



# VICTORIA INSTITUTION (COLLEGE)

78-B, Acharya Prafulla Chandra Road, Kolkata-700 009

Phone : 91-33-2350 1959 ■ Fax : 91-33-2360 0046

Website : [www.victoriacollege.co.in](http://www.victoriacollege.co.in)

Ref. No. : .....

Date : 14/06/2024

## NOTICE

The IQAC of Victoria Institution (College) would like to inform you all (all Teaching and Non-Teaching staff) that a general meeting will be held on 25/06/2024 at 11:30 a.m. to discuss about the upcoming NAAC visit and other related issues. All Teaching and Non-Teaching staff are requested to attend the meeting.

Venue of the meeting: Keshub Memorial Hall

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

Dr. Maitreyi Ray Kanjilal

Principal  
VICTORIA INSTITUTION  
(College)

IOAC Meeting  
(Teachers Present)

dated \ 25, 06, 2024

Suvelya Kamakar.  
Paramita Roy Biswas  
Nandini Saha

Aditi Mishra  
Madhumita Banerjee  
Joyeeta Das

Kasturi Majumdar  
Indrani Mukherjee.

Souraj Das  
Chhokel Chakrabarti  
Shrijana Das Gupta

A - Saha  
Kathakali Biswas  
Anujit Baidya  
Aditya Samanta.

Rajendra Ghosh  
Aditi Chatterjee  
Abhishek Mohanta  
Madhusmita Das.

Sananda Saha.

~~Shruti~~ Shrivastava

Indrani Chakraborty.

Uttara Roy.  
Sukinti Anand Sinha  
Tapasi Bandyopadhyay.

Srabani Pal  
Jannatul Ferdous.

Patralekha Mukherjee  
Debjani Das (Ghosh)

Muni Gupta  
Minal Chakrabarti.  
Parasabari Bhattacharyya

Suchandira Guha  
Sebanita Chakrabarti  
Sucharita Saha

Arjuna Bhattacharyya  
Sharmila Chatterjee

Aloka Mukhopadhyay  
Pubali Ghosh

Fanida Anwar  
Nikhil Jahan

Uma Roy  
Debanu Das

Gayatri Pal

Swarajlekha Bandyopadhyay.  
Prakriti Das

It is informed that DVV had been sent by NAAC authority on May 14, 2024 and the corresponding queries were submitted by the college on May 29, 2024. Till date, no further clarification received from NAAC.

Vidwan id should have to be activated by all TS immediately and publications should have to be uploaded. Within a couple of days a list of TS will be shared by the NAAC coordinator to find out the Vidwan id's which are yet to be activated.

The general procedure of NAAC PEER Team's visit has been described and explained elaborately to the TS and NTS of the college so that they can get an idea about the whole process and prepare accordingly.

Departmental course files should be prepared for each of the course, Individual teacher should prepare their files also. The format/structure of the course file will be provided to the teachers within a couple of days for ready reference. Separate files to be prepared for the Corona Period.

Emphasize should be on mapping and attainment of PO, CO, CSO.

Student centric teaching learning method should be highlighted – Identification of slow learners, advance learners and necessary action taken regarding these should be mentioned appropriately.

Each and every cell and committees should prepare files containing their respective activities.

IQAC team should prepare all relevant documents and files regarding different criteria following SSR (Submitted).

Morning Section and Day Section should prepare and keep course files separately.

Department will prepare and keep PO attainment whereas individual teacher will prepare and keep CO attainment.

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

  
Principal  
VICTORIA INSTITUTION  
(College)