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**RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN**
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055
District : North 24 Parganas

Date:- 21.08.2024

To
The Vice Chancellor
West Bengal State University,
North 24 Parganas,
Kolkata- 700126

Sub: Feedback Analysis and Action Taken Report on the basis of feedback forms of all the stakeholders of RKSMVV.

Dear Sir,

This is to inform you that Feedback Analysis and Action Taken Report on the basis of few feedback inputs received is being placed before you for your kind notice and necessary action.

Thanking You
Yours Sincerely

P. Vaidyanathan
Principal

RKSMVV
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Received
[Signature]
21/08/24



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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ANALYSIS AND ACTION TAKEN
REPORT
(SESSION -WISE)
ON
STUDENTS' FEEDBACK

B. Vedatupapriana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



2018-2019

Sample Size: 110 students

Methodology: Students' feedback was collected through feedback forms curated to understand their views towards the curriculum and overall environment of the college. They were distributed to all the Final Year enrolled students. The filled-up forms were analysed and statistical reports were generated. On the basis of that statistical data the following report has been prepared.

Analysis Report: Key Findings

- Analysis of course feedback by the students reflected satisfaction on the learning experience gained through the syllabus of the course.
- However, reference reading based on syllabus did not motivate the students. Students did not feel confident enough to pursue a career based on completion of this course.
- Students were dissatisfied with the library holding in the college library.
- The students were majorly satisfied with the overall environment of the college.
- However, they were highly dissatisfied with the canteen, photocopying and common room facilities.

Action Taken:

1. To generate interest among students' various initiatives were taken by the college authority such as conducting extension lectures, workshops, inter-disciplinary seminars, and introduction of various value-added courses.
2. Encouraging students to develop interest in various e – learning activities such as getting enrolled in computer classes and soft skill programmes.
3. Library holding was increased and the process of restructuring and digitization of the library resources started from this period.
4. Proposals were put forward from the student's section towards the college authority regarding the improvement of the canteen, photocopying and common room facilities and assurance was given by the authority regarding their improvement.



2019 – 2020

Sample Size : 125 students

Methodology: Students' feedback was collected through feedback forms curated to understand their views towards the curriculum and the overall infrastructure of the college. They were distributed to all the Final Year enrolled students. The filled-up forms were analysed and statistical reports were generated. On the basis of that statistical data the following report has been prepared.

Analysis Report: Key Findings

- Majority of the students expressed immense satisfaction regarding their learning experience which they gained through their course syllabus.
- They were very happy regarding syllabus coverage.
- However, they were highly dissatisfied with the library infrastructures specially the library holdings.
- They found syllabus not pushing them enough for further referencing and considered quite stagnant and not job oriented. Because of this they did not feel motivated to move towards higher studies.
- The study leaves they receive before end term exams were not sufficient enough for them to prepare for the final examinations.
- The students were not happy with the toilet, canteen printing and photocopying facilities and common room facilities that the college was providing.
- However, they showed satisfaction regarding the playground, regularity of classes and the overall environment of the college.

Action taken:

1. Library holdings were increased and subscription of job-oriented magazines and journals were issued by the library.
2. With the receipt of the RUSA fund, all the toilets were renovated.
3. Advertisement was put for inviting new vendors for running the college canteen,
4. New photocopying machine was bought for the students.
5. Common room was re-painted and all the windows were changed to give it a new look.



2020-2021

Students feedback analysis report and action taken report during COVID situation

Sample Size: Class Representatives of all Honours Departments

Analyzing student feedback during the COVID-19 situation is crucial for understanding their experiences and making necessary improvements.

This report aims to analyze the feedback provided by students during the lockdown period imposed due to the COVID-19 pandemic. It highlights the main challenges faced by students and outlines the actions taken by the college in response to this feedback.

Methodology

Student feedback was collected through online surveys distributed to all class representatives during the lockdown period on weekly basis. The feedback focused on identifying challenges faced and suggestions for improvement.

Analysis Report: Key Findings

Transition to Online Learning: Majority of students reported difficulties adjusting to online classes, citing issues with connectivity, technological support, and effective learning environments.

Assessment and Evaluation: Concerns were raised about the fairness and adequacy of online assessments compared to traditional methods.

Isolation and Stress: Many students expressed feelings of isolation, loneliness, and heightened stress due to the lack of social interaction and uncertainties surrounding the pandemic.

Counseling and Support: There was a notable demand for increased mental health resources and counseling services to support students during this challenging time.

Access to Resources: Students highlighted difficulties accessing study materials, textbooks, and library resources remotely.

The feedback underscored the significant impact of the lockdown on students' academic performance, mental health, and overall well-being. It revealed a clear need for proactive measures to enhance support and adaptability in the face of unprecedented challenges.

Action Taken Report

Enhanced Financial and Technological Support: The college invested in upgrading online platforms, providing technical support hotlines, and offering training sessions to improve

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students' digital literacy. The teachers also helped students financially in buying mobile phones and regularly recharging their internet so that the needy students can access the online classes.

Flexible Assessment Policies: Adjustments were made to assessment formats and deadlines to accommodate students' varying circumstances and alleviate assessment-related stress.

Expanded Counseling Services: Additional counseling sessions and virtual support groups were introduced to address the heightened mental health concerns among students.

Organising Workshops/Webinars: Webinars and workshops were organized to build connection between teachers and students during the lockdown.

Digital Library Access: Enhanced access to e-resources and online library services was facilitated to ensure students had uninterrupted access to essential study materials.

In conclusion, the feedback analysis highlighted the resilience of students amidst unprecedented challenges during the lockdown period. By promptly addressing identified issues and implementing targeted interventions, the college successfully supported students in navigating the complexities of remote learning and mitigated the adverse impacts on their academic and personal lives.

Pr. Vedatupapriana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



2021-2022

Sample Size: 139

Methodology: Online feedback mechanism was used with the help of google forms and the students were given individual login ids and passwords to submit their feedback.

Analysis Report: Key Findings

The students in this session spent half of their time in lockdown. Therefore, when they returned to their offline classes they were overjoyed by seeing their college campus.

They were extremely satisfied by the curriculum handling of the college. However, they showed dissatisfaction regarding the adequacy of library holdings and the study break before the end semester.

Regarding the overall environment of the college, again they expressed deep satisfaction which they missed during the COVID situation. But they were still disappointed by the canteen, common room and toilet facilities. However, the percentage of dissatisfaction has gone down from the previous years.

Moreover, they were still struggling to cope up with the mental trauma that they went through due to COVID.

Action Taken:

For them college environment is very conducive to learning. Students were missing the natural set up and friendly teaching-learning atmosphere of the college. College authority were prompt enough to deal with their suggestions and opted for certain new and specific measures to cope up with the post lockdown situation.

1. **Health and Safety Measures Strengthening:** Students expressed concerns about health and safety measures, the college re-viewed and potentially enhanced its protocols. This included more frequent cleaning of facilities, ensuring proper ventilation, providing hand sanitizing stations, and implementing social distancing measures where feasible. Representatives from KMC came by and supported the college authority to deal with sanitization of the entire college campus.
2. **Flexible Learning Options:** Students requested flexibility in learning options, including a mix of in-person and online classes. College evaluated the feasibility of



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hybrid learning models and teachers were instructed to accommodate such requests, ensuring that students have access to quality education while also considering their safety and preferences.

