

মিটিং রেজল্যুশন বই
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	16/08/2022

উপস্থিত সভাগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal Room
সময় / Time	12 Noon.

১। 1. Del Kumar	১৫। 15. S. Chatterjee Sengupta
২। 2.	১৬। 16. Anup Ghosh
৩। 3. Amit Das - 16.08.2022	১৭। 17. Tapan Bar - 16.08.2022
৪। 4. Subhasit K. Ghosh - 16.08.2022	১৮। 18. Subhasit Roychoudhury - 16.08.2022
৫। 5. Mani Ranta Rai - 16.08.2022	১৯। 19. P. S. H. G. Jit - 16.08.2022
৬। 6. Sudipa Upadhyaya - 16.08.2022	২০। 20. Rahul Kumar
৭। 7. Ananta Banerjee	২১। 21.

নং / No. রেজল্যুশন / Resolution Adopted



RAMSADAY COLLEGE

(Affiliated to the University of Calcutta & Registered under 2f & 12B of UGC Act.)

P.O.- AMTA • DIST.- HOWRAH • PIN - 711401

(03214) 260-251
Fax : (03214) 265-471



Ref. No.....

Date... 10-8-2022.

NOTICE

IQAC meeting will be held on 16th August 2022 at IQAC room to discuss the following agenda.

Agenda 1. Online admission for UG course for the academic year 2022-23

Agenda 2. Examination for Even semester students

Agenda 3: MoU with Amrita Viswa Vidyapeetam regarding virtual laboratory for science students

Agenda 4.: Discussion on observation on audit reports by Economics department.

Agenda 5: Measures for slow and advanced learners , feedback by departments

Del Kumar
Principal & Secretary (Ex-officio)
Ramsaday College
Amta, Howrah

Resolutions Adopted:

1) HED, Govt of W.B. has informed affiliated colleges that from 17 2022-23 admission in UG courses would be through centralised admission portal. Institutions have to upload along with college logo, total categories & seat distribution approved by the University. Colleges should monitor the criteria of admission policy followed by them and meeting formula if any. Principal feared that this might hamper the admission process as most

many students who depend on cyber cafe for filling up admission forms and make errors that will get their forms cancelled. Many students do not check or follow their mails or SMS and are likely to miss the payment counselling details. Also the experience of online admission for PG Courses is not good as it takes unusually long periods to fill up the vacant seats. IDAC recommended setting up self desk kiosks to facilitate filling up admission forms carefully by willing students.

2) - Principal informed the members that there is high probability that offline examination process will be introduced after the pandemic period and teachers should create awareness among the students about the ^{difference in} mode of evaluation for online & offline processes. All members expressed the same opinion that the online process has diluted the examination process and demeritization in merit of students has been compromised.

3) Principal informed IDAC that a MOU has been made with Anurita Visha Vidyalayam regarding virtual practical classes for science students. Our college has been granted the nodal center, the second institute from the Eastern region. A total of 300 students from various science subjects have enrolled with their e-mail ids and passwords and can perform practical experiments through virtual mode. Also the subscription for Spectrum Annual of Rs 2000/- has been made with the IT-Mumbai. Also the MOU with Anurita foundation has been renewed for 2022-23 session.

4) Teachers of the Economics department were assigned the task to scrutinize income and expenditure statements and follow the observations made by the auditors. The aim was to suggest means to improve assets and reduce unnecessary expenses on non-asset items. As per their findings, gain on capital assets rose from 8% in 2016 to almost 32% in 2022. IDAC recommended to sit with the student union representatives and advise them to roll down expenses on college social and cultural programmes. Also members demanded to set A/C conditioned machines in the auditorium at second floor.

