

Members present

1. Sandip Dasgupta 27/9/18
2. Debabrata Sarkar 27/9/18
3. Maumita Chaudhuri 27/9/18
4. Anadi Biswas 27/9/18
5. Kalyani Banerjee 27/9/18
6. S. Ghosh 27/9/18
7. Sabitri Dutta 27.9.18
8. Soumodip Ghosh 27/9/18
9. Smt. Sompita Das 27.9.18
10. Debabrata Sarkar 27/9/18
11. Smt. Saikat Mondol 27/9/18



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

Proceedings of the meeting held on 27.9.2018.

Members present in the meeting held on 27.9.2018.

1. Dr. Sandip Dasgupta
2. Sri Debabrata Sarkar
3. Smt. Maumita Chaudhuri
4. Dr. Anadi Biswas
5. Smt. Kalyani Banerjee
6. Sri Subhabrata Bhattacharya
7. Dr. Sabitri Dutta
8. Smt. Sompita Das
9. Sri Banibrata Chakraborty
10. Sri Soumodip Ghosh
11. **Smt Saikat Mondol**

Principal took the chair.

1. The proceedings of the last meeting was read and confirmed.
2. It was resolved that the Grievance Redressal Cell of the college will function with full course and the grievances, in written format, have to be submitted in the Box put outside Principal's room. The Cell will conduct at least 3 meetings annually and if any case of emergency arises, then the meeting will be held within 48 hours from the day of complain.
3. Resolved that the teachers will be asked to give their book requisition for respective department. Also, the requisition for computer will be sought from the departments and library.
4. Resolved that the process will be expedited and will be sorted out as soon as possible.
5. Resolved that the CCC will put an effort to organize at least 2 seminars/workshops per semester.
6. Resolved that two new courses, namely, Honours in Economics and General in Sociology will be opened from next academic session.
7. Value-added courses to be offered by the Department of Geography, Political Science, English, Philosophy and History are approved by the IQAC and they will tentatively be started from November 2018.
8. Teachers whose CAS are due are advised by the IQAC to prepare required papers.
9. Feedback from the outgoing Part III students has been collected and will be analyzed.
10. Green and Gender Audit will be conducted and for that MOU has been signed with Management System Consultancy.
11. Nothing as such.

Principal & Chairperson, IQAC, DDMRM

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

Action taken report by the coordinators on implementation of the resolution adopted in the meeting of the IQAC held on 27.9.2018

Item 2. A box for submission of Grievances is kept outside the Principal's Room. Grievance Redressal Cell has conducted meetings and discussion was made about the grievances submitted in the box. Appropriate steps were taken to redress the grievances abiding by the institutional policy in this regard.

Item 3. The teachers have been requested to submit requisition of their respective departments. The process has started. College is planning to buy computers for library utilising fund received under RUSA 2.0 Grant.

Item 4. The registration procedure of Alumni Association has not yet started.

Item 5. CCC Coordinator has been communicated and has been asked to organise seminars/workshop as soon as possible. One seminar has already been organised.

Item 6. Procedure for applications for opening of courses has been started.

Item 7. Value-added courses of various departments have already been started in November, 2018.

Item 8.3 teachers whose CAS has been due have prepared their papers.

Item 9. Feedback analysis has been done and necessary actions have been taken based on the analysis of the report.

Item 10. Green and Gender Audits will be conducted from the next academic session and the reports will be reviewed.

sdf-
Principal & Chairperson, IQAC, DDMRM

3.1.2019



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

3.1.2019

A meeting of the IQAC will be held on 10.1.2019 at 4:00 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about the college publication
3. To discuss the format to be used in the attendance register of the students
4. To discuss about the Internal Assessment Examination
5. To discuss about the policies to be taken about the ensuing admission
6. To follow-up the procedure of opening of new courses
7. Seminar on International Women's Day
8. Miscellaneous

sd/-

Principal & Chairperson, IQAC, DDMRM

Members present :

1. ~~Dr. Sandip Dasgupta~~ 10/01/19
2. ~~Dr. Saikat Mandal~~ 10/1/19
3. ~~Dr. Anadi Biswas~~ 10/1/19
4. ~~Dr. Sabitri Dutta~~ 10.1.19
5. ~~Dr. Sompita Das~~ 10.1.19
6. S. Ghosh 10/1/19
7. @ 10/1/19
8. ~~Dr. Kalyani Banerjee~~ 10/1/19
9. ~~Dr. Banibrata Chakraborty~~ 10.1.19
10. Debabrata Sarkar 10.1.19
11. ~~Dr. Soumodip Ghosh~~ 10/01/19



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

Proceedings of the meeting held on 10.1.2019.