3. **Mental Health Support Services:** Some students expressed stress or anxiety related to the transition back to in-person learning. The college authority expanded mental health support services involving class representatives and SWC. This also involved increasing counselling resources, offering workshops on stress management, and promoting awareness of mental health resources which was available both on and off-campus.
4. **Communication and Transparency:** Improvement in communication between the administration and students was asked for by the students. College authority established regular channels for feedback and updates, such as meetings, surveys, or dedicated communication platforms, to address concerns in a timely and transparent manner. A number of meetings were held between Principal, faculty members and students of different semesters to address the issue.
5. **Student Engagement Initiatives:** To foster a sense of community and belonging after a period of remote learning, the college organized various student engagement initiatives. This included setting up of certain committees like ICC, Anti-ragging etc to develop programs and opportunities for student leadership and involvement in decision-making processes.
6. **Academic Support Resources:** Some students expressed academic challenges or concerns about the quality of education. The college authority enhanced academic support resources. This involved offering tutoring services, study groups, peer mentoring programs, and workshops on study skills and time management. Register and attendance of students availing peer tutoring and remedial classes is maintained diligently by the departments.
7. **Infrastructure Upgrades:** A few students identified issues with infrastructure, such as outdated technology or inadequate facilities. The college authority were quick to respond and set up an AV room and invested in upgrades and renovations to improve the learning environment. This also included upgrading classroom technology and expanding library resources by introducing digital library with individual email IDs and

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passwords for each and every student and teacher for smooth accessibility of library resources.

8. **Accessibility Accommodations:** Addressing accessibility concerns raised by students is crucial. The college authority assessed and improved accessibility features on campus, such as ramps and accommodations for students with disabilities, to ensure that all students have equal access to education and campus facilities. With active support of college alumni audio books are ready for access to two specially-abled students who were admitted during this academic session. Writers were also arranged by the college so that they can easily sit and give their examinations.
9. **Community Outreach and Partnerships:** The college collaborated with local health authorities, businesses, and community organizations to enhance support services and resources available to students. This involved partnerships for vaccination clinics, access to affordable housing, employment opportunities, and other community-based initiatives. Annual blood donation camps, thalassemia detection medical camps, menstrual health related camps, legal aid camps and orientation workshops were arranged by the college authority.
10. **Continual Feedback Loop:** Finally, establishing a continual feedback loop is essential to monitor the effectiveness of implemented actions and address any new concerns that may arise. The college can regularly solicit feedback from students and adapt its strategies accordingly to ensure a supportive and inclusive learning environment for all.

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2022-2023

Sample Size: 136

Methodology: Online feedback mechanism was used with the help of google forms and the students were given individual login ids and passwords to submit their feedback.

Analysis Report: Key Findings

The filled in feedback form reflected immense satisfaction in both aspects – curriculum and overall environment of the college. This positive feedback portrayed the fact that the college authority had taken serious note of the previous years' feedback analysis reports and accordingly have improved their lacunae and tried to incorporate the various suggestions that the college received from the students.

Action Taken:

1. Digital Divide Mitigation Plan:

- Implemented a comprehensive digital divide mitigation plan to address disparities in access to technology among students.
- Raised funds to provide mobile phones with internet connection so that students can access the online platform of learning.
- Established computer labs with extended hours of operation, equipped with high-speed internet access and necessary software for academic use.
- Collaborated with internet service providers to explore discounted or subsidized internet access options for students from low-income backgrounds.

2. Computer Access Expansion:

- Increased the number of computers available in campus computer labs to accommodate higher demand.
- Extended operating hours of computer labs to provide students with more flexibility in accessing computing resources.

3. Canteen Improvement Initiatives:

- Conducted surveys and focus groups to gather specific feedback on the canteen's offerings, pricing, and overall satisfaction levels.
- Expanded the canteen menu to offer a wider variety of nutritious food options to cater to the preferences of all students.



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- Implemented hygiene and sanitation protocols to ensure food safety and cleanliness in compliance with health regulations.
- Enhanced seating arrangements and ambiance in the canteen area to create a more comfortable and inviting environment for students to dine and socialize.
- Improved customer service training for canteen staff to ensure prompt and courteous service to students.

4. Communication and Feedback Mechanisms:

- Established regular communication channels for students to provide ongoing feedback on the effectiveness of implemented initiatives and suggest further improvements.
- Conducted periodic surveys and focus groups to assess student satisfaction levels and identify areas for enhancement in computer access and canteen services.
- Appointed student representatives or committees to liaise with the administration and advocate for the needs and preferences of the student body regarding digital access and campus dining experiences.

By taking these actions, our college aims to bridge the digital divide, improve access to computing resources, enhance the quality of food services in the canteen, and create a more inclusive and supportive learning environment for all students.

Pr. Vedatupapriana
Principal
Ramakrishna Sarada Mission
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**ANALYSIS AND ACTION TAKEN
REPORT
(SESSION -WISE)
ON
TEACHERS' FEEDBACK**



2018-19

Sample Size: 55 teachers

Methodology: Teachers' feedback was collected through feedback forms curated to understand their views towards the vision, mission of the college, infrastructural facilities available curriculum and overall environment of the college. At the end of each academic session teachers were encouraged to fill up online feedback forms available at the website of the college. The filled-up forms were analysed and statistical reports were generated. On the basis of that statistical data the following report has been prepared.

Analysis Report: Key Findings

- Analysis of overall feedback by the teachers reflected utmost satisfaction about conducive working experience in the college.
- They were 100% aware about the vision and mission of the college and each adhere to the planned Academic Calendar of the college which is prepared on the guidelines Academic Calendar of WBSU.
- Teachers were highly satisfied with the policies undertaken by the college authority as regards to Grievance Redressal, RTI, ICC, Anti-Ragging etc
- However, complete dissatisfaction was reflected from their feedback regarding maintenance of toilets, playground and classrooms.
- The teachers were majorly of the opinion that clean drinking water was not available inside the college premises.

Action Taken:

- For installation of water purifier, fund was aimed to be raised.
- Minimum medical facilities are ensured through careful attention.
- A record book, self-appraisal and biometric for attendance and leaves is maintained separately.
- An approximate plan for the entire year is made by the academic sub-committee.



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2019-20

Sample Size: 55 teachers

Methodology: Teachers' feedback was collected through feedback forms curated to understand their views towards the vision, mission of the college, infrastructural facilities available curriculum and overall environment of the college. At the end of each academic session teachers were encouraged to fill up online feedback forms available at the website of the college. The filled-up forms were analysed and statistical reports were generated. On the basis of that statistical data the following report has been prepared.

Analysis Report: Key Findings

- Analysis of overall feedback by the teachers reflected utmost satisfaction about conducive working experience in the college.
- They were 100% aware about the vision and mission of the college and each adhere to the planned Academic Calendar of the college which is prepared on the guidelines Academic Calendar of WBSU.
- Teachers were highly satisfied with the policies undertaken by the college authority as regards to Grievance Redressal, RTI, ICC, Anti-Ragging etc
- However, complete dissatisfaction was reflected from the feedback on internal guidelines about student mentoring.
- Provision for clean drinking water was still in the process inside the college premises.



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Action Taken:

- It is under consideration that nothing can be done for medical facilities.
- Smart TVs and audio-visual systems are being sought to be installed in every classroom for teaching purposes at this time.
- College authority decided to take up an all-inclusive policy centrally regarding smooth and efficient functioning of student mentoring, which was later taken up by the Students' Welfare Committee under the guidance of Internal Quality assurance Cell.
- Information about installation of water purifier and its maintenance were sought from different sources.

R. Vedanaprasanna
Principal
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2020-21

Due to worldwide spread of COVID 19 the process of collecting feedback from the stakeholders was affected. But Principal was considerate enough to arrange department wise meeting on smooth deliberation of the teaching-learning process and dealt with empathy about the suggestions and grievances of the teachers through zoom meeting platform.

Sample Size: Department wise faculty

Methodology: Due to worldwide spread of COVID 19 the process of collecting feedback from the stakeholders was affected. But Principal was considerate enough to arrange department wise meeting on smooth deliberation of the teaching-learning process and dealt with empathy about the suggestions and grievances of the teachers through zoom meeting platform. On the basis of that statistical data the following report has been prepared.

