



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

**Notice**

21.8.2021

An online meeting of IQAC will be held on 28.8.2021 at 7 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. Online class attendance and related problems
3. Organisation of webinar, workshop, lecture series or any other academic program,
4. Status of admission in current academic session
5. Issues related to AQAR
6. MOU with different colleges
7. To discuss about the upcoming Add-on Courses to be offered by various departments
8. Gender and other audits
9. Miscellaneous.

All are requested to join the meeting. Meeting details will be shared shortly.

Sd/-  
Principal & Chairperson, IQAC, DDMRM



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

Members present in the meeting held on 28.8.2021.

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.

Proceedings of the meeting held on 28.08.2021. (Online Meeting)

1. The proceedings of the last meeting were read and confirmed.
2. Discussion was made regarding the students attendance in the online classes of various departments. It was resolved teachers will individually make efforts to increase the attendance thereafter.
3. Departments are requested to organise webinars, online workshops for students etc. Webinar on Career Advancement Scheme of teachers on 25.8.2021 was successfully organised by IQAC. The pending last day schedule of webinar organised by department of Philosophy will be arranged shortly.
4. Admission scenario by far was discussed.
5. Issues related to the final uploading of AQAR were discussed and teachers have been assigned responsibilities for preparation of AQAR, 2020-21.
6. The college will start approaching to different colleges for MOU and collaboration. It was resolved that Dum Dum Motijheel College, Derozio Memorial College, Basirhat College and APC College will be approached
7. It was resolved that the departments will offer the add-on course during February to March, 2022. HODs have been asked to submit the course brochure and other related details to IQAC and Principal's office.
8. The audits have been conducted (2020-21). The review is due.
9. Nothing as such.

Sd/-

Principal & Chairperson, IQAC, DDMRM



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Action taken report of the meeting held on 28.08.2021. (Online Meeting)

- Item 2.** No considerable improvement in the student attendance could be made.
- Item 3.** Last day of the Seminar organised by Department of Philosophy was held on 30.11.2021.
- Item 4.** Seats of various departments remained vacant. The college will make effort to increase admission from next academic session.
- Item 5.** AQAR (2019-20) was uploaded in time. Procedure for filling up of AQAR (2020-21) has been started.
- Item 6.** MOU has been signed between Derozio Memorial College, Basirhat College, APC College, IMS and IMS Business School.
- Item 7.** Departments have submitted the course brochures.
- Item 8.** The audit reports have been reviewed.

Sd/-

Teacher-in-charge & Chairperson, IQAC, DDMRM  
December 8, 2021



## DumDumMotijheel Rabindra Mahavidyalaya

208/B/2 DumDum Road, Kolkata: 700074

### Notice

1.12.2021

A meeting of IQAC will be held on 8.12.2021 at 4 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. AQAR (2020-21) and related issues
3. CAS of teachers
4. Seminars and Workshops organized by the departments
5. Celebration of Republic day in the college campus
6. Blended mode of classes
7. Internal assessment of students of different semesters
8. To approve the brochures of upcoming Add-on Courses to be offered by various departments
9. MOU with other colleges
10. Miscellaneous.

All are requested to join the meeting.



*Sami Ghosh*

Teacher-in-Charge & Chairperson, IQAC, DDMRM

**Teacher-in-Charge  
Dum Dum Motijheel  
Rabindra Mahavidyalaya**

An IGAC meeting was held on 8.12.21 at 4 pm.


Members present in the meeting held on 8.12.21 in Principal's Room:

1. Samir Ghosh 8/12/21
2. Bhattacharya 8/12/21
3. Sarmistha 8/12/21
4. Swatilekha 8/12/21
5. Nafisa Khatun 8.12.21
6. Roy.
7. 
8. 
9. Smta 8/12/21
10. Chowdhury 8/12/21



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Members present in the meeting held on 8.12.2021.

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

Teacher-in-charge presided over the meeting.

Resolution of the meeting held on 8.12.2021.

1. The proceedings of the last meeting was read and confirmed.
2. Criterion wise teachers are asked to fill up the gaps with the help of the office and different departments of the college. In case data are not found or incomplete data received then one can seek help from the departmental teachers.
3. Teachers are asked to start preparing their documents regarding Career Advancement Scheme and proceed to apply. IQAC tried addressing different queries regarding filling of CAS proforma. CAS of Dr. Kamal Sarkar from stage I-II was due on 1.4.21.
4. Departments are encouraged to arrange for webinars, seminar, workshops, lecture series etc. in due course of time.
5. Celebration of Republic Day by the college will be organized in assistance with NCC unit of the college
6. Problems regarding offline and online blended mode of classes are discussed. There is less attendance of students in the offline mode of class as reported by the teachers.
7. Internal assessment of the students will be held shortly
8. The brochures submitted by different departments are approved by IQAC.
9. Anudip Foundation and Social Welfare has approached us for collaboration under MOU

Teacher-in-Charge & Chairperson, IQAC, DDMRM  
*Sami Ghosh*

Teacher-in-Charge  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



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Action taken Report of the meeting held on 8.12.2021.

