COLLEGE
South 24 Parganas

Dr. Surja Prakash Agarwala
11.5.23
Dr. Surja Prakash Agarwala
(Principal)

Principal
Vidyanagar College
South 24 Parganas



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Ref. No. :

Date : 19.05.2023

মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

মিটিং-এর ক্রমিক সংখ্যা / Serial No. of Meeting: 4

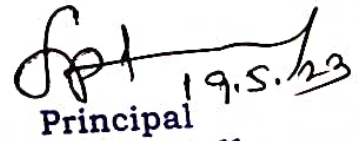
মিটিং-এর তারিখ / Date of Meeting: 19.05.2023

মিটিং-এর স্থান / Venue of Meeting:

মিটিং-এর সময় / Time of Meeting: 11.30 am

উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১	19.5.23	৯/৯	Gourab Das	১৭/১৭	Argun Kr. Das
২/২	Kalpana Dalapati	১০/১০	Sudipta Patra	১৮/১৮	Rina Samanta
৩/৩	Animesha Roy (C.E.O.)	১১/১১	Subrata Das	১৯/১৯	Gopar Biswas
৪/৪	19.05.2023	১২/১২	19.05.2023	২০/২০	Sandip Kumar Das
৫/৫	19.05.23	১৩/১৩	Tulsi Kanti Halder	২১/২১	Arpan Koul
৬/৬	Ananya Lakshmi (Ananya)	১৪/১৪	Sandip Choudhury	২২/২২	
৭/৭	Anjana Kundu	১৫/১৫	19.5.23	২৩/২৩	
৮/৮	Karnal Kanti Biswas	১৬/১৬	Sumit Chattopadhyay	২৪/২৪	


Principal

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South 24 Parganas



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Ref. No. :

Date : 19.05.2023

Meeting of the IQAC held on 19.05.2023

The meeting commenced with Dr. Surja Prakash Agarwala, Principal, in the Chair.

The meeting was initiated by Dr. Arunima Ray Chowdhury, Coordinator, IQAC. She at the very outset pointed out that since our Principal wants NAAC accreditation for the College at the earliest, we need to fulfil the various requirements of the seven different Criteria laid down by NAAC. She further reminded the members that we have set ourselves 30th June 2023 as the deadline for submission of IQA. Hence all the activities should be completed within this period.

Dr Ray Chowdhury mentioned about the successful completion of the **Mentoring Workshop on NAAC Accreditation** held in our College on 17.05.2023. She pointed out that we all have benefitted from the programme and requested the Principal to organize such programmes in near future.

Agenda I : To encourage students to participate in extension activities in collaboration with industry, community and NGOs(SSR 3.4.4).

Dr Ray Chowdhury in this regard pointed out that the College needs to conduct extension activities in addition to what have been performed by the NSS unit of the College. She reminded the members that though the NSS unit has been doing extension activities, the NAAC expects the College to perform such activities on their own involving more or less every student.

Prof Gaurab Das in this regard suggested that each department can take up the following activities:

- Our girl students can visit the nearby girl school and counsel their students on health and hygiene
- Conduct blood donation camps since summer is on
- The Zoology Department can conduct Blood Grouping camps with the help of certified doctors
- The English department can carry out short term communicative English classes for the neighborhood school going students

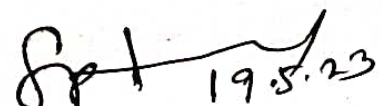
Dr Agarwala insisted that forty such extension activities must be completed in the month of June.

Dr Ray Chowdhury reminded that the College can organize World Environment Day on 5th June this year, as was done in the previous year. She pointed out that such a programme must involve people of the neighbouring areas.

Dr Ray Chowdhury, in this context mentioned that Value Added/Add On Certificate Courses will commence very soon. Some of the departments have already initiated the process of starting these courses.

Agenda II: To initiate career counselling & guidance for competitive examinations(SSR 5.1.3)

Prof Sahidur Rahman Lasker informed the members that the College had organized a programme with the Budge Budge Employment Exchange during the week long observation of 'Students' Week'(2nd to 7th January, 2023). All the participating students have received their certificates.


Principal



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It was also noted that a career coaching institute, RICE, conducted a counselling session with our students on 12.05.2023.

Dr Ray Chowdhury pointed out that while conducting any career counselling programmes records of the following must be maintained:

- Circular and brochures of the programmes
- Details of the resource persons
- Number of students registered
- Semester wise students' attendance
- Details of Certificates

Dr Agarwala informed the members that Behala College and Umesh Chandra College have agreed to share the links through which they conduct career counselling of students, with us. Moreover, Behala College authorities have approached him with a proposal to train our students in drone operations.

Prof Gaurab Das informed the members that a career counselling programme on Company Secretaryship and Bombay Stock Exchange operation have been planned.

Dr. Ray Chowdhury spelled out the benchmark for this Criteria and hoped that our College would fair considerably in this area.

Agenda III: To initiate the timely redressal of students' grievances including sexual harassment and ragging cases.