Analysis Report: Key Findings

- Analysis of overall feedback by the teachers reflected utmost satisfaction about conducive working experience in the college.
- They were 100% aware about the vision and mission of the college and each adhere to the planned Academic Calendar of the college which is prepared on the guidelines Academic Calendar of WBSU.
- Teachers were highly satisfied with the policies undertaken by the college authority as regards to Grievance Redressal, RTI, ICC, Anti-Ragging etc
- However, a major concern among the teachers was inadequate bandwidth of network for continuous online classes.
- Teachers were majorly worried about the financial condition of students and their incapability to source unlimited data for uninterrupted and regular online classes.

P. Vedavipranava
Principal
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Action taken:

- ICTs, which encompass the internet, platforms, networks, phones, apps, databases, and underlying infrastructure, play a pivotal role in this context. The teaching learning process has been significantly facilitated by ICT. Some projectors, laptops, and desktops have been arranged, as well as the purchase of mobile phones for the less fortunate. During the entire lockdown period online classes were arranged and data pack recharges were maintained by the teachers. This initiative was taken up by the Students' Welfare Committee and fund was raised from alumni, teachers as well as existing students with sound economic background.
- A special webinar on optimal usage of virtual mode to facilitate teaching and learning and development of e-content was arranged by the college authority under the supervision of IQAC to assist teachers during the pandemic period so that online classes were not hampered.
- Mandatory online TC meetings during this period academic session have been instituted for all teachers. All teachers have been placed on various college-related committees through the TC meetings.

R. N. Vedantapuri
Principal
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2021-22

Sample Size: 55 teachers

Methodology: Teachers' feedback was collected through feedback forms curated to understand their views towards the vision, mission of the college, infrastructural facilities available curriculum and overall environment of the college. At the end of each academic session teachers were encouraged to fill up online feedback forms available at the website of the college. The filled-up forms were analysed and statistical reports were generated. On the basis of that statistical data the following report has been prepared.

Analysis Report: Key Findings:

- They were 100% aware about the vision and mission of the college and each adhere to the planned Academic Calendar of the college which is prepared on the guidelines Academic Calendar of WBSU.
- Teachers were highly satisfied with the policies undertaken by the college authority as regards to Grievance Redressal, RTI, ICC, Anti-Ragging etc
- However, teachers were divided on their opinion about availability of clean drinking water, provision for equal opportunity in the work setting, adequate and hygienic canteen facility, maintenance of attendance and leave records of teachers under active supervision of college authority and optimize teacher performance by providing conducive working environment.
- Cleanliness of rest room and toilets were not up to the standard.
- Provision for clean drinking water was still in the process inside the college premises.

R. Vidyanarayana
Principal
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Action taken:

- Projects such as webinars, seminars, and research talks are given special attention by the research committee formed for the career advancement of teachers.
- Active participation from teachers for collaborative and interdisciplinary research, engage in publicly funded research, and securing of external funding for research projects was initiated under the guidance of Research Committee.
- Under office committee, leave sub-committee took charge to manage and regularise maintenance of leave records of the teachers.
- Some laptops were provided to the teachers on need based to facilitate and optimize teacher performance.
- Provision for hygienic maintenance of canteen and proper arrangement for food was sought from various sources.
- Daily, the rest room and toilet are cleaned. In the bathroom- sanitizer, hand wash, and phenyl are provided. A hand flash is installed in every bathroom.

R. Vidyanarayanan
Principal
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2022-23

Sample Size: 55 teachers

Methodology: Teachers' feedback was collected through feedback forms curated to understand their views towards the vision, mission of the college, infrastructural facilities available curriculum and overall environment of the college. At the end of each academic session teachers were encouraged to fill up online feedback forms available at the website of the college. The filled-up forms were analysed and statistical reports were generated. On the basis of that statistical data the following report has been prepared.

Analysis Report: Key Findings:

- They were 100% aware about the vision and mission of the college and each adhere to the planned Academic Calendar of the college which is prepared on the guidelines Academic Calendar of WBSU.
- Teachers were highly satisfied with the policies undertaken by the college authority as regards to Grievance Redressal, RTI, ICC, Anti-Ragging etc
- However, teachers were divided on their opinion about availability of clean drinking water, provision for equal opportunity in the work setting, adequate and hygienic canteen facility, maintenance of attendance and leave records of teachers under active supervision of college authority and optimize teacher performance by providing conducive working environment.
- Teachers majorly showed concern about an efficient and fast procedure for faculty participation in career advancement procedure and research-based activities which needed immediate reformation.

R. N. Mazumdar
Principal
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Action taken:

- Our institution values the strategy of being mentored, as it provides the necessary emotional and academic support for students to achieve our goal. A Mentor-Mentee System is developed for all students of the college, enabling them from other cities to cope-up with emotional issues and excel in academics. The Mentee Information Form maintains the necessary details. The students are continuously monitored, counselled, guided, and motivated by the teachers in all academic matters. Mentoring sessions were added in college routine which was meticulously followed by the teachers.
- Decisions were made regarding proper Waste Disposal, a hand wash system, keeping the floor dry, and ensuring sufficient water in the toilets.
- The guidelines for identifying slow and advanced learners include:
 - i) Examining the overall results of previous assessments.
 - ii) Evaluating the results of internal assessments.
 - iii) Observing the students in class, as assessed by their subject teacher.Guidelines were followed to assist teachers for efficient running of teaching-learning process.
- Well-maintained equipment is more likely to function properly and produce consistent, reliable results. Assistants are kept to fix the computers.
- ICT facilities are arranged with computer labs, multimedia rooms, smart classrooms, e-learning platforms, internet connectivity, Wi-Fi networks, and other infrastructure being provided, to facilitate the use of technology in education in our college and optimize performance of teachers.
- The Anti-Ragging undertaking is mandatory for every student each academic year. The College has a grievance redressal committee that handles anti-ragging cases and sexual harassment cases. All students are ensured a safe and secure environment through an anti-ragging policy. Ensure that harassment and abuse are prevented, encourage responsible behaviour, establish a framework for disciplinary action, create awareness and educate students, and comply with relevant laws and regulations.

R. N. Chakrabarti
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



**ANALYSIS AND ACTION TAKEN
REPORT
(YEAR -WISE)
ON
ALUMNI FEEDBACK**



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2018-2019

Analysis:

The Alumni Association of RKSMVV was established with the vision to assist the Alma Mater in its various endeavours and promote the general welfare of the institution; along with forging a strong bond between the alumni, current students, faculty and staff and be the support in shaping the institution's future. RKSMVV Alumni Association was formed in July 2003. After going through the feedback given by the alumni a number of positive comments and constructive suggestions are enlisted. Most of the alumnus think and speak highly about their Alma Mater. They all are proud of the college from where they graduated. After careful analysis of the feedback collected from the alumni waiver of fees to needy students, they wanted an extended outreach programme and improvement of infrastructural facilities of the college.

Action taken:

1. Fee benefits are provided to reduce the financial burdens faced by students. Students from economically disadvantaged backgrounds are sometimes given partial or full fee waivers by the Alumni. Exceptional academic performance entitles meritorious students to various scholarships like Vivekananda scholarship. Students who face challenging financial circumstances are provided with financial assistance by the Alumni.
2. The number of computers has been increased. Lab equipment has been arranged. A new building (Nivedita Bhavan) is being constructed for increasing the classrooms.
3. The community needs to be made aware of the Alumni association. Our nonprofit's encouragement of volunteering and donations from community members simplifies the achievement of its goals. A needs assessment is conducted, the issue is identified and known, a goal is set, and a strategy is developed.

