



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

25.7.2019

A meeting of the IQAC will be held on 1.8.2019 at 4:00 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about holding of the seminar/workshop on Intellectual Property Right
3. To discuss about the books/Journals and other requisitions of the departments
4. To discuss about College and departmental publication
5. To discuss about progress of preparation of the academic calendar for the academic year
6. To discuss about field/excursion/educational tours by the departments
7. To discuss about MOU with colleges
8. To review about the Gender, Green and Environmental Audit by the Management System Consultancy (2018-19)
9. Miscellaneous

All members are requested to attend the meeting

sd/-

Principal & Chairperson, IQAC, DDMRM

Members present in the meeting held on ~~1/8/2019~~  
1/8/2019 at 4 pm in Room No: 21.

1. Samir Ghosh.
2. Basir 1/8/19
3. Roy 01/08/19 DR
4. Satta 1.8.2019.
5. Shanta 1/8/19
6. Nafisa Khatun 1.8.2019
7. S. Choudhury 1.8.2019.
8. Chowdhury 1.8.2019
9. 01/08/2019
10. Swade 1/8/2019
11. S-Das 01/08/19.
- 12.



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Proceedings of the meeting held on 1.8.2019.

Members present in the meeting held on 1.8.2019.

1. Dr. Samir Ghosh
2. Smt. Kalyani Banerjee (invitee)
3. Sri Subhabrata Bhattacharya
4. Dr. Sabitri Dutta
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Swatilekha Halder
7. Smt. Nafisa Khatun
8. Smt. Sangita Chowdhury
9. Smt. Dipasree Roy
10. Smt. Suparna Das
11. Smt. Sompita Das

Teacher-in-Charge took the chair.

1. The proceedings of the last meetings have been read and confirmed.
2. It was resolved the seminar will be organized shortly.
3. Teachers will be requested to submit the requisitions for books and other materials for new academic session.
4. It was resolved that Academic Journal for the year will be published shortly with contribution from the staff of the college and from outside the college.
5. Department-wise academic schedule are being prepared.
6. Departments are requested to organise field trip/excursion/ educational tour
7. East Calcutta Girls College, Sarojini Naidu College for Women and Dum Dum Motijheel College will be approached for collaborative agreement.
8. The Gender, Green and Environmental Audit reports have been given by Management System Consultancy. The reports were placed before members in the meeting. It was resolved that a detailed discussion of the reports will take place in the next meeting.

Sd/-

Teacher-in-Charge, DDMRM



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Action taken report of the meeting of the IQAC held on 1.8.2019

**Item 2.** A one-day Seminar on Intellectual property Right was organised on 19.9.2019. Speakers were Mr. Subir Debnath, Advocate, Calcutta High Court (CHC), Mr. Soham Banerjee, Advocate, CHC, Mr. Ankit Agarwal, Advocate, CHC.

**Item 3.** Teachers have submitted their requisitions including book lists and other (lab) equipments. The procurement is in progress using RUSA 2.0 fund.

**Item 4.** The publication of Academic Journal is in progress with contributions received.

**Item 5.** College level Academic Calendar has been published.

**Item 6.** Department of Education has made the necessary arrangements for field trip and the trip is scheduled to be conducted on 22-24 November, 2019. Departments of Bengali, English, History and Geography have reported that they would organise field trip in December.

**Item 7.** Collaborative agreements have been signed between various departments of our college and East Calcutta Girls College.

**Item 8.** Audit reports have been reviewed.

Sd/-

Principal & Chairperson, IQAC, DDMRM  
Principal

5.11.2019

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

1.10.2019

A meeting of the IQAC will be held on 7.11.2019 at 4:00 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about remedial and special classes for the weak students for the upcoming University examination
3. To discuss about the renovation work and infrastructural development of the college using RUSA fund and also about fund modification
4. To discuss about Seminars and workshops organized by the departments along with IQAC
5. To discuss about admission procedure of the college for next academic session
6. To discuss about waste management, green, gender and environmental audit for the session 2019-20
7. Miscellaneous

All members are requested to attend the meeting

sdl-  
Principal & Chairperson, IQAC, DDMRM

~~19/11~~ Members present in the meeting held on  
7.11.2019

- 1.
2. Basu 7.11.19
3. ~~Basu~~ 7/11/19
4. Banerjee 7/11/19
5. Dutta 7.11.2019
6. Saha 7/11/2019
7. Nafisa Khatun 07.11.2019
8. Kamal Saha 7.11.2019
9. Saha 7/11/2019.
10. Chowdhury 7.11.2019
11. ~~S.~~ 07/11/2019
12. S. Das 07/11/19



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Proceedings of the meeting held on 7.11.2019.

