



Phone : 033-2560 9988  
www.ddmrm.org

## **DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA**

Regd. u/s 2(f) and 12B of the U.G.C. Act., NAAC Accredited

[Affiliated to West Bengal State University]

208/B/2, Dum Dum Road, Kolkata 700074

E-mail: ddmrm2020@gmail.com

Action taken report of the meeting held on 26.6.2024

**Item 3:** SSR preparation is in progress.


**Item 4:** Google form has been created for the past students

**Item 5:** Planning for starting the courses on Self-defense for girl students and drama have been done.

**Item 6:** Course opening documents have been prepared, but yet to be submitted to Higher Education Council, as Higher Education Council is not accepting any applications at present.

**Item 7:** Procedure has already been started.

**Item 8:** College has started to process the items mentioned in the action plan.

  
Principal

Prof. (Dr) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya





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### **Notice**

27.8.2024

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 3.9.2024 at 3:00 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To approve Action Taken Report of the previous meeting
3. To discuss about various programs and activities by different departments
4. To discuss about green audit, energy audit, environment audit and quality audit
5. To discuss about academic and administrative audit
6. To discuss about the introduction of certificate courses in various disciplines
7. To discuss about MOU with colleges
8. To discuss about programs on soft skill, life skill communication skill and yoga
9. To discuss about Course File preparation for the upcoming courses
10. To discuss about the attainment of COs and POs
11. To discuss the student feedback analysis reports
12. Miscellaneous

Principal & Chairperson, IQAC, DDMRM

**Prof. (Dr.) ARIJIT SAHA**  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



1. <i>[Signature]</i> 3/9/2024	5. <i>[Signature]</i> 3/9/24.	9. <i>[Signature]</i> 03/09/24
2. Subhabrata Bhattacharya	6. NBD 03/09/24	10. Salla 3/9/24
3. Nafisa Khatun 03.09.24	7. S. Das 03.09.24	
4. <i>[Signature]</i> 3/9/24	8. <i>[Signature]</i> 3/9/24	



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Members present in the meeting held on 3.9.2024.

1. Prof. (Dr.) Arijit Saha
2. Sri Subhabrata Bhattacharya
3. Smt. Nafisa Khatun
4. Smt. Swatilekha Halder
5. Dr. Sarmishtha Roy Chowdhury
6. Sri Nikhilendu Bikash Das
7. Dr. Suparna Das
8. Smt. Dipasree Roy
9. Dr. Sompita Das
10. Dr. Sabitri Dutta

Principal and Chairperson presided over the meeting.

Following were the resolutions of the meeting:

1. The proceedings of the last meeting were read and confirmed.
2. The Action Taken Report was approved.
3. Resolved that different departmental activities will be conducted. Departments will be asked to organize various programs to celebrate and observe different days of importance.
4. Resolved that various audit reports will be reviewed and analyzed. Departments will be communicated accordingly to take actions, if necessary.
5. Resolved that academic audit of 2023-2024 academic session, which has already been conducted, will be reviewed by IQAC and departments will be communicated accordingly.
6. Resolved that 10 certificate courses will be introduced in the session.
7. Resolved that colleges and universities will be approached for MOU and collaborations. At least one MOU/collaboration of international level will be attempted for.
8. Resolved that program on soft skill, life skill communication skill, yoga and ICT will be organized.
9. Resolved that HoDs will communicate with all faculty members of their departments about preparation of Course files
10. Attainment of COs and POs were discussed.
11. Resolved that student feedback report will be analyzed and necessary actions will be taken, wherever necessary
12. Nothing as such.

*[Signature]* 3/9/2024  
Principal  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



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Action taken report of the meeting 3.9.2024

**Item 3.** Departments have started organizing seminars/workshops/ programs and observing other various important days in collaboration with IQAC.

**Item 4.** Audit reports have been reviewed and analyzed. Nature Club has been asked to organize various programs, awareness drive among the students to make the campus green and energy efficient as far as possible. Departments have also been requested to take necessary steps to reduce and save energy use as far as possible.

**Item 5.** Academic audit has been conducted and IQAC has reviewed the recommendation suggested by the auditors. Departments have been communicated accordingly to take necessary actions, wherever applicable.

**Item 6.** Certificate courses have been introduced.

**Item 7.** College of Natural Sciences, Can Tho University, Vietnam has been approached for academic linkage and MOU.

**Item 8.** One-day workshop on communication skill was organized. Seven-day workshop on ICT training program will be organized in the month May/June 2025.

**Item 9.** Course files have been prepared for all running courses.

**Item 11.** Feedback reports have been analyzed. Actions have been taken to address the issues related to internet connectivity, number of desktops, and toilet facility etc.