Appointed
 Dr. P. M. ...
 Secretary (Ex-officio)
 Rairasik College
 Anta, Howrah

Members Presents of NAAC Meeting on 29/11/2022
IAAC

1. ~~Dr. K. M. M.~~
2. Ramesh Ch. Saha
- 3.
4. Tapan Bar.
5. Subrata Raychaudhuri
6. Biswajit - Debnath -
7. Biswajit Pal
8. Amit Das
9. Padmasane Chatteropadhyay
10. Chandrasee Sengupta.
11. ~~Avinash Chakrabarty~~
12. ~~Dr. K. M. M.~~
13. Dr. Subhajit K. Ghosh
14. Gopal Anand
15. Ditya - In Saha
16. Soumen Sinha
17. Durlea Banerjee
18. Ananya Ghosh
19. Subhamoy Majhi.
20. Suparna Sadhukhan.
21. Goma Paul Chowdhury
22. Payal Ghosh.
23. Anindita Banerjee
24. Chaitali Kanjilal
25. Sudipa Upadhaya
26. Sankardev Maurya
27. Imdadul In Harker
28. Sk. Medayet Hossain
29. Rakabanta Ghosh
30. Abloy Mandal.
31. Prasanta Ruidas,



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An Institution Re-accredited by NAAC (3RD Cycle, Grade-B+)

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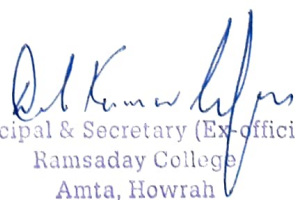
Date.....

Resolutions taken in the IQAC meeting held on 29th November 2022

Agenda 1: After a long period of online examination process, University of Calcutta as per recommendations of UGC guidelines, decided to conduct even semester exams in offline mode. The exams were held during the period August –September 2022 as per schedule given by the university. Members informed that the feedback they got from various HoDs and teachers during the evaluation process is that the students took it granted that this time too the exams will be held online and they were not serious enough or well prepared for the offline mode. Majority of students scored much below than expected and this is thoroughly reflected in their writing capabilities. The covid period has robbed the students not only their class room activities but also their spirit of hard work and motivation to do good at exams. The members unanimously decided to focus more on class room activities and to create interest through pedagogical programs and student participation in them. Principal insisted that teachers should inform their students that complete waive of tuition fees will be provided to those who have 90 and above percentage of class attendance in all courses for that particular semester. Partial waive of tuition fees will be offered to students participating in college activities like NSS, NCC, sports, seminars, Science camps, workshops for handicrafts and allied programs.

Agenda 2: A technical committee has been formed with the following members with the assignment to collate and upload documents of IIQA (Institutional Intent for Quality Assessment). Members also stressed that after upload of IIQA and its approval, there will be a time limit of maximum 45 days to upload the complete SSR (QnM and QIM part of Self Study Report) for data validation. Simultaneously the students should be prepared to answer the questionnaire for SSS. Names of teachers who were assigned the task to complete the QIM part of SSR was also approved in today's IQAC meeting.

Technical committee: Sri Arup Dhara (Convenor); Dr. Subhajit Kumar Ghosh, Dr. Gopal Dev Mondal; Sri Sumit Chakraborty, Sri Soumen Sinha



Principal & Secretary (Ex-officio)
Ramsaday College
Amta, Howrah

For QIM part of SSR: Prof Padmasana Chattopadhyay (Convenor), Dr. Chandreyee Sengupta, Dr. Sudipa Upadhaya, Dr. Nababrata Ghoshal; Dr. Deb Kumar Mukherjee; Dr Subhajit Kumar Ghosh; Dr Abhoy Mondal.

Agenda 3: Principal informed the IQAC members that because of the initiatives taken by the Geography department, discussion to sign a MoU with Indian Meteorological department, New Alipore, Kolkata for setting up a weather observatory within the campus has begun. All logistics and technical support will be provided by IMD personnel and college staff will be trained to measure and calibrate data at college end. The data will then be shared with the Kolkata weather station. One set of weather related equipments, purchased from college fund, will be available for hands on experiment to students of Geography department and technique of recording and sharing of data will be taught to them.

