

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 16.07.2018 at 12.00 noon in the IQAC Room of the VJRC.

Agenda 1: To confirm the resolution of the last meeting of IQAC held on 14.05.2018

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: To consider the names of teachers for attending the Refreshers and Orientation Programme.

Resolution: The teachers should take part in programmes that improve their quality of self-reliance and to discover the confidence of themselves through continuous upgradation. Teachers should be well aware with the recent academic, administrative, research and extension activities of the university. The committee has decided to forward the application of Dr. Palashpriya Hadler for attending the Orientation Programme and Dr. Prasenjit Das and Dr. Mrinal Birbanshi to attend the Short Term Course.

Agenda 3: To consider the application of departments to organize seminars at National and International Level.

Resolution: Seminars encourage teachers to know and discuss about the advanced techniques. The house is encouraging different departments to organize seminars, according to their prior applications.

Agenda 4: To consider a proposal to organize a workshop on Massive Online Open Course (MOOC)

Resolution: With addition to the traditional classroom teaching with chalk-talk and different computer assistive presentations (powerpoint and documents) the house finds interest in online interactive courses. The interactions may be among students, professors etc. The house resolved that IQAC team would organize a workshop as a part of Faculty Development Programme on Massive Online Open Course (MOOC) in Vijaygarh Jyotish Ray College in collaboration with EMMRC, Kolkata.

Agenda 5: To consider encouragement of the faculties by faculty development programme to use ICT in teaching and learning.

Resolution: House feels that the teachers should improve their Information and communications technology (ICT) skills with proper guidance and proper training. The IQAC will organize special seminar and hands-on training to teachers for ICT based teaching and learning.

Agenda 6: To consider the organization of invited lectures by senior and experienced faculty from different colleges and universities.

Resolution: The house feels that the students (both advanced and slow learners) should be given exposure to external faculties of different colleges and universities to bring diversity/variation in teaching and learning.

Agenda 6: Any other item with the permission of Chair.

Compliance of the last meeting of IQAC held on 14.05.2018:

- Students participated in the Science fair, 2018 (13th -14th Sept) organized by Youth Welfare Department. W.B. Govt. They won 3rd position in the district level competition.
- Few Students participated in the National Seminar in Lady Brabourne College (31st July, 2018) and in International Seminar in Acharya Prafulla Chandra College (6th - 7th August, 2018). In this international Seminar, one of our students stood 2nd in Poster competition.
- Two of our students stood 1st and 2nd, in the Classical Dance and Recitation events in the Cultural Competition organized by K.K.Das College (11th April, 2019).
- Our Student team won 2nd position in the intercollege football competition organized by Netaji Nagar Day College .
- College students (NSS and NCC team) organized few programmes during this session which includes, Celebration of Independence Day, Mass Awareness Rally, Swachh Bharat Abhijan, Celebration of the Birthday of Mahatma Gandhi and Netaji Subhas Chandra Bose, Celebration of Republic Day, Candle march in commemoration of Pulwama Attack on soldier, Commemoration of International Mother Language Day, Science Day Celebration, Observation of Hearing Day.

The meeting ended with a vote of Thanks to the Chairperson.

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 15 .11.2018 at 2.00 pm in the IQAC Room of the VJRC

1: *To confirm the resolution of the last meeting of IQAC held on 16.07.2018*

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: *To consider the Academic and Administrative Audit (AAA).*

Resolution: The house has decided to go for Academic and Administrative Audit by some excellences.

3: *To consider the framework of Gender Audit (GA).*

Resolution: IQAC had decided to go for Gender Audit and for this a frame-work may be developed.

4: *To consider the framework of Students feedback.*

Resolution: It is essential to take feedback on learning experience and institutional experiences from the students. IQAC members have decided to process the online feedback system for students to give feedback to the learning experience in college.

5: *To consider the framework of Students Satisfaction Survey (SSS)*

Resolution: The student satisfaction Survey helps to understand the education services provided to the students. The IQAC members of VJRC have decided to perform a survey template (hard copy) consisting of multiple questions about different aspects of the institution that will help the administrator to identify the understand the students need.

6: *To consider the establishment of Science Innovation Centre.*

Resolution: To create scientific tempering among students not only for the students of the science department but also the students of social science dept., a Science Innovation Centre may be developed in collaboration and academic support of Science Association of Bengal (comprising of Senior, experienced Scientist and Professors). IQAC feels that it will definitely promote the innovative ideas and scientific temperament of the students which will be directly or indirectly beneficial for the communities.