B. Vedakumarpotana
Principal
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2019-2020

Analysis:

The Alumni Association of RKSMVV was established with the vision to assist the Alma Mater in its various endeavours and promote the general welfare of the institution; along with forging a strong bond between the alumni, current students, faculty and staff and be the support in shaping the institution's future. RKSMVV Alumni Association was formed in July 2003. After going through the feedback given by the alumni a number of positive comments and constructive suggestions are enlisted. Most of the alumnus think and speak highly about their Alma Mater. They all are proud of the college from where they graduated. After analysis of the feedback given by the Alumni some suggestions were noted. Like, requirement of Skill oriented course, introduction of beneficial students' projects and arrangement of more extension lectures, seminars and workshops related to the curriculum were identified.

Action taken:

1. Spoken English classes, NET coaching classes, Competitive coaching classes, and Srijani classes for cultural activities were arranged by the Alumni on a regular basis.
2. Importance of seminars and workshops for students is often acknowledged as a prime concern. Each year, departments receive a specific fund allocation for arranging seminars, workshops, and extension lecturers, some of which are arranged by the Alumni. Preparations for these events take place at both the inter-college and intra-college levels.

B. Vedakumarpotana
Principal
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2020-2021

Analysis:

The Alumni Association of RKSMVV was established with the vision to assist the Alma Mater in its various endeavours and promote the general welfare of the institution; along with forging a strong bond between the alumni, current students, faculty and staff and be the support in shaping the institution's future. RKSMVV Alumni Association was formed in July 2003. After going through the feedback given by the alumni a number of positive comments and constructive suggestions are enlisted. Most of the alumnus think and speak highly about their Alma Mater. They all are proud of the college from where they graduated. After careful consideration and reviewing the feedback collected from the Alumni, suggestions included lack of infrastructural facility and need for proper Mentoring and counseling of the students.

Action taken:

1. Some classrooms are equipped with a Smart TV. Provision for a computer lab has been made. The number of computers were significantly increased. Wifi connection is made available. An audio-visual room has been arranged.
2. Professional advice and guidance, as well as personal support, are offered by the Alumni.
3. Mentor ward session is included within the college routine.

B. Vedakumarpotana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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2021-2022

Analysis:

1. The Alumni Association of RKSMVV was established with the vision to assist the Alma Mater in its various endeavours and promote the general welfare of the institution; along with forging a strong bond between the alumni, current students, faculty and staff and be the support in shaping the institution's future. RKSMVV Alumni Association was formed in July 2003. After going through the feedback given by the alumni a number of positive comments and constructive suggestions are enlisted. Most of the alumnus think and speak highly about their Alma Mater. They all are proud of the college from where they graduated. After analysis of the feedback submitted by the Alumni suggestions given by them included requirement of Content learning in relation to job and need for placement and training of the students.

Action taken:

1. Policies and procedures are explicitly stated on syllabi for the subjects you teach, indicating guidelines for homework submission, permitted technology use, and collaboration. Upgrading syllabus is possible as MOUs has been signed with universities and colleges.
2. Alumni has arranged Technical Training Skills, Advanced Communication Skills, Soft Skills, Aptitude Training, Domain Specific Training, and Preplacement Training by TCS Company.

Pr. Vedakupurana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



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2022-2023

Analysis:

1. The Alumni Association of RKSMVV was established with the vision to assist the Alma Mater in its various endeavours and promote the general welfare of the institution; along with forging a strong bond between the alumni, current students, faculty and staff and be the support in shaping the institution's future. RKSMVV Alumni Association was formed in July 2003. After going through the feedback given by the alumni a number of positive comments and constructive suggestions are enlisted. Most of the alumnus think and speak highly about their Alma Mater. They all are proud of the college from where they graduated.

After analysis of the feedback, it was noted that a profound tendency of unwillingness to join the alumni association has been noted, mainly because students are were not much aware of the importance of the alumni association and its activities. Moreover, it was noted that the association urges for an increased membership to build their corpus.

Action taken:

1. The college authority has taken the initiative to bridge the gap between the pass out students and the alumni association by creating proper database and sharing that with the association.
2. Moreover, various social media platform like WhatsApp groups and official college Facebook page are being used to keep liaison with the ex-students.
3. To increase direct involvement and participation of the ongoing students in the different cultural activities like Reunion Day Celebration on the occasion of Republic Day being organized by the alumni for the college.
4. The alumni association in collaboration with the college authority took immense measures to increase the students' strength of the association.
5. For the beautification and advertisement of the college, the alumni association remodeled the entrance gate of the college.

Pr. Vedakupprana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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Report of Analysis of Employer Feedback

Employers from Aditya birla Capital, Ujjivan Small Finance Bank, Kabiguru Academy, Gosairhat, Ujjivan Small Finance Bank, Malda. Reliance Retail Limited and TCS are satisfied with discipline & punctuality shown by the ex-students of our college. Employers were content with the level of professional skills exhibited by our ex-students. In terms of teamwork and work ethics our ex-students were able to satisfy the employers. As regards to leadership quality and learning ability as well as eagerness & receptivity our ex-students set high standard as employees.

Pt. Vedakumarpriya
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



**RKSMVV
IQAC MEETINGS
ON FEEDBACK**

(2018-2023)



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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Minutes of the IQAC Meeting of 13 August, 2018

Members Present:

1. Pravrajika Pradiptaprana
2. Pravrajika Bhaswaraprana (in the Chair)
3. Pravrajika Amritarupaprana
4. Pravrajika Vedarupaprana
5. Kalyan Nandi
6. Jaya Chakraborty
7. Debashis Saha
8. Soma Marik
9. Chaiti Mitra
10. Rakhi Ghosh
11. Kabita Nath
12. Bidisha Chatterjee
13. Parama Sarkhel
14. Ritu Polley

Minutes

- I. Minutes of the last meeting (of 8th August 2013) were confirmed with some corrections.
 - (a) ICPR is willing to fund Rs 10,000 to the Department of Philosophy.
 - (b) Resolved that if the Department of Philosophy in consultation with the IQAC can involve the Research Cell in this, then the further lectures can be perhaps made inter-disciplinary. IQAC has resolved that in future other Departments should organise their talks in collaboration with the Research Cell to make them inter-disciplinary.
 - (c) Resolved that the Rs. 20,000 available for a programme on World Philosophy Day be used for a seminar titled Man and Environment. This will be a programme of the Department of Philosophy might be held in collaboration with the IQAC.
- II. Resolved that the RUSA funds be utilised for the expansion of the first floor of Swamiji Bhavan for laboratory and class rooms. Canteen renovation and modernisation, hostel renovation, and toilet renovation will be done with RUSA funding.
- III. Noted that the college authorities will be procuring separate funding from other sources to develop necessary infrastructure in order to start an integrated B.Ed.

- Course. This is also based on the Vice Chancellor's assurance that the University will be issuing an order for a separate integrated B.Ed. course.
- IV. Resolved that in order to increase the student intake of the college, two steps are to be undertaken. First, a survey is to be organised hiring an external agency. Second, more aggressive publicity is necessary from February-March of every year. The Alumni Association will be requested to help in this publicity campaign.
- V. IQAC has to organise an ICT workshop and to look for sponsorship. ICT related guidelines can only be evolved through this workshop.
- VI. Resolved that fully worked out projects with academic value as well as financial implications must be worked out, so that the college can apply for meaningful assistance from MPLAD and MLALADs. Estimates and academic plans should be made with assistance from experts.
- VII. IQAC requests the College authorities to invest more money to avail optimum internet speed, and to call the cable operator to check problem with existing scheme of speed.
- VIII. Noted that Sri Kalyan Nandi is connected with the Uttarpara Joykrishna Library, the Sahitya Parishad Library, and the State Central Library. Resolved that the college should use his good offices to forge close connections between these Libraries and the College Library for resource sharing.
- IX. Resolved that the Library had to develop two distinct policies for external users. There should be one for outsiders, who can use the Library after getting themselves duly vouched by showing some standard identification to the Principal. They should have to deposit caution money to use books from the Library. Guidelines should also be prepared by the Librarian and the Library Sub-Committee, for those wishing to use the Archives of Women Missionaries. .
- X. Sri Debashis Saha is requested to help with the Career Counselling and Placement Cells of the College. Resolved that teachers and College authorities should meet the parents to generate enthusiasm and motivate students to take up vocational training. On 9th September 2018, when parents come to visit students, they should be told about the college plans for vocational training. Pravrajika Vedarupaprana has been requested to take a suitable date from George Telegraph.
- XI. Smt. Jaya Chakraborty has been requested to disseminate information about vocational courses among the ex-students.
- XII. The IQAC has requested the Alumni to fund the students counselling and the Gender Resource Centre. In agreement with Smt. Jaya Chakraborty estimates for these will have to be prepared and given to her.