- Item 2.** Filling up the AQAR (2020-21) is under progress.
- Item 3.** Dr. Kamal Sarkar has already applied for CAS promotion.
- Item 4.** A Covid Awareness Program was organized.
- Item 5.** Republic Day was organized by NCC unit of the college
- Item 6.** Offline classes have started for all semester (Honours and Programme).  
Attendance continues to remain a problem especially after pandemic.
- Item 7.** Internal assessment was held in middle to end of December.
- Item 8.** Classes of the Add-on Course have started from February, 2022.

Teacher-in-Charge & Chairperson, IQAC, DDMRM

14.2.22

*Sami Ghosh*  
Teacher-in-Charge  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



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**Notice**

8.2.2022

A meeting of IQAC will be held on 15.2.2022 at 4 pm to discuss the following:

1. To read and confirm the proceedings of the last meeting
2. AQAR and related issues
3. CAS of teachers
4. Seminars and Workshops organized by the departments
5. Students attendance
6. Application for MPLAD
7. Book requisition from different departments
8. Feedback
9. MOU with colleges and other institutes
10. Workshop on Academic Bank of Credit
11. Outreach activities in the local community
12. Miscellaneous.

All are requested to join the meeting.

Teacher-in-Charge & Chairperson, IQAC, DDMRM

Teacher-in-Charge  
Dum Dum Motijheel  
Rabindra Mahavidyalaya

The following members present in the meeting held on 15.02.2022 -

1. Samir Ghosh 15/2/22
2. Subhabrata Bhattacharya 15/2/22
3. Chatterjee
4. Diptendu Simlai 15/02/22
5. Sarmistha Roy 15/2/22
6. Swatilekha Halder 15/2/22
7. Nafisa Khatun 15.02.2022
8. Roy
9. Das
10. Das
11. Sabita 15/2/22



**DumDum Motijheel Rabindra Mahavidyalaya**  
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Members present in the meeting held on 15.2.2022.

1. Dr. Samir Ghosh
2. Sri Subhabrata Bhattacharya
3. Sri Doyel Chatterjee
4. Dr. Diptendu Simlai
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Swatilekha Halder
7. Smt. Nafisa Khatun
8. Smt. Dipasree Roy
9. Smt. Suparna Das
10. Smt. Sompita Das
11. Dr. Sabitri Dutta

Teacher-in-Charge and Chairperson presided over the meeting.

Resolution of the meeting held on 15.2.2022

1. The proceedings of the last meeting were read and confirmed.
2. AQAR preparation is under progress.
3. Necessary steps are being taken to process the CAS application of teachers. CAS of following teachers have been due:
  - a. Dr. Sarmistha Roy Chowdhury, Stage I-II
  - b. Smt. Nafisa Khatun, Stage I-II

The applications will be screened by IQAC.

4. Departments are requested to organize Seminars and Workshops.
5. The students' attendance scenario was discussed. It was resolved a parents-teacher meet will be organised very soon to make the parents aware of the attendance situation of their wards.
6. Application will be made for funding under MPLAD.
7. Departments will be requested to submit the book requisition for funding under MPLAD.
8. Students' feedback (2020-21) have been collected and analysed. Areas have been identified where the improvement is required.
9. It was decided that MOU will be signed with Hulladek Recycling Private Ltd for e-waste management.
10. Workshop on Academic Bank of Credit will be organised on 11.3.2022.
11. It was decided that stand fan will be distributed for the students of Wheel Primary School, DumDum.

Teacher-in-Charge & Chairperson, IQAC, DDMRM

Teacher-in-Charge  
Dum Dum Motijheel  
Rabindra Mahavidyalaya





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Action taken Report of the meeting held on 15.2.2022

- Item 2.** AQAR is submitted.
- Item 3.** The teachers have submitted the application to GB.
- Item 4.** World Environment Day program was organized.
- Item 5.** The scenario of students' attendance is not yet satisfactory. A Parents-Teacher meet was organised.
- Item 6.** Preparation of application for MPLAD fund is under progress and will be submitted soon.
- Item 7.** Departments are submitting book requisition for the next academic session
- Item 8.** College has taking initiatives to address the issues related to books, classes, toilets, common rooms etc.
- Item 9.** MOU has been signed with Hulladek Recycling Pvt. Ltd.
- Item 10.** The workshop was organised.
- Item 11.** The outreach activity has been conducted.