7: *To consider the commemoration of International Mother Language Day at VJRC.*

Resolution: The IQAC feels the importance of the programme to promote the awareness of linguistic and cultural diversity in the students of VJRC. The programme details along with the schedule was designed in this meeting.

8: *To consider the introduction of different Value-added courses for the students*

Resolution: The chairper and Dr. Arnab Banerjee (member) proposed that some value-added courses may be introduced for the students from this session. The chairper proposed that Advanced Teachers Training Certificate Course and a certificate course on Financial Accounting may be Introduced for all students (specially for B.A. general and Commerce students). Dr. Banerjee Proposed that 3- Diploma Courses (*viz Film Making, Hospitality Management and Health Care*) may be introduced under skill development programme (under U.G.C). The house decided to make provisions and do the needful for this courses.

Agenda 9: Any other item with the permission of Chair.

Compliance of the last meeting of IQAC held on 16.07.2018:

- Different dept. of VJRC has organized seminars at National and International Level. Department of Journalism and Mass Communication has organized 3 National Level (on 01.10.2018, 28.02.2019 and 01.03.2019) Seminars and 3 state level seminars (19.08.18, 24.08.2018 and 08.09.2018), Department of Zoology has organized one National Level Seminar (15.03.2019), Department of Microbiology has organized a State Level Seminar (07.05.2019) and Department of Economics has organized one National Level Seminar (25.03.2019).
- Teachers, Dr. Palashpriya Hadler (Orientation Programme), Dr. Prasenjit Das (Short Term Course),

Dr. Mrinal Birbanshi (Short Term Course), Soma Majumder (3-days Workshop) were allowed to go for different Faculty Development Programmes.

- Workshop on MOOC was organized by VJRC and it has become a chapter on MOOC.
- Workshops on the Application of ICT in teaching-learning systems would be organized in the month of February and later on (before the commencement of this session June, 2019).
- Different departments had organized special lectures (institution level) session and the details of the lectures are given below:
 - Economics (on Scope of Economics in the job market by Mr. Kajol Roy),
 - Education (Challenges of Education: Future priorities by Dr. Dulal Mukhopadhyay),
 - Bengali (Bangla Lok Sanskriti, Lok Sangeet by Dr. Milan Kanto Biswas),
 - Political Science (on The Issues of Human Rights and the Role of State by Dr. Bijoy Kr. Das),
 - Physiology (Teenage Girls: Nutritional Problem and Contemporary India, by Dr. Soma Basu),
 - Botany (Biodiversity and Conservation: Our Present and future sustenance by Dr. N. D. Paria),
 - History (Prospective of Studying History, Mr. Jayanta Chakraborty),
 - Microbiology (Exploring the facets and opportunities in the field of Microbiology by Prof. Ambika Chandra Banerjee and Dr. Aditi Nag Chowdhuri),
 - Journalism and Mass Communication (Paid news and Fake News by Mr. Pabitra Sarkar, on Visual Literacy by Dr. Sanjay Mukhopadhaya and on News- Mini and concept by Mr. Sujay Dhar),
 - English (on Tragedy: Origin and Evolution by Piyas Chakraborty),
 - Zoology (on Down's Syndrome by Dr. Sujay Ghosh),
 - Physics (on The Invisible Universe by Dr. Manas Pratim Ghosh).

The meeting ended with a vote of Thanks to the Chairperson

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 15.02.2019 at 3.00 pm in the IQAC Room of the VJRC

1: *To confirm the resolution of the last meeting of IQAC held on 15.11.2018*

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: *To consider the structure of Academic and Administrative Audit (AAA).*

Resolution: As for the excellence in Higher Education and the college, the Academic and Administrative Audit (AAA) are very essential, the IQAC of VJRC have come to a decision that now they are ready to execute the Academic and Administrative Audit. It is proposed by the house that since there is no formal Cell or organization under the affiliating University, the audit may be executed by Principals of different colleges. As per suggestion of the chairperson, the house decided to invite, Dr. Ramkrishna Chakraborty (Principal, K. K. Das College), Dr. Tilak Chatterjee (Principal, Bankim Sardar College) and Dr. Sasabindu Jana (Principal, Raidighi College).