- XIII. Sri Kalyan Nandi will explore what kind of grants can be obtained from the Higher Education Council.
- XIV. New Post Graduate and other courses: B.Ed, BBA course opening possibilities will be explored. The opening of PG courses in other disciplines as discussed on the 8th August 2018 meeting will also be explored.
- XV. Smt. Jaya Chakraborty on behalf of the Alumni Association has requested for a separate room with computer facilities.
- XVI. Noted that the Coordinator of IQAC has prepared draft rules for Academic and Administrative Audit. This is to be circulated through email to the members of the IQAC.
- XVII. Resolved that lesson plans are part of the academic audit, and therefore all Departments, all teachers, are requested to take Lesson Plan for Honours students of all the years as a serious component of their work.
- XVIII. The IQAC considered the guidelines for IQAC work and approved the draft placed. The final text reads as follows:

IQAC: GOALS, STRATEGIES AND GUIDELINES

The Internal Quality Assurance Cell (IQAC) was formed in December 2013 following the UGC-NAAC guidelines as an integral part of the college's effort towards quality enhancement and sustenance.

Primary Goals and Mission:

- Ensure academic and administrative excellence in a sustained manner.
- Developing a process of systematic, conscious, consistent and catalytic improvement in the overall performance of the institution.
- Prioritization of quality enhancement through internalization of quality culture and institutionalization of best practices
- Promotion of environment and gender-friendly campus with special focus on social, physical and mental disability/ies
- Encouragement to quality research and dissemination

Strategies:

- Providing a sound basis for decision-making to improve institutional functioning through regular interaction with the Managing Committee
- Creating an internal and external mechanism for Academic and Administrative Audit

- Formulating an organised methodology of documentation and internal communication
- Enhancing coordination among various activities and bodies of the institution
- Issuing guidelines for green audit
- Facilitating a conducive institutional back up for ICT enabled teaching-learning and research

XIX. Resolved that the aim should be to hold two full IQAC meetings, including the external members, every year.

XX. The meeting ended with a vote of thanks to the chair and the external members.

XXI Resolved to go for structured feedback from the stakeholders

Sona Maik

Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan

13/08/2019

Praemjica Bhaskarajanna

Principal 13.8.19
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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Minutes of the IQAC Meet with the Alumni Association of RKSM Vivekananda Vidyabhavan, 04/01/2019

Members Present:

- (1) Pravrajika Bhaswaraprana
- (2) Pravrajika Vedarupaprana
- (3) Soma Marik
- (4) Chaiti Mitra
- (5) Rakhi Ghosh
- (6) Kabita Nath
- (7) Bidisha Chatterjee
- (8) Jaya Chakraborty
- (9) Sumana Chaudhuri
- (10) Rira Roy Chowdhury
- (11) Nipa Ghosh
- (12) Bula Bagchi
- (13) Abira Ghosh
- (14) Rinku Ghosal
- (15) Ira Mondal
- (16) Amita Banerjee
- (17) Arunima Kumar
- (18) Keka Mitra
- (19) Monidipa Bhattacharjee

1. The meeting started with Sm. Jaya Chakraborty inviting the teachers to the Annual Reunion on 26th January 2019.
2. Appeal made to the Alumni Association (AA) of our college to contribute towards the activities of the present Gender Resource Centre (GRC) so that we can apply to the UGC to get an affiliation for the Centre. IQAC made a pitch for Rs 12000 to Rs 10000 annually for Seminars, Workshops for gender based awareness and Research Talks for the teachers and the students. Many members responded positively but the AA will get back to us after their General Body meeting on their formal position on funding our GRC. Noted that the meeting got a verbal assurance for their active cooperation and support.

3. IQAC also proposed and requested the AA to organise an annual exhibition and fair jointly with our college preferably in January/February of every year. Resolved that a meeting with Pravrajika Pradiptaprana Mataji is to be held to formulate guidelines and policies regarding the nitty-gritty of the joint event. Noted that this year the college will hold its annual exhibition on 16 and 17 February 2019.
4. Noted that the AA has a many suggestions regarding the publicity of the college. Sm Bula Bagchi has many contacts with media especially DD channel of the TV. She suggested that *Camera Cholche* can prepare a video clipping of our college apart from hoardings. This will expand the outreach of our college. She has been requested to give us the contacts of agencies that can assist in enhancing the overall publicity of our college. Sm Bagchi referred to Nexus. She also proposed that a women's club, with which she is associated, can extend financial help to gender awareness campaigns provided that the NGOs are registered.
5. AA also promised to help us in organizing child sexual abuse programme conducted by RAHI FOUNDATION (Rs. 4000/-) and Group Counselling conducted by the Centre for Counselling Services and Studies in Self-Development of Jadavpur University to the First Year students apart from donating uniforms and tuition fees for the students in the current financial year (2018-2019).
6. The meeting ended with the IQAC thanking the AA for its cooperation and support for several years in a sustained manner. IQAC also resolved to invite the AA formally to all the programmes we hold as extension activities.

7. On the basis of the filled in feedback forms of all the 4 stakeholders following points were analysed :

Students' feedback:

Course feedback by the students were taken which reflected satisfaction on the learning experience gained through the syllabus of the course. However, they raised questions regarding lack of reference reading materials in the college library and lack of motivation to pursue a career based on completion of this course, and expressed dissatisfaction with the canteen, photocopying and commonroom facilities.

Action Taken:

1. To generate interest among students' various initiatives were taken by the college authority such as conducting extension lectures, workshops, interdisciplinary seminars, and introduction of various value-added courses.
2. Encouraging students to develop interest in various e – learning activities such as getting enrolled in computer classes and soft skill programmes.
3. Library holding was increased and the process of restructuring and digitization of the library resources started from this period.
4. Proposals were put forward from the student's section towards the college authority regarding the improvement of the canteen, photocopying and common room facilities and assurance was given by the authority regarding their improvement.

Teachers' Feedback

Overall feedback by the teachers reflected utmost satisfaction about conducive working experience in the college. However, complete dissatisfaction was reflected from their feedback regarding maintenance of toilets, playground and classrooms and clean drinking water.

Action Taken:

- For installation of water purifier, fund was aimed to be raised.
- Minimum medical facilities are ensured through careful attention.
- A record book, self-appraisal and biometric for attendance and leaves is maintained separately.
- An approximate plan for the entire year is made by the academic sub-committee.

Alumni Feedback

After going through the feedback given by the alumni a number of positive comments and constructive suggestions are enlisted. Most of the alumnus think and speak highly about their Alma Mater. They all are proud of the college from where they graduated. After careful analysis of the feedback collected from the alumni waiver of fees to needy students, they wanted an extended outreach programme and improvement of infrastructural facilities of the college.

Resolved that the above resolutions regarding Stakeholder Feedback are to be ratified by the Managing Committee.