Members present in the meeting held on 7.11.2019.

1. Dr. Sandip Dasgupta
2. Smt Kalyani Banerjee (Invitee)
3. Sri Subhabrata Bhattacharya
4. Dr. Sabitri Dutta
5. Dr. Sarmistha Roy Chowdhury
6. Sri Kamal Sarkar
7. Smt. Swatilekha Halder
8. Smt. Nafisa Khatun
9. Smt. Sangita Chowdhury
10. Smt. Dipasree Roy
11. Smt. Suparna Das
12. Smt. Sompita Das

Principal took the chair.

1. The proceedings of the last meeting was read and confirmed.
2. It was resolved the department will organise special remedial classes for the weak students for the upcoming University Examination
3. Infrastructural development including renovation work will start soon utilizing RUSA 2.0 grant. E-tender will be called soon for procurement items. Fund modification request will be submitted to RUSA.
4. Seminar/workshop on environmental awareness program will be organized and initiatives will be taken by the department of Geography along with IQAC
5. Principal will form the Admission Committee 2020-21 in consultation with Teachers Council being approved by the Governing Body.
6. Waste management, green, gender and environmental audit will be conducted by the Management System Consultancy for this academic session also.

sdl-

Principal & Chairperson, IQAC, DDMRM



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Action taken report of meeting held on 7.11.2019

**Item 2.** Departments have arranged for tutorial /special classes for the weak students

**Item 3.** All initiatives and formalities are in progress. Procurement and renovation work have started. As e-tender and civil works are highly technical matters we have arranged technical assistance from South Dum Dum Municipality. Fund modification prayer for inclusion of generator and fire extinguisher has been submitted to RUSA in February, 2020.

**Item 4.** A symposium has been organised by the college in the end of February (27.2.2020) on "Kolkata Mangrove Dialogue: In search of sustainable coping strategies for fresh water and waste plastic management in the Indian Sunderbans" in collaboration with the NGO SOCEO.

**Item 5.** Principal has formed Admission Committee 2020-21 in consultation with Teachers Council.

**Item 6.** Green, Gender and Environmental audit will be conducted by Management System Consultancy. Procedure has been started.

sdl-

Principal & Chairperson, IQAC, DDMRM

13.5.2020

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

15.5.2020

An online meeting of the IQAC will be held on 20.5.2020 at 4:00 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about departmental results of the previous semester examination
3. To discuss about the measures to be adopted for the weak students
4. To discuss about online Seminars/workshops of different departments
5. To discuss about renovation of library
6. To discuss about the action plan of the IQAC and college for the next academic year

All members are requested to attend the meeting. Meeting details will be shared in due time.

Sd/-

Principal & Chairperson, IQAC, DDMRM



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**Resolution of the meeting held on 20.5.2020:**

Members present in the meeting held on 20.5.2020.

1. Dr. Sandip Dasgupta
2. Sri Subhabrata Bhattacharya *Subhabrata*
3. Dr. Sarmistha Roy Chowdhury *Sarmistha*
4. Smt. Swatilekha Halder *Swatilekha*
5. Smt. Nafisa Khatun *Nafisa Khatun*
6. Smt. Dipasree Roy *Dipasree*
7. Smt. Suparna Das *Suparna*
8. Smt. Sompita Das *Sompita*
9. Dr. Sabitri Dutta *Sabitri*
10. Smt. Sangeeta Chowdhury *Sangeeta Chowdhury*

Principal and Chairperson presided over the meeting.

1. The resolution of the last meeting has been read and confirmed.
2. Departmental results of the previous semester examination have been analyzed
3. Departments are requested to arrange provide study material and special guidance to the weak students as no offline special classes can be organized in the present pandemic situation.
4. Departments are requested to organize online seminars/workshops on the current academic issues, if possible.
5. Renovation of library will start soon.
6. The following action plans are resolved for the next academic year:
  - a. We have planned to publish the Academic Journal for the year 2020-21 containing research papers from different scholars.