Agenda 4: Regarding registration of the Alumni association under society act, Principal informed the members that initiatives have been taken to get the college registered under society act first. The certificate of registration expired on 1975 and no renewal was made thereon. The college needs to first submit all copies of audit reports and list of transfer of powers since 1975 and get the registration renewal done. The accounts section has informed that audit reports from the period 1975 to 1979 are not available at our end and online application has been made through the Society registration portal with relevant documents. Mr Rajesh UI Mondal (Accounts officer) and Dr Tapan Bar (IQAC coordinator) have been assigned the responsibility to fix an appointment with the registrar for early solution of the matter.

Agenda 5: IQAC coordinator informed that for green initiatives steps like plantation of trees in and around the campus, restoration of water bodies, setting up a kitchen cum herbal garden within the campus and use of fish amino acid as an alternative to vermicompost for use have been taken. It has already been decided in the governing body that any staff who wishes to buy an electric vehicle (two and four wheeler) will get a loan from college fund at nominal simple interest to be decided during that period by the finance committee members.


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Date.....

Resolutions in the IQAC meeting held on 21.2.2023

Agenda 1: Principal informed the members that IIQA has been approved by the NAAC committee and now it's the time to submit the SSR online within 45 days of approval of the IIQA. A team of faculty members were assigned the responsibility to collect the data from the teaching and non-teaching staff and complete the qualitative metrics part of the SSR within the word limits as prescribed in the NAAC format and guidelines. All data to be submitted to the technical team formed for preparing the Pdf and upload the same on NAAC portal of the college. The members formed for QIM part are:

Dr. Chandreyee Sengupta

Prof. Padmasana Chattopadhyay

Dr. Sudipa Upadhaya

Dr. Subhajit Kumar Ghosh

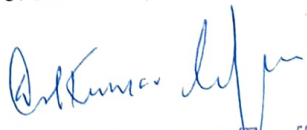
Dr. Deb Kumar Mukherjee

Dr. Abhoy Mondal

Dr. Nababrata Ghoshal

Principal also informed the members that during IIQA approval, all data regarding student enrolment in both undergraduate and post graduate courses and all final results declared during the last 5 years (from academic session 2017-18 to 2021-22) had to be certified by the Calcutta University authorities.

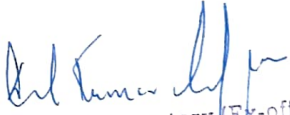
Agenda 2: Principal informed the members that since none of the college accounts have online transaction system with Log in Id and pass word, it has been approved by the governing body that the payment to NAAC as fees prescribed phasewise will be done through the personal account of Librarian Sri Arup Dhara and the same will be reimbursed immediately from college fund to Sri Dhara's account through NEFT/Cheque issue. Around 3.5 lakhs as NAAC fees (inclusive of GST) is needed for the accreditation process. Besides this, other expenses like travelling to and fro from the place of stay to the institution (Three days), Boarding expenses by the staff at the place of stay of the NAAC peer team(three


Principal & Secretary (Ex-officio)
Ramsaday College
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days), travelling to and from the airport by team members, food expenses and others will amount to another 1 lakh rupees.

Agenda 3: A team of members from three streams were selected who would look after and apprise the students regarding filling up the responses of SSS questionnaire through their email within the stipulated 7 days time line. The students should check their e-mail ids on regular basis and submit their responses as soon as they receive them. The members were also given the responsibility to prepare a list of Alumni and representatives from pool of parents who would meet the peer team on their first day of visit. The stakeholders should be informed at least 5 days prior to their interaction with the team.

Agenda 4: Principal informed that as per NAAC visit guidelines, 50% of the departments should be ready with their presentations before the peer team. The presentation should be brief within 20 ppt slides and should highlight the achievements made during the last five years. Principal and a few senior members will visit the departments whenever the slides get ready for presentation. The final list will be approved after several round of presentations by the departments. Also the departments have been instructed to collect the placement records of their passed out students and the admission records of the students who have progressed for further education in different sectors. Also the list of students who have qualified in the competitive exams like NET/SET/PSC should be forwarded to the technical team for verification and upload of data. All publications by teachers in journals should be verified with the UGC care list already uploaded on college portal.