Soma Nair
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan

04/01/2019

Principia Prasanna

Principal 4-1-19
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Minutes of the IOAC Meeting 06/06/2019

Members present:

1. Pravrajika Bhaswaraprana (in the Chair)
2. Pravrajika Amritarupaprana
3. Pravrajika Vedarupaprana
4. Soma Marik
5. Chaiti Mitra
6. Rakhi Ghosh
7. Kabita Nath
8. Parama Sarkhel

Minutes

1. Minutes of the previous meeting were confirmed.
2. Resolved that the NSS would start from July 2019 with an advisory committee comprising Dr. Chaiti Mitra and Dr. Kabita Nath.
3. Noted that all the grievances raised are in the process of being addressed.
 - PG department of Philosophy will talk to its Guest Faculty regarding the complaint lodged against her.
 - Principal will convey to the HOD Political Science that the IQAC coordinator, T. C. Secretary and the SWS Convener will not meet the students along with the Principal and the matter should be addressed internally and confidentially.
4. Coordinator reported that the IQAC, ICC, GRC and Anti Ragging cell have been updated on the website. But the data on RTI is dated. Principal will explore for a new person to take the charge for RTI cell. Noted that Dr. Chaiti Mitra is willing to take the charge.
5. Noted that the guidelines for a green campus have been finalized. Resolved to take first steps towards going for a green audit. So these guidelines will be sent to the experts who will be invited to visit the campus for an initial survey.
6. Resolved to go for structured feedback from all stakeholders.
 - As per the clarifications given by WBSU 'employer' means employer of the former students.
 - Website expert will explain us the technicalities.
 - Formats to be finalized after getting all written suggestions from all permanent teachers by 28th June 2019.
 - The questions and language should be more simple.
 - Students should give their opinions on the office, class four staff and the library.
 - Coordinator has been requested to allocate the IQAC members to take charge of finalizing the format of each stakeholder.
 - The IQAC meeting of 5th July 2019 will finalize the formats.

7. Resolved to opt for a thorough change of our website. Noted the proposal for changing our existing web developer. Principal will consult with the Principal of Belur Vidyamandir. SSR to be removed from our website.
8. Changes in Academic Calendar: Resolved that the College shall reopen on 1st July 2019; first Parent-Teacher meet will be held on 18th August 2019. This has to be informed to the Academic Subcommittee by Pravrajika Vedarupaprana.
9. Resolved that Pravrajika Vedarupaprana, Dr. Soma Marik and Dr. Saberi Rakshit will visit Banipur Post Graduate Government Institute For Physical Education in order to discuss about the syllabus for SEC for Semester III and Semester IV on 10th June 2019
10. Resolved that ICT workshop to be organized on 9th or 11th September 2019.
 - Proposal to keep the number of participants within 120 (maximum).
 - Participants will be requested to bring their own laptop and dongle. The three resource persons: Dr. Partha Sarathi Mukhopadhyay (Associate professor and Head, Department of Library and Information Science); Dr Manas Kumar Baidya (Principal Malda College); Sri. Kankan Sarkar, (Assistant Professor, Department of Mathematics and Coordinator, Department of Computer Science and Application) will be given a high speed wi-fi connection.
 - Online Registration Fees will be kept at Rs 400 for full time and Permanent Part time teachers and Rs. 200 for Guest Faculty.
 - Approximate budget is between Rs. 45000 to 50000. Budget and the programme will be finalized in the next meeting. The office will be providing the expense related to internet connection for the Resource Persons by 1st July 2019. Possibilities for corporate funding and donation will be looked into.
 - The following committees will work to make the workshop a success:
 - ✓ Welcome, Registration and Attendance Certificates
 - ✓ Technical Assistance
 - ✓ Food and Refreshment
 - ✓ Finance and disbursement of Honoraria and T. A.
 - ✓ Publicity and Kit

Soma Marik
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan
06/06/2019

Pravrajika Vedarupaprana
Principal 6.6.19
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Minutes of the IQAC Meeting 25/09/2019

1. Minutes of the previous meetings (5 July 2019 and 22 July 2019) were confirmed
2. One almirah for RUSA and IQAC and NSS documents to be ordered. Resolved that the existing IQAC almirah to be used. Further discussion is needed.
3. **IQAC Room:** Resolved that the new IQAC room will be shifted to the existing PG Staff room.
4. **ICT Workshop Surplus/:** Rs 6809/- (this includes the Rs 1500/- commitment form George Telegraph which is yet to receive). They want the photo of the event where their banner was displayed. SM will send this to PR. VR ASAP. Resolved that this money will be kept with the college as core fund of the IQAC. This shall be used on any event organized by the IQAC where the whole college is involved. Before disbursement the IQAC need to sit and decide. Resolved that a letter to be sent to the Managing Committee requesting for its approval for procedure to preserve and disburse the surplus fund which will be kept with the college.
5. **AQAR –July 2018 to June 2019:** Resolved that all the members of the IQAC shall send their inputs regarding AQAR **latest by 1st November 2019**. Noted that most of the subcommittees of the TC have not submitted the necessary data for AQAR. Only Research, Infrastructure, Library and Academic Subcommittees have sent their inputs. The departmental inputs from Economics are yet to receive.
6. **SEC:** Noted that Pure General Students will have to study SEC in their 5th and 6th Semesters. Resolved that under this circumstance permission letter to be sent to the Honourable VC of WBSU so that approval can be granted for Value Education Course in the 5th and 6th semesters. College will [prepare a syllabus for the said courses.
7. **NSS:** Reports to be gathered from the NSS Coordinator. Orientation to be done.
8. **Students' Representative of the IQAC:** Resolved that the 2nd year English Hours student Ms. Akanksha Krishnatre be recommended as the IQAC student representative for two years, since the previous student representative is no longer a student of the college. A Managing Committee resolution is needed for the purpose.
9. **Evaluation Rules of Internal Examination:** The answer scripts of the Internal examination are to be duly signed by the invigilators. The scripts after evaluation should be shown to the students. This should be communicated to the TC and its Academic Subcommittee. The marks given for attendance should also be shown to the students.
10. **Activity Plans from November 2019 to May 2020:**
 - Shantanu Chacraverty to be invited for a preliminary survey to chalk out concrete plans for green audit. He has already been given the College Guidelines for Green Campus.

- Blood Donation Orientation and Camp—8 November 2019 and 14 November 2019 respectively (SWC)
- Vidarthini Home----10 November 2019; Freshers' Welcome---11 November 2019 in the second half.
- Annual Competitions to be planned in parallel sessions in November 2019 so that they could be over within less than a week. SWS Subcommittee is to draft the schedule.
- Menstrual Health and Hygiene workshop with local community women and teenagers ---January 2020 (GRC and SWC)
- College and Alumni Association Joint fair ---February 2020. During the fair an exhibition on women's work will be organized by Ebong Alap (GRC and IQAC).
- Programme on Sexual Harassment and Mental and Physical Disability---March 2020 (GRC and ICC)

11. Resolved that the Principal would request maximum participation of the teachers in these programmes.

12. Resolved that the 10day Study Leave period tentatively in early December and in late April will be utilised for admin and other academic work of the teachers.

13 Resolved that the college will to go for structured feedback from the stakeholders. IQAC Resolutions regarding Stakeholder Feedback will be ratified by the Managing Committee.


Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan

26/09/2019


Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

26/09/2019



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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Minutes of the IQAC Meeting 03/01/2020

1. Minutes of the previous meeting (25 September 2019) were confirmed.

2. On the basis of the filled in feedback forms of all the 4 stakeholders following points were analysed:

Students' feedback:

The students raised concerns regarding the short period of study leaves that they receive before end term exams were not sufficient enough for them to prepare for the final examinations. The students were also not happy with the toilet, canteen, printing and photocopying facilities and common room facilities that the college was providing.

