



# VICTORIA INSTITUTION (COLLEGE)

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Ref. No.....

Date.....

## N O T I C E

A meeting of the internal members of the IQAC will take place on 7.12.2022 at 11.30 am to discuss the following issues:

**Agenda -1.** Confirmation of the proceedings of the last meeting (27.09.2022.)

**Agenda -2.** Follow up of the decisions taken in the previous meetings regarding holding MCQ Tests, proposed of Mentor Mentee activities, etc.

**Agenda - 3.** Steps to be taken after analysis of the Feed back given by students.

**Agenda- 4.** Appointment of a clerical assistant for IQAC.

**Agenda - 5.** Discussion about the possible adoption Ward No. 37 as a part of Community Outreach Programme.

**Agenda - 6.** Discussion about:

- i) College Financial audit.
- ii) Green audit.
- iii) Academic audit.

**Agenda - 7.** Discussion about submission of SSR in December,2022.

**Agenda – 8.** Discussion of Co-ordinator's Voice disorder and her repeated request for selection of new Co-ordinator.

*Uma Ray Srinivasan*

Dr.Uma Ray Srinivasan  
Teacher-in-charge.

Teacher-in-Charge  
VICTORIA INSTITUTION  
(College)

30/11/22



## **Meeting dated 07.12.2022**

It was so resolved that:

**Agenda 1:** For Metric 2.7, IQAC team need to find a solution.

### **Agenda 2:**

- For Mentor- Mentee programme, in future the Questionnaire to be given in Google Form and soft copy of all documents to be maintained henceforth.
- Based on students' feedback an official report to be prepared and submitted by the Coordinator of Mentor-Mentee programme.
- For upcoming MCQ Test to identify Advanced and Slow Learners – to give 50% weightage to class performance alongside the MCQ test result for better assessment.
- Next MCQ tests to be conducted in a Centralized manner.
- Department can decide on the measures to be taken for helping the slow learners.

**Agenda 3:** Next Students Feedback to be conducted in the upcoming Semester 6.

To discuss the matter of analyzing the Feedback with SDG and MB.

**Agenda 4:** Saiful can work as Clerical Assistant for IQAC. No fixed amount to be paid as allowance but based on work load ( Rs. 1000 – 2000 )

**Agenda 5:** For SSR Best practices, plans of conducting Community Outreach programme with ward 37, Preservation of Keshub Sen's Heritage residence within campus discussed.

**Agenda 6:** Green Audit and Academic Audit to be conducted

**Agenda 7:** New date for SSR submission – mid of February 2023

**Agenda 8:** Arpita Mukherjee selected as the new IQAC COORDINATOR



Signature

1. Uma Ran Jinnarwan 7/12/22  
Gayatri Pal

2. Subhendu Chandra 7/12/22

3. Chhesal Chandra 7/12/22

4. S. Guha 7/12/22

5. Farhat tra Khatun 7.12.22

6. Paramita Roy Biswas 7/12/22

7. Arpita Mukherji 7/12/22

8. Sananda Debe 7/12/22

9.