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Ref. No.....

Date 12-05-2023.

MEMBERS PRESENT AT TODAY'S MEETING.

AGENDA: PREPAREDNESS TOWARDS NAAC VISIT.

1. Dil Kumar 12.5.2023
2. W. 12.05.23
3. Padmasane Chatterpadhy 12/5/23
4. Ghosh 12.05.2023
5. Samira Nay 12.05.23
6. Manikuntala Kumar 12.5.23
7. Santanu Kundu. 12/05/2023
8. Biswajit Deb Nath 12/5/23
9. Abhoy Mondal 12/05/23
10. Sayel Ghosh 12/05/2023
11. Paramita Chatterjee 12/05/2023
12. Sudipa Upadhaya 12.05.2023.
13. Soora Paulchandra 12.5.23
14. Ananya Ghosh 12/5/23
15. Durba Banerjee 12/05/23
16. Moumuni Gopal 12/5/23.
17. Sumit Chakraborty 12/05/23
18. Dilip Kumar Saha 12/05/2023
19. Amit Ghosh
20. Piyali Nag 12/5/23
21. Dr. Subajit Kr. Ghosh
22. Gopal Kumar 12/5/23
23. Imdadul Islam Harker 12/5/23
24. Chambeyee Sengupta 12/5/23

25. Tapan Bar 12.05.23.
26. Anup Shaha 12/05/23
27. Ramesh Ch. Saha 12/05/23

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	12-05-2023

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	IQAC
সময় / Time	2 P.M.

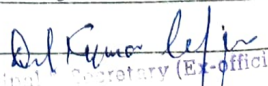
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Separate page
attached.

নং / No.	রেজল্যুশন / Resolution Adopted
	All HOD's meeting was convened to discuss about admission process as per NEP 2020.
	Agenda: 1) Admission Process as per NEP 2020 from the academic session 2023-24.
	2) Distribution of responsibilities during NAAC PT visit scheduled on July 2023.
	Resolution: Principal informed the members present that the centralized online admission process as announced by Higher Education Dept., Govt. of W.B. has been called off and colleges have been informed to conduct standalone admission as per latest guidelines of HED. 10% seat to be reserved for EWS (Economically weaker section) retaining the same number of seats for General and other categories. To maintain this ratio, a 12% seat enhancement for intake has been recorded. For example Chemistry Honours seats with intake 30 now becomes 37 to accommodate 10% EWS category and retaining the same number of seats allotted for various categories UR-BSC=8, ST=2, OBCA=4, OBC-B=3, EWS=4
1803 1773 3576 5	In physics, the vendor would be assigned the job to conduct the online admission process with fees fee structures as approved by the finance committee and governing body. The total intake for Honours now becomes 1803 and for General 1773, Total=3576.


 Principal Secretary (Ex-officio)
 15 College Square, Kolkata
 Anita, Howrah

The SSR has been submitted on NAAC postal on 28th March and the validation process is on. The entire validation and visit by PT members would be completed within 3 months of validation and so the visit is expected in July-August this year. The members agreed upon the team list that was unanimously approved by members present.

(A) For Reception at Airport on Day 0.

Dr. Subhajit Ghosh (Education), Dr. Sampad Mondal (Physics) Dr. Sudipa Upadhyay (Physics), Prof. Padmasena Chattopadhyay (English) Prof. Bhagyashree Bose (Anthropology), Prof. Mrinal Kanti Debnath (Physics), Prof. Piyali Nag (Psychology).

(B) Parents / Alumni Interaction - Prof. Subrata Rajchoudhuri

Prof. Padmasena Chattopadhyay

Prof. Dr. Tapas Bar

Prof. Rimjhim Patra.

Prof. N. Ghoshal

Prof. Chaitali Kanjilal.

(C) Student Interaction - Prof. Dr. Ramesh Chandra Sahoo.