Action taken:

- i. Students' toilets, both in the college and the hostels, renovated using RUSA funds.
- ii. Advertisement put for inviting new vendors for running the college canteen.
- iii. New photocopying machine bought for the students.
- iv. Common room re-painted and all the windows changed to give it a new look.
- v. At least 10 days study leave to be given to the students before examinations.

Teachers' Feedback

Overall feedback by the teachers reflected utmost satisfaction about conducive working experience in the college. However, there was a general dissatisfaction with internal guidelines about student mentoring, and provision for clean, germ free drinking water.

Action Taken:

- i. College authority decided to take up a central policy for efficient and effective student mentoring. This was to be taken up by the Students' Welfare Committee under the guidance of Internal Quality Assurance Cell.
- ii. Information about installation of water purifier and its maintenance were to be sought from different sources.

Resolved that the above resolutions regarding Stakeholder Feedback are to be ratified by the Managing Committee.

3. Queries by NAAC on AQAR-2018-19: Discussed and resolved.

Follow up issues that came up while preparing the AQAR of 2018-19 and the following resolutions taken:

- Major IQAC minutes (signed by the Principal and Coordinator) are to be
- uploaded on the website.

- Henceforth academic calendars are to be uploaded in every academic session.
 - Examination subcommittee is to keep records of the dates of i) End Semesters examination and ii) the publication of result of all programmes.
 - To start a *Management Information System*: collation and digitization of data on students, teachers (leave, academic and service) and non-teaching staff and library. These will have to be made accessible to all including the Management so as to develop more effective policies and monitor performance. The ultimate aim is to ensure quality in academic and administrative domains and rationalize storagespace.
 - Departments will be requested through the mechanisms set up by the Academic Subcommittee to start preparing Course Outcome; Programme Outcome and Programme Specific Outcome. The IQAC has the following general suggestions:
 - i) Course outcome: unitization of syllabus; our teaching procedure and what students can expect from these courses with teaching hours (basically lesson plans with how we analyse, assess, evaluate or communicate)
 - ii) Programme Outcome: What do the students learn from the programmes?
 - iii) Programme Specific Outcome: Any specific academic or professional skill acquired and understanding of programme ethics and values is achieved.
 - Need to mobilize internal human resources for developing e-content materials and LMS: Dr. Gargi Gangopadhyay, Smt Aditi Das and Dr. Saheli Roy Chowdhury were requested to prepare a presentation on MOOC platform and other LMS platforms and e contents.
 - IQAC will plan for an IPR Cell in the near future to deal with the highly necessary and relevant issues: a) categories of IPR, b) Intellectual Property, Patenting c) Plagiarism, d) Laws and Ethics connected to them, and e) why it is important to promote IPR?
 - A preliminary survey will be conducted by external experts: Dr. Santanu Chacraverty and Dr. Debapriya Mukherjee in the college campus on 9 January 2020 in order to provide recommendations for Green Audit.
 - The SWC is recommended to start the group counselling session in a sustained manner. The possibility of need based one-to-one counselling will also be explored. SWC will also look into the possibility of arranging a Career Fair in April 2020. Teachers who have attended these fairs in the past will be requested to pitch in with contacts and brochures.
4. Finance, Office and liaison with Bikash Bhavan: A team of teachers from the Office Committee are to communicate with relevant sections of Bikash Bhavan, including CAS queries.
Office workshops are to be held on HRMS. Office staff too especially Pravrajika Amritaruparana are to recommend experts.

5. Research:

i. The Call for Proposal for College funded research will have to be uploaded on the college website and sent to the common email, WhatsApp groups and Staff Room Noticeboard ASAP so that the research tenure this year can be started from April 2020 afterblind refereeing. All the MRP (2012 onwards) synopses are to be uploaded on the website at the earliest.

ii. IQAC resolved to organize a lecture on the History of Dumdum from ancient to modern times. Contact Persons: Sumana Metya and Maitrayee Sarkar. HOD History reported that two students from Sem IV and II will be sent to a training workshop on preservation of Heritage buildings on 17 January 2020, at Sarojini Naidu College for Women.

iii. Liaison with Howrah Sahitya Sanskrita Samaj: The college has been working for an agreement with HSS where the Samaj will share their digitized collection of ancient, medieval and modern manuscripts and one faculty of Sanskrit Department (Dr. Sanghamitra Mukherjee) will deliver regular lectures at the HSS. The IQAC thanked Dr. Mukherjee for taking this initiative.

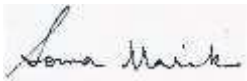
Noted with pleasure that the Principal has arranged a special remedial class for Spoken Sanskrit course.

Resolved that a rolling seminar fund be created for the college with the balance (Rs. 6809/-) remaining after the ICT workshop, held in August 2019. This will be the seed money under the joint supervision of the IQAC and the college office. All surplus from future IQAC conducted/supported seminars (when not accountable to any Government funding agency) should be part of this fund. IQAC coordinator has been requested to write a letter to the President of the MC seeking the necessary permission.

GRC has reported its resolutions on activities planned and on a seminar on Research Methodology and Gender. However, the IQAC has broadened its scope from Gender to Literature and Social Sciences. It may be planned and organized in the coming academic session: July 2020--June 2021.

6. The Principal will talk to an expert Gynaecologist who will speak to the students and local women and girl teenagers on Menstrual Health and Hygiene on 28 January 2020.

7. Noted that the dates of Annual Excursion are: 15-16-17 January 2020. Students of General Courses may go and one stay is allowed.



Co-ordinator, IQAC
RKSJM Vivekananda Vidyabhavan

04/01/2020



Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

04/01/2020



Phone : 2551-3452 (College)
2551-3202 (Ashrama)

Minutes and Action Taken Report : IQAC Meeting held on 11th October
2020

A meeting of IQAC was held online over Google Meet on 11/10/2020 at 3 pm. It was presided by the Principal, Pr. Bhaswaraprana.

Agenda:

1. Confirmation of minutes of the last meeting.
2. TC subcommittees
3. Website
4. Puja vacation
5. Miscellaneous

Members present

1. Pravrajika Bhaswaraprana (Chair)
2. Pravrajika Vedarupaprana
3. Dr. Chaiti Mitra
4. Dr. Gargi Gangopadhyay
5. Dr. Bidisha Chatterjee
6. Smt. Debrupa Das
7. Smt. Tanju Datta
8. Dr. Saheli Roychoudhury
9. Smt. Parama Sarkhel
10. Pravrajika Amritarupaprana

The meeting began with confirmation of the minutes of the meeting with Heads of Departments and members of the Examination committee. The coordinator reported smooth conduction of Part III exams.

The following items were discussed:

1. Convenor of the Research sub committee, Dr. Saheli Roychoudhury reported that the process of granting the college-sponsored research grant to Smt. Visaka Bloane could not be completed as the previous grantee, Dr. Sanghamitra Mukherejee, had not submitted her completed project and accounts. Dr. Mukherjee was asked to join the meeting at the Principal's request, and was asked to submit the relevant documents at the earliest, following which the grants to the next awardee would be released.
2. The coordinator, Dr. Chaiti Mitra mentioned the difficulties in data collection for AQAR and AISHE and NIRF reports, and recommended the need to allow the TC subcommittees to work in a more independent and organized way. After much discussion, the following recommendations/resolutions were made:
 - a) All TC and subcommittee meeting notices are to be countersigned by the Principal and TC secretary.
 - b) The Principal /Vice Principal and TC secretary will meet the TC sub committees at the start of the academic session for planning, and periodically (preferably every 2 months) for follow up.
 - c) Minutes of the meetings to be shared with IQAC.
 - d) All subcommittees will submit a report of activities to IQAC for facilitating the AQAR and other annual reports.
 - e) In case of any dispute, the matter may be forwarded to IQAC. If still unresolved, it will be placed before the Managing Committee.
3. Dr. Gargi Gangopadhyay, convenor of the website and publicity subcommittee reported the complete lack of cooperation of the current website developer, citing repeated missed deadlines and a general lackadaisical attitude, and suggested a change. It was resolved that henceforth two separate agencies will be appointed for college website upload and maintenance, and admission procedure. It was decided that the maintenance contract with the current agency will not be renewed, and an advertisement for website developer and maintenance will be put up on the college website. The need for a technical expert while choosing the agency was also acknowledged.