12/12/2024

Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya





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**Notice**

4.12.2024

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 12.12.2024 at 3:00 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To approve Action Taken Report of the previous meeting
3. To discuss about the status of SSR
4. To discuss about Faculty Development Program organized by IIC & Research & Development Cell of the College
5. To discuss about MOU and related activities
6. To discuss about environmental awareness related activities
7. To discuss about career counseling related activities
8. To discuss about internship program for the students
9. To discuss about community outreach related activities
10. Miscellaneous

Principal &amp; Chairperson, IQAC, DDMRM

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



1. *[Signature]*
2. Subhabrata Bhattacharya
3. Nafisa Khatun
4. *[Signature]*
5. *[Signature]*
6. Shyamal Dalapati
7. *[Signature]*
8. Ratul Nandi
9. Latika



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Members present in the meeting held on 12.12.2024.

1. Prof. (Dr.) Arijit Saha
2. Sri Subhabrata Bhattacharya
3. Smt. Nafisa Khatun
4. Smt. Swatilekha Halder
5. Dr. Sarmishtha Roy Chowdhury
6. Dr. Shyamal Dalapati
7. Dr. Moumita Banerjee
8. Mr Ratul Nandi
9. Dr. Sabitri Dutta

Principal and Chairperson presided over the meeting.

Following were the resolutions of the meeting:

1. The proceedings of the last meeting were read and confirmed.
2. The Action Taken Report was approved.
3. SSR has been approved by NAAC on October 4, 2024. Required payment has been done. Dates of PTV have been proposed and are yet to be finalized by NAAC.
4. Resolved that the FDP will be organised in January 2025 in association with IARA in blended mode. The inaugural programme will be held in the college seminar hall.
5. Resolved that the linkage and MOU with the College of Natural Sciences, Can Tho University, Vietnam will be signed soon.
6. Resolved that an environmental related workshop for students will be organised soon.
7. Resolved that college will organise career related activities like workshop and placement in different companies. A talk with Tata Consultancy Services has already been started.
8. Resolved that internship program will be organised with Institute of Chartered Accountant Dum Dum branch for the B. Com Major and Programme students.
9. Resolved that various community outreach programs in the adjacent locality will be organised by the NSS unit of the college.
10. Nothing as such.

*[Signature]*  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel





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Action taken report of the meeting 12.12.2024

**Item 3.** The seminar was organised successfully.

**Item 4.** The seminar was organised successfully in collaboration with WBSU.

**Item 5.** Work is going on.

**Item 6.** The procedure for introduction of certificate courses is under progress.

**Item 7.** Career counselling programme was organised with Times Pro Private Limited. the placement drive was taken and 6 students Got placement in Tata Consultancy Services (TCS).

**Item 8.** The internship programme was organised.

**Item 9.** NSS unit of the college conducted a blanket distribution drive for the poor in the local community in the winter months.

  
16/11/2025  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



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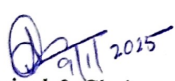
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### **Notice**

9.1.2025

A meeting of Internal Quality Assurance Cell of Dum Dum Motijheel Rabindra Mahavidyalaya will be held on 16.1.2025 at 3:00 pm to discuss the following agenda:

1. To read and confirm the proceedings of the last meeting
2. To approve Action Taken Report of the previous meeting
3. To discuss about upcoming Seminar of Department of Bengali & History
4. To discuss about upcoming Seminar of Department of Bengali in collaboration with WBSU
5. To discuss about upcoming admission
6. To discuss about the certificate courses to be introduced from the next academic session
7. To discuss about career counseling related activities
8. To discuss about internship program for the students
9. To discuss about community outreach related activities
10. Miscellaneous

 2015  
Principal & Chairperson, IQAC, DDMRM

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya



1. 16/1/2025
2. Subhabrata Mahapatra
3. Nafisa Khatun 16.01.25
4. Swatilekha Halder 16/1/25
5. Sarmishtha Roy Chowdhury 16/1/25
6. Ratul Nandi 16/01/25
7. Ratul Nandi 16/01/25



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Members present in the meeting held on 16.1.2025.

1. Prof. (Dr.) Arijit Saha
2. Sri Subhabrata Bhattacharya
3. Smt. Nafisa Khatun
4. Smt. Swatilekha Halder
5. Dr. Sarmishtha Roy Chowdhury
6. Dr. Moumita Banerjee
7. Mr Ratul Nandi
8. Dr. Sabitri Dutta

Principal and Chairperson presided over the meeting.

Following were the resolutions of the meeting:

1. The proceedings of the last meeting were read and confirmed.
2. The Action Taken Report was approved.
3. Resolved that the Department of Bengali & History will organize a Seminar to commemorate International Mother Language Day.
4. Resolved that a seminar will be organized by Department of Bengali in collaboration with WBSU
5. Resolved that the Admission Committee will conduct the admission procedure under CAP.
6. Resolved that certificate courses on AI, basic computer skills, handicrafts will be introduced from next academic session.
7. Resolved that college will organise career related activities like workshop and placement in different companies. A talk with Tata Consultancy Services has already been started.
8. Resolved that internship program will be organised with Institute of Chartered Accountant Dum Dum branch for the B. Com Major and Programme students.
9. Resolved that various community outreach programs in the adjacent locality will be organised by the NSS unit of the college.
10. Nothing as such.

16/1/2025  
Principal

Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
Rabindra Mahavidyalaya