



VICTORIA INSTITUTION (COLLEGE)

78-B, Acharya Pratulla Chandra Road, Kolkata-700 009
Ph: 91-33-2360 0046 ■ Fax: 91-33-2360 0046
E-mail: vicollege@vicollege.co.in

Date 18/10/19

REF:

NOTICE

All the members of IQAC and HODs of all departments are requested to attend a meeting to discuss about the Accreditation Process currently published by NAAC. The meeting will be held on 14th January 2020 at 3 pm.

Venue: Suniti Sabhagriha

Pratibha Mukhopadhyay
Coordinator, IQAC

IQAC Coordinator
Victoria Institution (College)

Neeleshankar
Principal 18/12/19

Principal
VICTORIA INSTITUTION
(College)

S.P. *Indrani Chaudhary* 9/1/2020

Baan *Joyeta Das*
10/1/20 10/1/2020

Chh 10/01/2020
Ju 9/1/20
SB 10/1/20

dm 09/01/2020

Spd 9/1/20
VB 10.01.20
J 9/1/20
Shree 9/1/20
Pris 9/1/20
Shukherjee 9/1/2020
Thana Banjee 9/1/2020

Chaitanya Bhattacharya 10/1/2020
Samanta 9/1/2020
MS 10/1/20

IQAC co-ordinator informed the members present.
the AQAR ^{has to} ~~will~~ be submitted according to Dec 2019
guidelines.
SSR → also according to the revised Dec 2019
guidelines.

Dr Indrila ^{Guha} opined that if the G.B. recommends
the same IQAC members may continue after
2-3 years.

Dr Patralekha ^{said} → new IQAC may be
constituted. Prof Asit Ghosh & Dr Indrila
opined that this will be discussed in the GB.

Student data should be provided by
Office and

Dr Prabir Das suggested the activities
and programmes undertaken by Depts should
be well documented.

1) Curriculum → comments ^{on} of the syllabus.
Keep printout of the mail or
letters sent.

2) Department meetings → Notice, minutes
on Syllabus distribution.

3) Follow up analysis → Adm Academic
(^{to be} conducted by dept) Audit.

3) Outreach programs by the dept
in Rajabazar locality.
eg. Dengue Sensitization.

4) Excursion → Students report should
be kept in the dept.

Geo tags pic should be taken.

5) Leave ^{register} ~~dept~~ in the dept should be maintained.

6) Result analysis in the dept.

Rank certificates of student.

and results of the University

All information can be sent from the Univ by applying to the Cent. of Exams through the Principal.

7) Scholarships: → Record to be maintained department wise, any type, Kanayashree, Minority, Alumni, college free ships.

8) Publication; Papers & Books.

9) Mentorship → each teacher should be in charge of guiding a group of students → academic & non academic academic matters

10) Tutorials → 2 types → (i) Remedial for low learners.
(ii) Tutorials for advanced learners.

11) ICT → using websites.

12) Connecting with passed out students.
(Documents have to be collected)

13) Students' presentation & Seminar.

iv) Prizes → to be recorded.

Academic Audit with external members

(i) Dr Prabir Das

(ii)

Non teaching → welfare measures taken -
training programs.

Special lectures for advanced learners.

NTPL courses } May be taken

SWAYAM course }

Library → enrolment of students for the
above mentioned courses can be
done by the Librarian.

Letter of appreciation to parents of
students who ~~then~~ perform well
in the examinations (Semesterwise).

Prize → from other agencies, Companies.

Online feedback - from students / parents /
teachers / Alumni, other stake holders.

NSS → outreach programme.

adopting a Slum area.

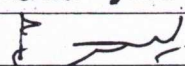
eye test, health checkups

Visiting old age homes / Orphanage.

Value education for children in
homes.

Extra classes for Arts Dept: Routine committee will
try to arrange for extra classes in
Sem II (Hons) and Sem IV (Hons) for the junior
teachers.

Members present

1. Asit Ghosh
2. Indira Guha 14/1/20
3.  14/1/2020
4. N Chakrabarti 14/1/2020
5. Patalabeha Bhattacharyay 14/1/2020
6. Gayatri Pal 14/1/20.
7. Uttara Ray 14/1/20
8. Parvathi Sattaraj 15/1/20
9. Mijana Bhattacharyya 14-01-20
10. Chandra Chandra 14-01-2020
11. Syam Kumar Paul
12. Anup Kumar Sinha 14/01/2020
13. Ashis Bhowmik 14/1/2020
14. Suchandra Guha 14/01/2020
15. Sankalita Mukherjee 14/01/2020
16. Anura Samanta 14.01.2020
17. Waduwana Das 14 01 2020
18. Madhura Ban 14/1/20
19. Chituta Bhattacharya 14/1/2020
20. Joyanta Das 14/1/2020
21. Indrani Chandra Das 14/1/2020
22. Md. Jami Anam Molla 14/1/2020
23. Gunilla Karmakar 14/1/2020
24. Jyoti Banerjee 14/1/2020