Dr. Ritik Biswas

Dr. Amitabha Bandyopadhyay.

Prof. Amit Das

Dr. Gopal Dev Mondal

Dr. Chandreyee Sengupta (TCS).

(D) Cultural Programme

(Day 1)

Dr. Chandreyee Sengupta

Dr. Paramita Chatterjee (Music)

Dr. Soumen Chakraborty (II)

Dr. Sudipa Upadhyay.

Dr. Indranil Ghosh. (F/Nub).

Dr. Chaitali Kanjilal

(E) Food & Beverage: Prof. Priytha Roy, Prof. Debolina Chatterjee

Prof. Piyali Nag, Prof. Anirup Chakraborty,

Prof. Shankar Deb Maity, Prof. Ramesh Sahoo

Prof. Santoshi Bhakat, Dr. Manikuntala Kanwar.

Sri Ruhul Amin Khan,

Seen & Approved

Principal & Secretary
Ramsaday College
Anta, Howrah

ACTION TAKEN REPORT

(Based on discussions at the IQAC meetings for the session 2022-23)

Meeting date: 16/08/2022

Agendas discussed: Online admission for UG course for academic year 2022-23

Examination for Even Semester students

MOU with Amrita Viswa Vidyapeetam

Audit report by the Economics department

Measures for slow and advanced learners, feedback by departments

Action Taken:

IQAC recommended setting up of help desk kiosks within the campus for facilitating the online admission process of students.

IQAC observed that online examination process during the pandemic period has diluted the system and demarcation in merit of students has been compromised. Members strongly recommended introduction of offline mode of examination for all courses with immediate effect and to share the message with CU authorities.

MoU has been in force with the central university Amrita Viswa Vidyapeetam regarding virtual laboratory classes for Science students . Ours is the second institute in Eastern India other than AIIMS , Kalyani to forge an alliance/partnership with AVV. Also MoU with Anudip Skill Foundation and IIT Mumbai for Spoken Tutorial courses have been renewed for the academic year.

As per report and recommendations by the Economics department, gain on capital Assets rose from 8% in 2016-17 to 32% in 2022-23.

Feedback by students, alumni and parents were analysed by the academic committee and IQAC recommended evaluation of these statistical data in a scientific way using common available softwares.

Meeting date: 29/11/2022

Agendas discussed: Progress in filling up IIQA and SSR

Setting up Weather observatory within campus

Registration of Alumni Association

Green initiatives by the college

Action Taken:

Formation of a technical committee to upload the data from departments and various stakeholders as per given format and guidelines of NAAC done. Name of teachers assigned the task to complete the QIM part was also approved.

MoU with Indian Meteorological department for all technical support regarding setting up a weather observatory has been signed. The data recorded at our end will be shared with the IMD-Kolkata office on daily basis. This will also benefit the students of Geography department to undergo hand on experiments with weather related instruments/devices.

Accounts officer and IQAC coordinator have been assigned the responsibility to take up the matter with the concerned authority.

Loan will be provided to staff at nominal simple interest for purchasing electric vehicles in order to promote green environment friendly environment.

Meeting date: 21/02/2023

Agendas discussed: Submission of SSR online

Payment of NAAC fees through NEFT/internet banking system

Presentation by departments before NAAC peer team

Action Taken:

Self Study Report as well as NAAC fees (1st and 2nd instalments) have been paid as per NAAC guidelines. All departments have been made ready with 20-25 ppt slides for presentation. The final list will be prepared days before the NAAC visit.

Meeting date: 12/05/2023**Agendas discussed:** Admission process as per NEP 2020

Distribution of responsibilities during NAAC visit

Action Taken:

Revised intake capacity after taken into consideration reservation of 10% seats for EWS(Economically weaker section) for all courses has become 3576 (1803 for Honours + 1773 For General courses). Seat distribution category wise has also been submitted to the concerned vendor for admission in the academic session 2023-24.

Several committees have been formed with nodal officer/coordinators at helm of each committee to assist the NAAC process during the visit days.