Members present in the meeting held on 10.1.2019.

1. Dr. Sandip Dasgupta
2. Sri Debabrata Sarkar
3. Smt. Maumita Chaudhuri
4. Sri Saikat Mandal
5. Dr. Anadi Biswas
6. Smt. Kalyani Banerjee
7. Sri Subhabrata Bhattacharya
8. Dr. Sabitri Dutta
9. Smt. Sompita Das
10. Sri Banibrata Chakraborty
11. Sri Soumodip Ghosh

Principal took the chair.

1. The proceedings of the last meeting was read and confirmed.
2. Resolved that the all staff will be asked to submit their contribution for the next issue of college journal.
3. Resolved that the letter 'A' will be given for students who is absent in a class, and letter 'P' will be given for those who are present. The older practice was to use numbers.
4. Resolved that the departments will analyze the result and submit the marks of Internal Assessment to IQAC
5. Resolved that Admission Committee will frame the admission policy for the year 2019-20 on the basis of admission rules set by West Bengal State University. Principal is being requested to form the admission committee for the 2019-20.
6. Resolved that after completion of all formal procedure, Honours in Economics and General in Sociology will be offered from next academic session.
7. Resolved that the WGRC and IQAC will organize a special lecture on the occasion of Women's day.

sd/-

Principal & Chairperson, IQAC, DDMRM



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

Action taken report by the coordinators on implementation of the resolution adopted in the meeting of the IQAC held on 10.1.2019

Item 2. The Teaching and Non-Teaching staffs of the college have been notified to submit their contribution for the college journal.

Item 3. The teachers have started practising the prescribed format

Item 4. Departments have been asked to submit marks to IQAC in a given format.

Item 5. Admission Committee has been formed by the Principal. The Committee will frame the admission policy on the basis guidelines set by the WBSU.

Item 6. College has completed all required procedure. Economics Honours and Sociology General will be offered from next academic session subject to the approval of WBSU.

Item 7. A Special lecture was organised on International Women's Day, 8th March, 2019.

sd/-

Principal & Chairperson, IQAC, DDMRM

1.4.2019



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

25.3.2019

A meeting of the IQAC will be held on 2.4.2019 at 4:00 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about the Departmental Output Meeting
3. Preparation of Academic Planner
4. To discuss the result of the students of Semester I, test result of 2nd year (Annual System)
5. To discuss about the feedback collection of the outgoing batch of students
6. To discuss about Certificate Courses conducted by the college
7. To discuss about fund modification under RUSA 2.0 grant
8. To discuss about Solar Project
9. To discuss about the action plan of the IQAC and college for the next academic year

All members are requested to attend the meeting

Sd/-

Principal & Chairperson, IQAC, DDMRM

Members present :

1. ~~Dr. Sandip Dasgupta~~ 02/4/19
2. ~~Dr. Sandip Dasgupta~~ 2/4/19
3. ~~Dr. Sandip Dasgupta~~ ✓ 2/4/19
4. ~~Dr. Sandip Dasgupta~~ 2/4/19
5. ~~Dr. Sandip Dasgupta~~ 2/4/19
6. S. Ghosh 2/4/19
7. (S). 2/4/19
8. S. Ghosh 2/4/19
9. (S) 2/4/19
10. Debabrata Sarkar 02/4/19
11. (S) 02/4/19



Dum Dum Motijheel Rabindar Mahavidyalaya
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Proceedings of the meeting held on 2.4.2019.

Members present in the meeting held on 2.4.2019.

1. Dr. Sandip Dasgupta
2. Sri Debabrata Sarkar
3. Smt. Maumita Chaudhuri
4. Sri Saikat Mandal
5. Dr. Anadi Biswas
6. Smt. Kalyani Banerjee
7. Sri Subhabrata Bhattacharya
8. Dr. Sabitri Dutta
9. Smt. Sompita Das
10. Sri Banibrata Chakraborty
11. Sri Soumodip Ghosh

Principal took the chair.