3: *To consider the final framework of Gender Audit (GA).*

Resolution: An organisation needs to identify and understand gender patterns through its Gender Audit. It helps to assess the impact of organisational performance and its management on gender equality. The framework has been finalized by the IQAC members.

4: *To consider the proposal for the celebration of National Science Day*

Resolution: 28th February is celebrated as National Science Day (NSD) in India to commemorate the discovery of the 'Raman Effect', which led to Sir C.V. Raman winning the Nobel Prize. IQAC has considered the proposal to celebrate National Science Day to celebrate to inculcate scientific awareness in our students. IQAC decided the design of the programme for the celebration of the same. As per proposal of the chairperson, this programme may be organized in collaboration with Science Association of Bengal, also a model competition and facilitation of different contributors in the field of science.

Compliance of the last meeting of IQAC held on 15.11.2018

- Academic Audit and Administrative Audit, Gender Audit, Students Feedback, Students Satisfaction Survey are continuously going on.
- Steps has been taken and a linkage has been developed with Science Association of Bengal to start activities of Innovation Centre
- Three Value-Added Course viz. Hospitality Management, on Film Making, Health Care will be introduced within this academic session (by June, 2019).

The meeting ended with a vote of Thanks to the Chairperson

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 28.03.2019 at 1.00 pm in the IQAC Room of the VJRC

1: *To confirm the resolution of the last meeting of IQAC held on 15.02.2019*

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: *To consider the framework of Online feedback system*

Resolution: The IQAC decided to contact the third party to design the final format along with a deadline for the online feedback submission. The criterion and questionnaire have already been provided by IQAC.

2: *To consider the framework of Teachers Diary*

Resolution: The IQAC has come to a decision to maintain a teachers diary for the regular filling of the classes, attendances etc by the teachers. IQAC has finalized the design for the online filling of the diary along with the topics at the meeting.

3: *To consider the application for promotion of teaching faculties Under Career Advancement Scheme*

Resolution: The IQAC feels that the promotion of the faculty is very much essential for the encouragement of the faculties. IQAC have decided to consider the application of Dr. Samiparna

Rakshit (Stage-1) and requested her to submit all the relevant documents to submit to the IQAC for her promotion to stage 2.

4: *To consider the problems regarding execution of student satisfaction survey.*

Resolution: IQAC coordinators reports that due to upcoming General Election 2019, it is very difficult to organize email address of all the students. So, it is resolved that for this session Students Satisfaction Survey may be obtained.

Compliance of the last meeting of IQAC held on 15.02.2019:

- Dr. Ramkrishna Chakraborty (Principal, K. K. Das College), Dr. Tilak Chatterjee (Principal, Bankim Sardar College) and Dr. Manas Kr Baidya (Principal, Malda College) were invited for the Academic Audit and the Audit was done with the suggestion of these resource person.
- Gender audit was performed by providing students a questionnaire (framed on the IQAC meeting) during the 23rd April, 2019 to 15th May, 2019. The analysis of Gender audit reflects different issues like: their ranking of problems related to gender issues, social norms and customs influencing gender equality, family background etc.
- National Science Day was celebrated for three days. The Programme was inaugurated on 28.02.2019 followed by the Poster and Model Competition and one National Seminar was organized on 01.03.2019 on "Science and Awareness for a Sustainable Society". Award ceremony was organized on 02.03.2019 to distribute prizes to 1st, 2nd and 3rd position holder of different events.

The meeting ended with a vote of Thanks to the Chairperson.

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 15.05.2019 at 2.00 pm in the IQAC Room of the VJRC

1: *To confirm the resolution of the last meeting of IQAC held on 28.03.2019*

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: *To consider the preparation of the reports of all cell and committee.*

Resolution: IQAC has requested the convener of Promotion and Fixation Cell, Antiragging Cell, Competence Building Cell, Grievance Redressal Cell, Counselling Cell, Health and Students Welfare Cell, Placement Cell, Service Book and Service File Cell, SC/ST Cell, Women Cell, Disciplinary Cell, Research and Guidance Cell and Information and Public Relation Cell to prepare their annual report of this session.

3: *To consider the preparation of AQAR 2018-19*

Resolution: IQAC feels that the promotion of quality in different stakeholders should be followed by the rules and regulations of NAAC in systematic way. For this purpose regular submission of AQAR is very important. The house has decided to collect all the data of different criteria of this session (2018-2019) and for data collection the responsibility has been distributed to the conveners of different cells.

