



# VICTORIA INSTITUTION (COLLEGE)

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

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Website : www.victoriacollege.co.in

Ref. No.....

Date...01/03/2017

## NOTICE

All non-teaching staff members are requested to attend the meeting of IQAC on 07.04.2017 at 2:00 P.M.

*Patralekha Mukhopadhyay*

Dr. Patralekha Mukhopadhyay  
IQAC Co-coordinator

*Nibedita Chakrabarti*

Dr. Nibedita Chakrabarti  
Principal

## IOAC Meeting with Non Teaching Staff

(1)

Maintaining the quality of control is a prime object of IOAC. IOAC has three pillars - faculty, students non-teaching - There should be a coordination among these three pillars.

College needs many more projects and M.A./M.Sc. to be opened and overall betterment of college with the help of non-teaching staff.

Space problem is a major problem of college. MIS - Management Information System should be computerised. Student data or profile has to be inserted.

The problems of college are - classrooms are not clean enough. A committee from non-teaching can be formed who will look after the cleanliness. Students feedback would be submitted. Teachers will also participate in this committee.

Fans and lights are not properly maintained. Most of the fans do not work properly especially in the examination time of board examination.

The committee from non-teaching will monitor the work of sweeper whether he is doing his work regularly.

(2)

Registration of 1st-yr. after their admission has to be put to the college website so that teachers can be aware of the proper students strength of class.

The profile of 2nd and 3rd yr. general has to be put along with 1st-yr. by office.

(3)

Non-teaching profile

(4)

Training or workshop has to be attended by non-teaching staff. A summary or report to be submitted to Principal after the participation in training or workshop. All documents has to be kept. A proper file should be maintained.

(5)

19 B - Medical Unit. - First Aid Training in St. John's Ambulance.

- ⑥ Roll No of the lower students has to be put in the door in the time of college examination. Seat No. for honours if possible.
- ⑦ College will try to merge several trainings for non teaching staff. An overall centralization in all aspect is needed as suggested by the coordinator of IQAC.
- ⑧ Airconditioning in the rooms will be provided to Principal's room, complex, office, Computer room, Arts and Science staff room as per. ~~photo~~ <sup>will</sup> ~~fix up a staff room~~ and library.
- ⑨ Counselling for teaching and non teaching staff. A workshop will be held in which teaching and non teaching will participate. IQAC will give a proposal to Principal along with counselling cell.
- ⑩ Adhar number is required at the time of admission. A column will be made for adhar number but it is not mandatory to put the number in it.

1. N. Chakrabarti 7/4/17
2. Palatanka Mukhopadhyay
3. Parvabari Saktetoppe
4. Ashis Biswas
5. Chitanda Bhowmick
6. Gayatri Pal
7. Jyoti Bandyopadhyay 7/4/17
8. Debanis Das (Ghosh) 7/4/17
9. Anup Kumar Sinha 7/4/17
10. Sudhasindhu Mandal.
11. Kamalakar Choudhury
12. ~~XXXXXX~~
13. Bipan Kar Chandra @
- 14/ X Jamir Mondal
- 15/ B. Panig
- 16/ K. K. Pal