Teacher-in-Charge & Chairperson, IQAC, DDMRM

6.6.2022

Teacher-in-Charge  
Dum Dum Motijheel  
Rabindra Mahavidyalaya

**DUMDUM MOTIJHEEL RABINDRA MAHAVIDYALAYA****KOLKATA-700074****Notice**

26. 5.2022

A meeting of Internal Quality Assurance cell of DumDumMotijheel Rabindra Mahavidyalaya will be held on 09/06/2022 at 12.30 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To discuss about the registration of Alumni Association.
3. To find a way out of ongoing stalemate regarding the G-Suite account.
4. To chalk out plan for organizing seminars, workshops etc.
5. To discuss about results of students of different semesters
6. Admission of the upcoming session
7. To discuss about Student Satisfaction Survey
8. To discuss about APC College's proposal for One-week Non-Teaching staff Training Program
9. To discuss about the adoption of Wheel Primary School
10. To discuss about the action plan of the IQAC and college for the next academic year
11. To discuss about the students' grievance as submitted to the Teacher-in-charge
12. Miscellaneous

Teacher-in-Charge & Chairperson, IQAC, DDMRM

Teacher-in-Charge  
Dum Dum Motijheel  
Rabindra Mahavidyalaya

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya was held on 9/6/2022 at 12.30 pm.

Members Present - in the meeting - :

1. Samir Ghosh,
2. Subrata for 9/6/22
3. Chatterjee
4. Nafisa Khatun 9.6.22
5. Sarmistha 9/6/22
6. Swatilekha 9/6/22
7. Diptendu Simlai 9/6/22
8. Roy.
9. ~~Das~~
10. ~~Das~~
11. Smt. Sompita 9/6/22



DUMDUM MOTIJHEEL RABINDRA MAHAVIDYALAYA  
KOLKATA-700074

Members present in the meeting held on 9.6.2022.

1. Dr. Samir Ghosh
2. Sri Subhabrata Bhattacharya
3. Sri Doyel Chatterjee
4. Dr. Diptendu Simlai
5. Dr. Sarmistha Roy Chowdhury
6. Smt. Swatilekha Halder
7. Smt. Nafisa Khatun
8. Smt. Dipasree Roy
9. Smt. Suparna Das
10. Smt. Sompita Das
11. Dr. Sabitri Dutta

Teacher-in-Charge and Chairperson presided over the meeting.

Resolutions of the meeting held on 9.6.22

1. The proceedings of the last meeting were read and confirmed.
2. Registration of Alumni Association was discussed. It was resolved that the process will start soon.
3. Discussion was made about the recovery of G-Suite Account. Different online procedure will be attempted.
4. Departments are requested to organize seminars and workshops in collaboration with IQAC.
5. Results of students of Semesters 1, 3 & 5 were discussed, and results of various departments were satisfactory. Special guidance will be provided to the slow learners.
6. Admission Committee has been formed and it was requested to take necessary steps for the admission.
7. It was resolved that it will be conducted soon.
8. The program will be held from 18.7.2022 – 23.7.2022
9. MOU will be signed with Wheel Primary School. It was decided that our college will adopt the school.
10. The following action plans are resolved for the next academic year:
  - a. To publish the Academic Journal for the year 2022-23
  - b. To run Add-on courses by Depts. of Bengali, Commerce, Economics, Education, English, Geography, History, Journalism & Mass Communication, Philosophy, Political Science, Sanskrit, Sociology.
  - c. To organize Seminars and workshops
  - d. Celebration of different national and international days to promote values among the students
  - e. Submission of the data of All India Survey of Higher Education (AISHE) for the next academic year.
  - f. Submission of the data of National Institution Ranking Framework (NIRF) for the next academic year.
  - g. Career Advancement of teachers
  - h. Purchase of books in the library
  - i. Career Counseling programs
  - j. Organization of programs by NCC
  - k. MOU with different colleges
  - l. Academic and financial audit
  - m. To organize different inter-college programs
11. Teacher-in-Charge is requested to take appropriate action regarding this.
12. Nothing as such

Teacher-in-Charge & Chairperson, IQAC, DDMRM

Dum Dum Motijheel  
Rabindra Mahavidyalaya

**DUMDUM MOTIJHEEL RABINDRA MAHAVIDYALAYA****KOLKATA-700074**

Action taken report of the meeting 9.6.2022

- Item 2.** Registration has not been made yet.
- Item 3.** G-Suite account could not be revived after several attempts.
- Item 4.** Various departments are organizing Seminars and other programs
- Item 5.** Special guidance are given to the slow learners.
- Item 6.** Admission procedure has started.
- Item 7.** It was conducted.
- Item 8.** The Program was conducted
- Item 9.** MOU has been signed with Wheel Primary School on 5.8.2022.
- Item 10.** College has started to process the items mentioned in the action plan.
- Item 11.** Teacher-in-Charge is taking proper action for redressing the grievances.

*S. Chatterjee*  
Teacher-in-Charge & Chairperson, IQAC, DDMRM

11.8.2022

**Teacher-in-Charge**  
**Dum Dum Motijheel**  
**Rabindra Mahavidyalaya**