Agenda 4: To consider to design a Teachers' Diary maintained for teachers in daily basis

Resolution: IQAC finalized to design a Teacher's Diary (a software made and maintained by a third-party) so that it would be easier for a teacher to maintain the daily records on a regular way. The college will remain closed for the General Election (17th Lok Sabha) at West Bengal. So IQAC has requested teachers to maintain the existing teachers diary, offline.

Agenda 5: To consider to maintain the Students Feedback System offline.

Resolution: Election commission has made a strong room at college and for that the college will be closed for a long period. In this critical situation it won't be possible to maintain the Students Feedback System online. IQAC has decided to maintain the Students Feedback System offline for this session.

Agenda 6: To consider the approval of feedback, Gender Audit and Students Satisfaction Survey Analysis.

Resolution: The house approves the analysis of these three audits and resolved that these will be uploaded in the institutional website.

Compliance of the last meeting of IQAC held on 28.03.2019

- The final framework for the online feedback was provided to the 3rd party company. The company is instructed to assign each registered student to fill the form against each teacher of the concerned department who has taught them directly and also for the institution. The company was also instructed to make final feedback form for parents.
- Promotion by Career Advancement Scheme (CAS) was done for the faculty who has applied.
- Students Satisfaction Survey was done and maintained offline in our institution.

The meeting ended with a vote of Thanks to the Chairperson.

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 16.07.2018 at 12.00 noon in the IQAC Room of the VJRC.

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Resolution: The teachers should take part in programmes that improve their quality of self-reliance and to discover the confidence of themselves through continuous upgradation. Teachers should be well aware with the recent academic, administrative, research and extension activities of the university. The committee has decided to forward the application of Dr. Palashpriya Hadler for attending the Orientation Programme and Dr. Prasenjit Das and Dr. Mrinal Birbanshi to attend the Short Term Course.

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Resolution: Seminars encourage teachers to know and discuss about the advanced techniques. The house is encouraging different departments to organize seminars, according to their prior applications.

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Resolution: The house has decided to go for Academic and Administrative Audit by some excellences.

3: *To consider the framework of Gender Audit (GA).*

Resolution: IQAC had decided to go for Gender Audit and for this a frame-work may be developed.

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 - History (Prospective of Studying History, Mr. Jayanta Chakraborty),
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 - English (on Tragedy: Origin and Evolution by Piyas Chakraborty),
 - Zoology (on Down's Syndrome by Dr. Sujay Ghosh),
 - Physics (on The Invisible Universe by Dr. Manas Pratim Ghosh).

The meeting ended with a vote of Thanks to the Chairperson

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 15.02.2019 at 3.00 pm in the IQAC Room of the VJRC

1: *To confirm the resolution of the last meeting of IQAC held on 15.11.2018*

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: *To consider the structure of Academic and Administrative Audit (AAA).*

Resolution: As for the excellence in Higher Education and the college, the Academic and Administrative Audit (AAA) are very essential, the IQAC of VJRC have come to a decision that now they are ready to execute the Academic and Administrative Audit. It is proposed by the house that since there is no formal Cell or organization under the affiliating University, the audit may be executed by Principals of different colleges. As per suggestion of the chairperson, the house decided to invite, Dr. Ramkrishna Chakraborty (Principal, K. K. Das College), Dr. Tilak Chatterjee (Principal, Bankim Sardar College) and Dr. Sasabindu Jana (Principal, Raidighi College).

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Resolution: An organisation needs to identify and understand gender patterns through its Gender Audit. It helps to assess the impact of organisational performance and its management on gender equality. The framework has been finalized by the IQAC members.

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Compliance of the last meeting of IQAC held on 15.11.2018

- Academic Audit and Administrative Audit, Gender Audit, Students Feedback, Students Satisfaction Survey are continuously going on.
- Steps has been taken and a linkage has been developed with Science Association of Bengal to start activities of Innovation Centre
- Three Value-Added Course viz. Hospitality Management, on Film Making, Health Care will be introduced within this academic session (by June, 2019).

The meeting ended with a vote of Thanks to the Chairperson

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 28.03.2019 at 1.00 pm in the IQAC Room of the VJRC

1: *To confirm the resolution of the last meeting of IQAC held on 15.02.2019*

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: *To consider the framework of Online feedback system*

Resolution: The IQAC decided to contact the third party to design the final format along with a deadline for the online feedback submission. The criterion and questionnaire have already been provided by IQAC.