Dr Ray Chowdhury advised the members to look up to the 'Standard Official Procedure'(SOP) provided by NAAC. This would require us:

- To put up the relevant guidelines onto the College website.
- To build a transparent mechanism whereby students will be aware of the members of the above mentioned cells, their functions and the procedures to approach the cells
- To provide online and offline proforma must be made available to the students
- To maintain proof of Constitution of these cells
- To maintain minutes and action taken reports of the meetings held from time to time
- To circulate web links to the students

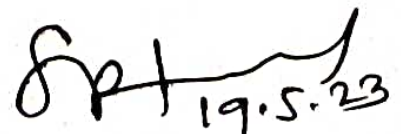
All these are essential for ICGPA which ultimately become necessary during the DVV process.

All the members felt that all the sub committees must maintain documentation and make them available whenever required during the process of preparing the SSR.

Prof Samir Ghosh pointed out that the government appointed NAAC mentors have suggested that rooms should be allotted for these cells.

Agenda IV: To create proforma for Annual Self Appraisal form for teaching and non-teaching staff(SSR 6.3.1).

Dr Parthapratim Sen is given the responsibility to prepare and distribute such proforma among the Staff of the College.


19.5.23

Principal



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Ref. No. :

Date : 19.05.2023

Dr Sen suggested that while it would be easy for the teachers to maintain a self appraisal report, the non teaching staff would have to meet the Principal who in turn would seek report of their performance.

Agenda VI: Building of disabled friendly washrooms (SSR 7.1.2).

Sri Santanu Mondal is given the responsibility to chalk out a design for such washrooms.

Prof Arpan Roy suggested that the toilets near the eastern boundary wall of the College be modified and convert them into washrooms for people with special needs.

Dr Ray Chowdhury pointed out that such washrooms must conform to the guidelines and standards set by Divyagyan policy, namely tactile road, railings, space for wheel chair manoeuvrability etc.

Miscellaneous:

a. Dr Ray Chowdhury referred to the Criterion IV where she pointed out that this Criterion is crucial since we have to have ICT complying classrooms, maintain expenditure data excluding salary, create smart classrooms, maintain bills which will have to be uploaded while preparing AQAR and SSR, maintain library – data etc. Moreover, the College needs to improve the student-computer ratio, the current ratio being 5:1.

The Principal assured that members that more computers will be acquired soon, however there is paucity of space for that many computer.

Prof Samit Chattopadhyay suggested that a server terminal be installed along with monitors which will be cost effective and will solve the problem of space to a large extent.

Prof Arpan Roy pointed out that the speed of the internet should be improved since it becomes unstable after a period of time. He also suggested that the College website should be overhauled immediately. To this the Principal assured the members that work is going on.

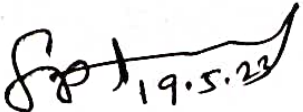
b. Dr Ray Chowdhury pointed out that the IQAC must regularly review the results of the students after each university examination. She requested Sri Tushar Mohish to present the results of the semester 5 students. Sri Mohish stated the following:

Total Students Appeared –	903
Total Students Qualified/Passed -	367
Number of Students with CGPA 7 -	70
Number of students with CGPA 6 -	133
Number of students with CGPA 4&5 –	161

c. Prof Gaurab Das suggested that publication of the College magazine, the Prospectus and an Academic Calendar should be completed immediately. It was also noted that there is no representation from the department of English Language and Literature in the Magazine sub committee. This should be rectified immediately.

d. Dr Ray Chowdhury brought the attention of the members present to a report of the students' feedback received. The analysis of the feedback shows that there is necessity for the improvement in cleanliness of the washrooms meant for the students. It is resolved that the Establishment Sub Committee would ensure regular cleaning of the washrooms. She emphasized on the need of a format for Feedback which will be compatible with the online as well as with the offline mode

The meeting ended with thanks to the Chair.


Principal
Vidyanagar College



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Ref. No. :

Date : 19.05.2023

ACTION TAKEN REPORT ON THE MEETING OF THE IQAC HELD ON 19.05.2023

The meeting deliberated on the following issues:

- To encourage students to participate in extension activities
- To initiate the commencement of Value Added/Add on Certificate Courses
- To initiate career counselling & guidance
- To initiate the timely redressal of students' grievances
- To create proforma for Annual Self Appraisal form for teaching and non-teaching staff
- Building of disabled friendly washrooms

Action Taken:

- Students have participated in many extension activities. They have distributed saplings in the locality and in the nearby schools
- Value Added/Add on Certificate Courses on Apiculture, Vermiculture, Yoga have started
- World Environment Day was celebrated on 5th June
- Students of the Department of Commerce visited the Bombay Stock Exchange Institute on 29.05.2023 for a programme on Financial Awareness
- A career awareness programme was organized on 14.11.2023 by the Department of Commerce in collaboration with the IQAC and The Institute of Company Secretaries of India
- Anti-Ragging guidelines have been uploaded on to the college website
- Self Appraisal proforma have been distributed among the teachers and the non teaching staff
- Constructions of washrooms for differently abled persons are complete
- As assured by the Principal orders for computers have been placed
- Printing of Prospectus and Academic Calender are in the process
- As suggested by the IQAC, the Establishment Sub Committee has ensured that regular cleaning of the students' washrooms are done properly

Principal
Vidyanagar College
South 24 Parganas