



# VICTORIA INSTITUTION (COLLEGE)

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Website : www.victoriacollege.co.in

Ref. No.....

Date. 28/11/2023.....

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC), for the 2<sup>nd</sup> Quarter of Victoria Institution (College) has been scheduled on 06.12.2023 at 3:00 p.m. The meeting will be held at Suniti Sabhaghar. Being an esteemed member of the IQAC, your gracious presence is highly solicited.

### Agenda of the meeting:

1. Submission of IIQA
2. Preparation of SSR for evaluation of 3<sup>rd</sup> Cycle of NAAC
3. Conducting Academic and Green Audit
4. Reviewing SAR of 2022-23
5. PO/CO and Attainment as per NEP
6. Miscellaneous.

DR. SUMALLYA KARMAKAR  
IQAC Co-ordinator  
Victoria Institution (College)

Dr. Maitreyi Ray Kanjilal  
Principal  
VICTORIA INSTITUTION  
(College)

## IQAC Meeting for the 2nd Quarter, dated 06.12.23

### Agenda 1 : Submission of IIPA.

- Basic informations related to college, like 2F, 12B and affiliation document to be uploaded for IIPA submission. Look for hardcopy of the affiliation document.
- Problems faced while editing informations related to email id & contact info of present IQAC Coordinator — query related to this can be raised in NAAC portal for solution.

Students' data and data related to faculty strength already prepared for academic year July 2022 to June 2023 for SSR submission; however these informations are to be updated, current data must be collected and prepared incase the same are required during SSR submission.

- To prepare Examination Report in detail (Semester exam, class tests, diagnostic test, all included) by individual Depts. All informations related to students' entry & students passed, information received from the university etc. to be arranged in an uniform tabular format, with a view to prepare a detailed & impressive report before NAAC team.
- Date finalized for IIPA submission — 22nd Dec Meeting for final checking of IIPA before submission to be done, tentatively by Saturday

### Agenda 2 : Status of Preparation of SSR

Cr. 1 → Botany, Commerce, Philosophy depts. yet to submit certain data

For metric 1.2 prepare a Tabular version of data related to change in syllabus content over the time Pre CBCS — ~~Pre~~ CBCS — NEP.

Feedback from Teaching & Non Teaching faculty to be collected asap and feedback analysis to be completed with immediate effect.

Cr. 2 → Work in ~~progress~~ process - good progress.  
To ensure At least 50% of students feedback from General ~~category~~ section (both B.A & B.Sc) for Students Satisfaction Survey.

Cr. 3 → work in progress, Journal related data yet to be collected from few depts.

Actual SSR Templates required for Cr. 3

Cr. 5 → Informations regarding students' placement yet to be received from certain depts.

Cr. 7 → Green Audit - Running work in process.

Query to be raised regarding submission of AQAR 2022-23 (new) after submission of IQA.

Agenda 3 → Conducting Academic & Green Audit

Green Audit ✓

Academic Audit - to be ~~conducted~~ conducted asap.

Agenda 4 → Reviewing of SAR of 2022-23

• To be done soon.

Agenda 5 → PO/CO and learning,



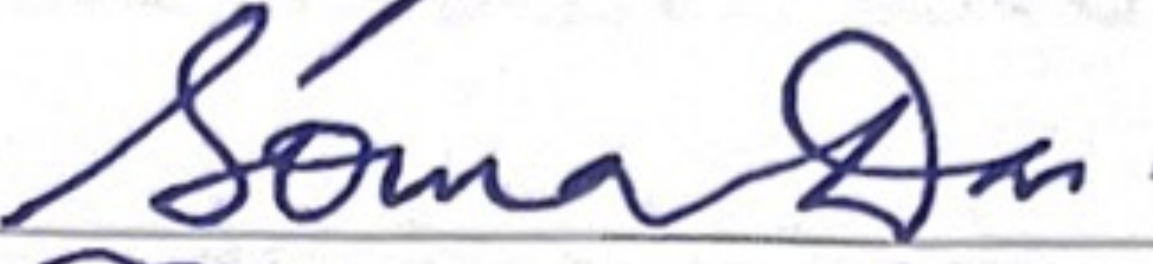

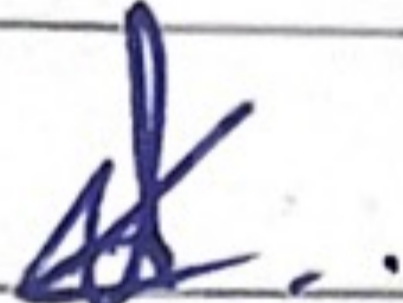
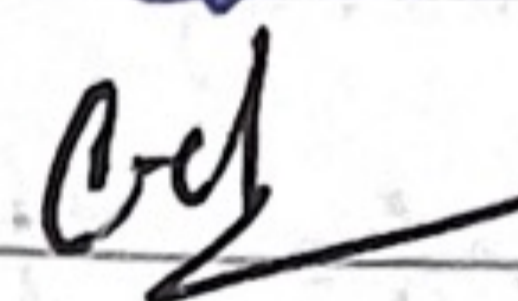


• Already submitted by few depts., ~~some~~ remaining to be collected and arranged asap.  
work in process.

## IQAC Meeting for the 2<sup>nd</sup> Quarter, dated 06.12.2023

### Resolutions:-

- IIQA to be submitted on 22.12.2023. Final review before submission to be completed at the earliest tentatively by 17<sup>th</sup> Dec.
- Query to be placed for editing some vital information (e.g. email id, contact info of present IQAC Coordinator) for IIQA submission.
- Students' data and faculty information to be fully updated for current status in SSR.
- Exam related detailed report to be prepared by every department for NAAC (uniform tabular format to be framed for all subjects).
- Regarding data related to Syllabus (for metric 1.2) the shift /changes from pre CBCS - CBCS - NEP to be framed in an uniform tabular format .
- Feedback from Teaching and Non teaching staff to be collected and feedback analysis to be completed.
- Query regarding submission of AQAR 2022-23 after submission of IIQA to be placed.

## Members Present

1. Dr. Maitreyi Ray Kanjilal 
2. Dr. Sumalaya Karumakar 
3. Sult. Soma Das. 
4. Dr. Savendra Chandra 
5. Indip Kumar Linha.
6. Dehansi Das (Ghasi) 
7. Chhotal Chandra 
8. Shrinine Das Gupta 
9. DR. Serlogue Pradhan. 
10. Dr. Parvate Ray Bouri RAS
11. Saranda Laha 