2: *To consider the framework of Teachers Diary*

Resolution: The IQAC has come to a decision to maintain a teachers diary for the regular filling of the classes, attendances etc by the teachers. IQAC has finalized the design for the online filling of the diary along with the topics at the meeting.

3: *To consider the application for promotion of teaching faculties Under Career Advancement Scheme*

Resolution: The IQAC feels that the promotion of the faculty is very much essential for the encouragement of the faculties. IQAC have decided to consider the application of Dr. Samiparna

Rakshit (Stage-1) and requested her to submit all the relevant documents to submit to the IQAC for her promotion to stage 2.

4: *To consider the problems regarding execution of student satisfaction survey.*

Resolution: IQAC coordinators reports that due to upcoming General Election 2019, it is very difficult to organize email address of all the students. So, it is resolved that for this session Students Satisfaction Survey may be obtained.

Compliance of the last meeting of IQAC held on 15.02.2019:

- Dr. Ramkrishna Chakraborty (Principal, K. K. Das College), Dr. Tilak Chatterjee (Principal, Bankim Sardar College) and Dr. Manas Kr Baidya (Principal, Malda College) were invited for the Academic Audit and the Audit was done with the suggestion of these resource person.
- Gender audit was performed by providing students a questionnaire (framed on the IQAC meeting) during the 23rd April, 2019 to 15th May, 2019. The analysis of Gender audit reflects different issues like: their ranking of problems related to gender issues, social norms and customs influencing gender equality, family background etc.
- National Science Day was celebrated for three days. The Programme was inaugurated on 28.02.2019 followed by the Poster and Model Competition and one National Seminar was organized on 01.03.2019 on "Science and Awareness for a Sustainable Society". Award ceremony was organized on 02.03.2019 to distribute prizes to 1st, 2nd and 3rd position holder of different events.

The meeting ended with a vote of Thanks to the Chairperson.

Following agenda and resolutions have been discussed in the Meeting of IQAC that has been held on 15.05.2019 at 2.00 pm in the IQAC Room of the VJRC

1: *To confirm the resolution of the last meeting of IQAC held on 28.03.2019*

Resolution: The minutes of the previous meeting were read and confirmed by the House.

2: *To consider the preparation of the reports of all cell and committee.*

Resolution: IQAC has requested the convener of Promotion and Fixation Cell, Antiragging Cell, Competence Building Cell, Grievance Redressal Cell, Counselling Cell, Health and Students Welfare Cell, Placement Cell, Service Book and Service File Cell, SC/ST Cell, Women Cell, Disciplinary Cell, Research and Guidance Cell and Information and Public Relation Cell to prepare their annual report of this session.

3: *To consider the preparation of AQAR 2018-19*

Resolution: IQAC feels that the promotion of quality in different stakeholders should be followed by the rules and regulations of NAAC in systematic way. For this purpose regular submission of AQAR is very important. The house has decided to collect all the data of different criteria of this session (2018-2019) and for data collection the responsibility has been distributed to the conveners of different cells.

Agenda 4: To consider to design a Teachers' Diary maintained for teachers in daily basis

Resolution: IQAC finalized to design a Teacher's Diary (a software made and maintained by a third-party) so that it would be easier for a teacher to maintain the daily records on a regular way. The college will remain closed for the General Election (17th Lok Sabha) at West Bengal. So IQAC has requested teachers to maintain the existing teachers diary, offline.

Agenda 5: To consider to maintain the Students Feedback System offline.

Resolution: Election commission has made a strong room at college and for that the college will be closed for a long period. In this critical situation it won't be possible to maintain the Students Feedback System online. IQAC has decided to maintain the Students Feedback System offline for this session.

Agenda 6: To consider the approval of feedback, Gender Audit and Students Satisfaction Survey Analysis.

Resolution: The house approves the analysis of these three audits and resolved that these will be uploaded in the institutional website.

Compliance of the last meeting of IQAC held on 28.03.2019

- The final framework for the online feedback was provided to the 3rd party company. The company is instructed to assign each registered student to fill the form against each teacher of the concerned department who has taught them directly and also for the institution. The company was also instructed to make final feedback form for parents.
- Promotion by Career Advancement Scheme (CAS) was done for the faculty who has applied.
- Students Satisfaction Survey was done and maintained offline in our institution.

The meeting ended with a vote of Thanks to the Chairperson.