



VICTORIA INSTITUTION (COLLEGE)

78-B, ACHARYA PRAFULLA CHANDRA ROAD, KOLKATA-700 009

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Website : www.victoriacollege.co.in

Date : 29/07/2022

Ref. No. :

NOTICE

A Meeting of the IQAC of Victoria Institution (College) will be held on 10.08.2022 (Wednesday) at 12 pm, to discuss the following:

Agenda:

- 1) Academic Calendar 2022-23.
- 2) Orientation Programme for Freshers.
- 3) Rescheduling the date of Commencement for Mentor-Mentee Programme, and discussion regarding the formation of a political students' group.
- 4) Schedule for Inter departmental Exchange Programme.
- 5) Framing of Guidelines for preparing Annual Report.
- 6) Workshop for Students.
- 7) Training Programme for Teachers.
- 8) Appointment of Convenor for different Scholarship Schemes.
- 9) Discussion regarding next AQAR and tentative date of submitting SSR.
- 10) Scope for co-opting new members.
- 11) Miscellaneous.

Venue : Suniti Sabhaghar

Date : 10.08.2022

Time : 12 pm

Dipanwita Paul Ghosh

Dr. Dipanwita Paul Ghosh
Co-ordinator, IQAC

IQAC COORDINATOR
Victoria Institution (College)

Uma Ray Srinivasan
29/7/22

Dr. Uma Ray Srinivasan
Teacher-in-Charge
and Chairperson, IQAC

Teacher-in-Charge
VICTORIA INSTITUTION
(College)



Internal Members :

1. ~~Usha Ran~~ ~~Prinson~~
2. Dipamita Paul Ghosh 10-8-22.
3. Farhat Ake Khatun 10/08/22
4. Arpita Mukherji 10.8.22.
5. Suchandra Guha 10.8.22
6. Gayatri Pal 10/8/22
7. Debjani Das (Ghosh) 10/8/22
8. Samanta Laha 10/8/22
9. Subhadee Chak 10/8/22
10. Parvati Roy Prims 10/8/22

External Members :

1. ✓ Chhanda Mukhopadhyay

MEETING dated 10.08.2022

It was so resolved that:

Agenda 1: New Format of Academic Calendar 2022-23 suggested by the IQAC COORDINATOR, approved by all.

Agenda 2: Orientation Programme for Freshers to be held on 19.09.2022, in 5 sessions.

Routines for Sem 1 students to be prepared and distributed separately after the Orientation programme.

Agenda 3: Convenor of Mentor-Mentee programme to inform the exact date of commencement of the programme after consulting IQAC Coordinator

Name for apolitical students group – Swa- shakti, approved by all.

Agenda 4: Inter departmental Teacher Exchange programme to commence from the beginning of the session, Saheli in charge of the MoU.

Agenda 5: For preparation of Annual Report focus on i) Result + Students data – to be handled by Result Com , and ii) Departmental Events (e.g. academic activity, students activity, cultural programme+ sports all the year round) – to be handled by Annual Report Com.

Agenda 6: Mime Workshop to be conducted for students, Registration fee of Rs 100 to be charged from the students. Tentative date of the event - mid November.

Agenda 7: Training Programme for Teachers to orient them regarding how to conduct the upcoming Mentor- Mentee programme to take place on 24.08.22. Resource Person – Faculty of Psychology Department.

Agenda 8: Aloka M appointed as Convenor for different Scholarship schemes.

Agenda 9: Preparation for AQAR 2021 – 2022 to commence from December

Agenda 10: Request GB to co-opt Shinjini Das Gupta as new IQAC member.

Adoption of **Agenda 11** (as ref by TC): Students Union Room to be relocated for academic purpose i.e. to create separate Examination Room

Miscellaneous:

- PTM to be conducted on a regular basis to enhance students attendance.
- MoU to be passed in the GB
- Formation of Counselling Cell: Debjani Das Ghosh (Convenor), Aloka M, Paromita, Prakriti, Sananda, Advisory Body: Psychology Department, TIC, IQAC COORDINATOR
- Formation of RTI Cell : Sudip Kumar Sinha (Convenor), Mina C (1st Appellate), Mousumi DG (2nd Appellate)
- Formation of ICC : Senior most Woman Employee – Presiding Officer-URS (Teacher-in-Charge)

Members: Indrani C , Aloka M , Krishna S, NGO member (External)
Dr. Aparajita Sen Majumdar