1. The proceedings of the last meeting was read and confirmed.
2. Principal is requested to submit a report on the output of different departments to IQAC. It was resolved that there is a need to conduct more tutorial classes, teaching with visual teaching method like power point presentation, movie show to enhance interest among the students.
3. It was resolved that departments will prepare academic planner.
4. The result of Honours and General students was not satisfactory and departments will take necessary steps for improvement.
5. It was resolved that the feedback from outgoing Part III batch of students will be analyzed.
6. The Value-added courses offered by different departments will continue for academic year 2019-20 also.
7. It was resolved that prayer will be placed to RUSA for modification of funds under current 3 heads (Computer and peripherals, Books and Journals and sports equipment). Heads like furniture, lab equipment, electronic equipment, water purifier, CCTV system etc will be added with the existing heads.
8. It was resolved that all the necessary formalities will be taken up by the Principal in assistance with teaching and non-teaching staff for the project to materialize.
9. The following action plans are resolved for the next academic year:
 - a. Full digitization of library
 - b. building of G5 building with 18 classrooms
 - c. renovation and Procurement using RUSA 2.0 grant
 - d. Solar Panel
 - e. Rainwater harvesting

sd/-

Principal & Chairperson, IQAC, DDMRM

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

Action taken report by the coordinators on implementation of the resolution adopted in the meeting of the IQAC held on 2.4.2019

Item 2. Teachers are providing all sorts of academic support to the students by study material, references etc. Tutorial classes have been started.

Item 3. Teachers have prepared academic planner

Item 4. Tutorial classes have been started for the weak students.

Item 5. Feedback has been collected, reviewed and analysed. Teachers have been requested to cover syllabus in time. They have also been requested to arrange field trips for each semester.

Item 6. Value-added courses (those offered in the previous year) for this session will start from November, 2019.

Item 7. The prayer for modification of procurement fund as resolved will be submitted to RUSA as soon as possible.

Item 8. The procedure has started.

Item 9. College has started to process the items mentioned in the action plan. Rainwater harvesting has not been attempted yet.

sdj-

Principal & Chairperson, IQAC, DDMRM

14.5.2019



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6.5.2019

A Meeting of Internal Quality Assurance Cell will be held on 15.5.2019 at 3.00 pm to discuss about the following agenda:

1. Restructuring of the student feedback system
2. Preparation of academic calendar under CBCS System
3. Introduction of certificate /diploma course(s)
4. Continuous internal evaluation
5. Student satisfaction survey
6. Workshop /seminar on Intellectual Property Right /Industry Academia Innovation Practices
7. Faculty Exchange /Student Exchange with neighbouring colleges
8. Job training program if possible
9. Digitalization of library through Integrated Library Management System
10. Workshop on E - content development
11. Functioning of Career Counselling Cell
12. Academic and Administrative Audit
13. Parents - Teacher association
14. Initiatives to make the campus eco friendly
15. Miscellaneous

Members are requested to attend a meeting

sd/-
Principal & Chairperson, IQAC

Members present in the meeting held on 6.6.2019.

1. Chowdhury, 06/06/19
2. ~~Prabir Paul~~ 06/06/19
3. P Paul 06/06/19
4. ~~In~~ 06/06/19
5. Sandhury 06/06/2019
6. Roy 06/06/19
7. Debabrata Sarkar, 06/06/19
8. Banibrata Chakraborty, 06/06/19
9. S. Ghosh 6/6/19
10. ~~S.~~ 6/6/19
11. S. Das 06/06/19
12. Swastika 6/6/19
13. Satta 6/6/19
14. Shalini 6/6/19.
- 15.



Dum Dum Motijheel Rabindar Mahavidyalaya
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Resolution of the meeting held on 6.6.2019:
(Meeting postponed from 15.5.2019 to 6.6.2019)

Members present in the meeting held on 6.6.2019.

1. Sri Sujit Chowdhury
2. Dr. Sandip Dasgupta
3. Sri Prabir Paul
4. Sri Debabrata Sarkar
5. Smt. Maumita Chaudhuri
6. Dr. Sarmistha Roy Chowdhury
7. Smt. Dipasree Roy
8. Smt. Suparna Das
9. Smt. Sompita Das
10. Sri Banibrata Chakraborty
11. Sri Soumodip Ghosh
12. Smt. Swatilekha Halder
13. Dr. Sabitri Dutta
14. Smt. Sangita Chowdhury 97

Principal took the chair.