- b. We have also planned to prepare Academic schedule for Departments separately.
  - c. Submission of the data of All India Survey of Higher Education (AISHE) is also planned for the year 2020-21.
  - d. Construction of new building utilizing RUSA 2.0 grant is also a part of our future plans.
  - e. Introduction of e-library is another plan for future. Like the previous session we plan to continue organizing Seminars, Symposium and Workshops in the upcoming session also.
  - f. A workshop on CBCS system is also a part of our future plan.
  - g. Catering to the needs of the under privileged students is our main mission and we always do our best to stick to that mission. As part of that mission, every academic year we plan to provide financial assistance to the needy and poor students so that they can afford the academic programs. This year also we have planned the same for our students.
  - h. We plan a review and analysis of the feedback we receive from students. This helps us locate and identify the areas where we need to improve for providing better service to the students.
  - i. We have planned for Faculty Exchange Program with neighborhood colleges.
  - j. Different cultural programs by the students are also there in our plan.
  - k. We have also planned a parent-teacher meet for discussing the progress of the students and making the parents aware of that.
  - l. In addition, we also plan to solve the issues coming to Grievance redressal cell and put our best effort for the purpose.
  - m. More activities by NSS and NCC unit have also been planned.
7. It was resolved that members present in the online meeting from now on will sign for their presence in the meeting once the normalcy is restored and the college reopens.

Sd/-  
Principal & Chairperson, IQAC, DDMRM



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On the basis of the resolution following compliances have been made:

**Item 2.** Results of the previous semester examination have been reviewed. As the Corona virus pandemic started and the college has been closed since middle of the March 2020, no further action could be taken.

**Item 3.** Departments have started providing study materials for weak students.

**Item 4.** Seminars/workshops (online) were organized on 3.6.2020 and 12.6.2020 by the IQAC, and going to be organized on 18.6.20 by the department of Geography & IQAC and on 20.6.2020 by the Central Library & IQAC. The topics were 'Health Insurance in Post- Covid era', 'Malignancy, Symptoms and Treatment in Post COVID Era', and are 'Climate Change and Cryospheric Biodiversity and Libraries in the Post-Pandemic Days' respectively.

**Item 5.** Renovation process of library is in progress.

**Item 6.** College has started to process the items mentioned in the action plan.

Sd/-

Principal & Chairperson, IQAC, DDMRM

Date: 17.6.2020



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

9.6.2020

An online meeting of the IQAC will be held on 17.6.2020 at 8:00 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. To discuss about the continuation of Value-added Course and other certificate courses in the next academic year
3. To discuss about the publication of college journal for next academic session
4. To discuss about departmental activities like workshop/quiz/webinars etc online
5. To discuss about the responsibilities for organizing upcoming webinars of Central Library, Philosophy and Education, Commerce
6. To discuss about waste management, green, gender, energy and environmental audit

All members are requested to attend the meeting. Meeting details will be shared in due time.

Sd/-

Principal & Chairperson, IQAC, DDMRM



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**Resolution of the meeting held on 17.6.2020:**

Members present in the meeting held on 17.6.2020.

1. Dr. Sandip Dasgupta
2. Sri Subhabrata Bhattacharya *Subhabrata Bhattacharya*
3. Dr. Sarmistha Roy Chowdhury *Sarmistha Roy Chowdhury*
4. Smt. Swatilekha Halder *Swatilekha Halder*
5. Smt. Nafisa Khatun *Nafisa Khatun*
6. Smt. Dipasree Roy *Dipasree Roy*
7. Smt. Suparna Das *Suparna Das*
8. Smt. Sompita Das *Sompita Das*
9. Dr. Sabitri Dutta *Sabitri Dutta*
10. Smt. Sangeeta Chowdhury *Sangeeta Chowdhury*

Principal and Chairperson presided over the meeting.

1. The proceedings of the last meeting has been read and confirmed.
2. Departments are asked to continue the value-added course online. Previous departments will continue to offer the VACs:
3. The contribution will be asked from the staff of the college. Contributions from outside the college will also be accepted like the previous year.
4. Departments are requested to organize webinars/workshops on the current academic issues, if possible.
5. The responsibilities for organizing upcoming webinars of Central Library, Philosophy and Commerce were discussed. The responsibility of certificate making, feedback form, hosting etc. will be shared by departmental faculty and IQAC members of the college.
6. Environmental, green, gender and environmental audit will be done by the Management System Consultancy (2019-20 & 2020-21) and the reports will be reviewed later.

Sd/-

Principal & Chairperson, IQAC, DDMRM



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On the basis of the resolution following compliances have been made:

**Item 2.** The departments have been communicated for continuation of the value added course in the span of November, 2020 – February, 2021. No other certificate course could be introduced so far.

**Item 3.** Articles from staff of the college and outside are sought.

**Item 4.** Department of Economics has conducted one quiz competition. Department of Philosophy, Education, Economics, Bengali and IQAC are organizing webinars on various topics.

**Item 5.** The webinars were organized.

**Item 6.** Audits (2019-20) have been conducted and Management System Consultancy has given the Audit Reports.

Date: 28.8.2020

Sd/-

Principal & Chairperson, IQAC, DDMRM