



# VICTORIA INSTITUTION (COLLEGE)

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Ref. No.....

Date.....

## NOTICE

A meeting of IQAC (Internal Quality Assurance Cell) will be held on 4<sup>th</sup> May 2017 at 3 p.m. in the seminar room to discuss about the activities to be taken for the next cycle of NAAC.

All members are requested to be present in the said meeting.

*Ratnakha Mukherjee*  
IQAC Coordinator

*Neha Kundan*  
Principal

24/4/17

Principal  
VICTORIA INSTITUTION  
(College)

IQAC meeting held on 4/5/17.

Principal Dr. Niket Chakrabarti introduced Dr. Prabir Das ex ADPI to the members of the IQAC.

Dr. Pratsalekha Mukhopadhyay, IQAC coordinator informed the members about the meetings conducted by IQAC with teaching & non-teaching staff of the college.

Feed back regarding infrastructure to be taken from the session 2017-18.  
Updating of the college website.

Green Audit: Dr. Sudip Saha informed the members that during NAAAC peer team visit <sup>scientific</sup> marking of the <sup>plants</sup> trees present in the campus was done. But green audit has yet to be done.

He proposed that efforts to be taken for waste management.

Principal suggested that kitchen waste from the hostel can be processed to vermicompost and ~~using~~ used as fertilizers in the campus field.

Health Home: Principal mentioned that college has membership of student's health home which can be used by students. A periodic health checkup of the students may be arranged.

Health facilities to inmates of the hostel:-  
The ~~super~~ of the hostel is a temporary



post so it would not be advisable to allot additional duties on her.

### Communicative English:

Dr Indrani Chatterabarti said that training <sup>to spoken</sup> <sup>and communication</sup> skills may be arranged for the students of the 1<sup>st</sup> year.

Dr. Prabir Das suggested that a letter from the ~~cont~~ college authority may be given to the British Council regarding arranging of this course.

Women Cell: Dr Tapasi Bandhopadhyay suggested holding lectures, poster sessions drama with students to enhance awareness and legal among students.

Dr. Debjani Das Ghosh suggested that counselling of ~~tea~~ students, teachers and non teaching staff may be conducted with professionals from counselling instituting.

Self defence course: for students → Sukanya project of the W.B. Govt already exists.

A research committee to be formed for processing research projects.

Dr. Uttara Bhattacharya said a workshop may be organised on teaching methodology by experts from different institutes. The workshops can be organised annually.



ICT enabled records may be maintained by the dept. An orientation prog. or workshop to make this possible may be arranged.

### Journal Club:

Dr Prabir Das after hearing the above mentioned proposals made the following remarks

- (a) New format of SSR for the next cycle of NAAC will be more data oriented
- (b) 20% weightage on SSR and 80% weightage on AQAR.
- (c) ~~He~~ Highlighting that 45% of our students are from minority committee.
- (d) Upgradation of website :- Addition of Student corner. → newly introduced will include library.
- (e) Website should be well maintained as it is the first introduction to the college.

Dynamic features in the website.

Student facilities to be given

- (i) Course curriculum → give links of univ
- (ii) academic planning.

↓  
institutional  
plan

↓  
departmental  
plan.

give the dept. plan to the students at the beginning of the year.

dept. plan should include:

- (a) Uploading of study material/lecture
- (b) Teaching Module.

(c) Video lectures of eminent teachers may be uploaded.

(d) Add-on course (with G.B. approval)  
short duration, parallel course.  
Certificate may be given by college.

user id → to be given to student  
password → mobile no. of student.

(e) Online feedback:

Students on teachers.

(Analyses to be done)

(link the attendance of students to this)

Teachers on institution  
non-teaching on institution

Alumni on institution.

Conventional system may be also maintained.

ICT Training for teachers.

E-waste management.

UGC old & redundant, non-functional instruments may be disposed after informing U.G.C.

Library → e-books to be produced by the college library.  
British Council - institutional



membership should be taken for availing of e-books

Research Committee should be formed.  
IQAC co-ordinator, Principal  
3 members from Science, 3 members from Arts.

→ function of the committee

- (i) Source of project fund to be located, UAC, DBT, DST etc. and inform the teachers.
- (ii) help the teachers in submitting the project proposal.
- (iii) Seed money to be provided by college (development fund money may be utilised)
- (iv) Projects to be submitted so that students may be involved.
- (v) Involve the local community in the survey.

Language lab may be setup in one room. One room.

Enriching course for 3<sup>rd</sup> year outgoing students.

Sports facilities in the college,

Extension activities → slums

Awareness in slum area, classes for street children.

Outreach program → visit. old age home, orphanages.

Research facilities → set up a room

## Collaboration with other institutes.

Make ~~the~~ all the students  
computer literate → allot one  
comp. class in the routine  
Dept. tutorial to include a  
computer class.

Future plan → P.G. course in  
morning or evening session.  
English, Bengali.

proposed to be placed in TC →  
Academic sub committee, G.B

For P.G. course.

(a) Space allotment → dedicated room

(b) Board of Studies

2 members from C.U 2

2 from other universities

(c) Question papers to be  
prepared.

(d) Holding of exams, semesterwise  
result.

Portal on website for lodging complaint  
in case of sexual harassment.

Orientation by ICC (Internal complaint  
Committee)

verbal complaints ~~may~~ should also  
be entertained

ICC → lawyer, member of NAC

Target → By 2020.



# Signature of members present.

1. Pinky K. Das 4/5/17
2. Anil Ghosh 4/5/17
3. Neel Kumar 4/5/17
4. Palatella Mukherjee 4/5/17
5. Parasurani Bhattacharya 4/5/17
6. Jyoti Bandyopadhyay 4/5/17
7. Farhat Ara Kalkoshan 4/5/17
8. Chintita Bhattacharya 4/5/17
9. Debjani Das (Ghosh) 4/5/17
10. Indrani Chatterjee 4/5/17
11. Chhotelal Choudhary 4/5/17
12. Aparna Pal 4/5/17
13. Thirna Banerjee 4/5/17
14. Ashis Biswas 4/5/17
15. Gayatri Pal 4/5/17
16. Anuj Kumar 4/5/17

NAAC contingency grant.  
log book to be maintained

(i) office use

(ii) Stationeries (printer, paper, etc).  
files, printing cost.