1. **Restructuring of the Student-feedback system:** Resolved that Semester-wise online feedback system of the students will be introduced. There will be a cut-off attendance for being eligible for participation in the feedback system. A mentor-mentee system will also be introduced and a separate year-wise feedback system will be there in place for this system in particular. College will create a separate mail-id for each student. It was also resolved that attendance will be the main criterion for appearing in the internal examination from the coming semester.
2. **Preparation of Academic Calendar under CBCS system:** Resolved that the old format of the academic calendar will be re-introduced and it will be prepared semester-wise.
3. **Introduction of Certificate/Diploma Course(s):** Resolved that one or more Certificate/Diploma Courses like TALLY/IT/Foundation Course (Company Secretariat) may be opened. Commerce/Mathematics Department will be asked to design the course brochure and submit to the IQAC. A course on GIS may be opened with open source and existing faculty in the college.
It was resolved that College will apply for opening Honours Course in Political Science from the next academic session.
4. **Continuous internal evaluation:** A system for internal assessment under CBCS is already in place and it was resolved that this will continue. Monthly test/assessment will continue to be conducted in each department, both Honours and General. The mode of assessment are to be decided by the departments.
5. **Student Satisfaction survey:** Resolved that the procedure of participating in Student Satisfaction Survey (SSS), will be explained to the students by the teachers in orientation classes organized for the purpose.
6. **Workshop/Seminar on Intellectual Property Rights(IPR)/Industry-Academia innovation practices (IAIP):** Resolved that Seminar on IPR/ IAIP will be organised in the next academic session.
7. **Faculty exchange/student exchange with neighboring colleges:** Resolved that a Faculty Exchange Program will be organized. Principal has been requested to take necessary initiative. Departments will be communicated accordingly.
8. **Job-training Program:** Resolved that initiatives will be taken to revive the job training program.

9. Full Digitalisation of Library through Integrated Library Management System (ILMS):

Resolved that one staff will be hired with required knowledge in computer operation. Librarian was requested to collect information regarding the existing rate of remuneration prevailing in the market. It was also resolved that no class in the library will be held henceforth.

10. Workshop on e-content development: Resolved that one workshop/seminar will be held in the next academic session. Principal and Librarian have been requested to initiate the process.

11. Functioning of Career Counseling Cell:

Resolved that the CCC will be start organizing seminars soon. CCC will take the necessary initiatives. **12. Academic & Administrative Audit (AAA):**

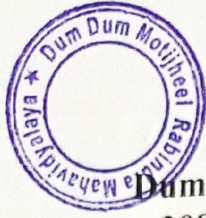
Principal is requested to take necessary actions to conduct Academic and administrative audit.

13. Parent-Teacher Association: Resolved that college will organise formal Parent- Teacher Meet and formation of Association will be attempted.

14. Initiatives to make the campus eco-friendly: College will take initiatives like tree plantation, waste management etc. to keep the campus eco-friendly and an attempt will be made to introduce rainwater harvesting in the college premise.

15. Miscellaneous: Resolved that a Cine Club will be opened for the students and staff of the college. It was also discussed that the publication of Departmental Magazine will be regularized.

sdl-
Principal & Chairperson, IQAC, DDMRM



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

Action taken report of the meeting of the IQAC held on 6.6.2019

Item 1. The restructuring of Student-feedback system is being processed.

Item 2. Teachers have prepared academic planner earlier under CBCS Curriculum. The Academic Calendar is being prepared.

Item 3. Commerce/Mathematics Department has submitted the proposal for certificate course in IT and it has been approved. The course will be introduced in last week of August 2019. VAC of the Geography, Philosophy, Political science, English and History will continue this year as before.

Item 4. Internal Assessment as in University guideline is in place. Monthly tests/assessments are being taken by the departments regularly.

Item 5. Students' Satisfaction Survey has not been conducted due to technical difficulty.

Item 6. Seminar on Intellectual Property Rights will be organised in September/October, 2019.

Item 7. Collaboration (various departments) agreement with East Calcutta Girls College has been signed last year, no new collaboration has been made yet. Discussion is in progress.

Item 8. Principal has been requested to introduce job-training program. Not much has been done.

Item 9. ILMS is not introduced yet in the library

Item 10. Resource person on e-content development has been contacted. The workshop is planned to be organised in next academic session.

Item 11. Coordinator of Career Counseling Cell has been communicated and seminar/workshops are likely to be organised soon.

Item 12. Academic and administrative audit could not be conducted so far.

Item 13. Parents-Teachers Meet for few of the departments was organised.

Item 14. College takes initiatives like tree plantation, waste management etc. to keep the campus eco-friendly. Rain-water harvesting could not be made.

Item 15. Cine Club could not be opened.

sd/-
Principal & Chairperson, IQAC

1.8.2019