4. Dr. Gangopadhyay also pointed out the necessity of a well planned publicity campaign for increasing student intake. It was recommended that a budgetary allocation be made for this account, and decided that this issue will be followed up in the next meeting after a discussion of the Principal with the Accounts department.
5. It was resolved that following the directives of WBSU, the parent university, Puja vacations would be curtailed. The vacations will start from 21/10/20, and online classes will be resumed from 2/11/20. The college will again remain closed for 4 days, from 14/11/20 to 17/11/20 for Kalipuja, Diwali and Bhaiphnota. The BA BSc Part II (Supplementary) exams will be held from 2/11/20, and the Examination sub committee will conduct the online exams.
6. It was further resolved that departments will be asked to complete all Internal exams for Sems II and IV by November, as end sem exams for II & IV are likely to be held in December 2020, and that the Principal's office will issue a notice in this regard.
7. Dr Bidisha Chatterjee, convenor of the Gender Resource Centre, informed of a proposed webinar in collaboration with the Centre for Studies in Social Sciences, Calcutta (CSSSC).

The meeting ended with a vote of thanks to the Chair.

P. Bhaswaraprana.

Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mukherjee

Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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Minutes and Action Taken: IQAC Meeting held on 20/01/2021

A meeting of IQAC was held online over Google Meet on 20/01/2021 at 3 pm. It was presided by the new Principal, Pr. Vedarupaprana.

Agenda:

1. Professional Courses and Placement Opportunities
2. Review of ongoing Professional Courses
3. Miscellaneous

Members Present

Pravrajika Vedarupaprana (Chair)

Dr. Chaiti Mitra

Dr. Gargi Gangopadhyay

Dr. Bidisha Chatterjee

Smt. Debrupa Das

Smt. Tanju Datta

Dr. Saheli Roychoudhury

Smt. Parama Sarkhel

Pravrajika Amritarupaprana

In the virtual IQAC meeting held primarily to discuss **Career –Oriented courses and Placement Opportunities**, the following discussions were held, and decisions taken:

1. The college will go into collaboration with Rashik Bhita to conduct computer based career oriented courses for our students, and avail of their campus recruitment facilities by TCS and similar companies.
2. The suggestion made by Pr. Asheshprana, head of Rashik Bhita, about opening an Administrative Services (WBCS, IAS) training centre for our students, was welcomed.

3. The redundancy of the current WEBEL certified computer training course for students, and the possibility of following the Rashik Bhita course in the near future, was discussed.

4. On the basis of the filled in feedback forms of the stakeholders following points were analysed :

Students' Feedback

- Concerns were raised about the fairness and adequacy of online assessments compared to traditional methods.
- Many students expressed feelings of isolation, loneliness, and heightened stress due to the lack of social interaction and uncertainties surrounding the pandemic.
- There was a notable demand for increased mental health resources and counseling services to support students during this challenging time.
- Students highlighted difficulties accessing study materials, textbooks, and library resources remotely.

Action Taken Report

- Enhanced Financial and Technological Support: The college invested in upgrading online platforms, providing technical support hotlines, and offering training sessions to improve students' digital literacy.
- The teachers also helped students financially in buying mobile phones and regularly recharging their internet so that the needy students can access the online classes.
- Adjustments were made to assessment formats and deadlines to accommodate students' varying circumstances and alleviate assessment-related stress.
- Additional counseling sessions and virtual support groups were introduced to address the heightened mental health concerns among students.
- Webinars and workshops were organized to build connection between teachers and students during the lockdown.
- Enhanced access to e-resources and online library services was facilitated to ensure students had uninterrupted access to essential study materials.
- Based on the students' and parents' feedback it was decided that George Telegraph was no longer going to be conducting the Competitive Examination classes. A team of young trainers has been asked to conduct online classes for the time being, as a part of the self-funded courses, the Principal informed.

Teachers' feedback

- Due to worldwide spread of COVID 19 the process of collecting feedback from the stakeholders was affected. But Principal was considerate enough to arrange department-wise meeting on smooth deliberation of the teaching-learning process

and dealt with empathy about the suggestions and grievances of the teachers through zoom meeting platform.

- A major concern among the teachers was inadequate bandwidth of network for continuous online classes.
- Teachers were majorly worried about the financial condition of students and their incapability to source unlimited data for uninterrupted and regular online classes.

Action Taken:

- ICTs, which encompass the internet platforms, networks, phones, apps, databases, and underlying infrastructure, play a pivotal role in this context. The teaching learning process has been significantly facilitated by ICT. Some projectors, laptops, and desktops have been arranged, as well as the purchase of mobile phones for the less fortunate. During the entire lockdown period online classes were arranged and data pack recharges were maintained by the teachers. This initiative was taken up by the Students' Welfare Committee and fund was raised from alumni, teachers as well as past students with sound economic background.
- A special webinar on optimal usage of virtual mode to facilitate teaching and learning and development of e-content was arranged by the college authority under the supervision of IQAC to assist teachers during the pandemic period so that online classes were not hampered.
- Mandatory online TC meetings during this period academic session have been instituted for all teachers. All teachers have been placed on various college-related committees through the TC meetings.

Resolved that the above resolutions regarding Stakeholder Feedback are to be ratified by the Managing Committee.

5. It was decided that Elta Global was to continue with the self financed soft-skill training, but a free compulsory Spoken English class for all students will be offered by the college. A teacher will be appointed for that purpose, like Samarpita, and classes allotted in the time table. Rashik Bhita will design the course, and train the teacher If necessary, and provide the certificates.

6. The Principal announced that NET coaching classes for current pass outs and ex students have already been started.

7. Reporting on the Sports Sub Committee meeting with Principal was made. The committees proposal to hold an interdepartmental sports quiz was approved.

8. Discussion was held on holding the annual cultural competitions online, and decided that Principal will meet the Cultural Sub Committee with the proposal.

The meeting ended with a vote of thanks to the Chair.

P. Venkateswaraiah
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaitanya Kumar
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



Phone : 2551-3452 (College)
2551-3202 (Ashrama)

Minutes and Action Taken Report : Meeting held on 16th June 2021.

A virtual meeting of IQAC was held over Google Meet on 16/06/2021 at 3 pm. It was presided by the Principal, Pr. Vedarupaprana.

Agenda:

1. Changes in Professional Course Affiliation
2. Criteria -wise NAAC SSR Preparation
3. Miscellaneous

Members Present

Pravrajika Vedarupaprana (Chair)
Dr Chaiti Mitra
Dr Gargi Gangopadhyay
Dr Bidisha Chatterjee
Smt. Debrupa Das
Smt. Tanju Datta
Dr Saheli Roychoudhury
Smt. Parama Sarkhel
Dr Anasuya Chatterjee
Dr Sanghamitra Mukherjee (NAAC Core Committee)
Dr Rakhi Ghosh (NAAC Core Committee)
Dr Payal Bose Biswas (NAAC Core Committee)
Pravrajika Amritarupaprana

The following items were discussed:

1. Minutes of previous meeting were confirmed.

2. The Principal reported that the PG Diploma Course with Indian Psychiatry Association cannot be continued as planned due to some internal problems in the Association. It will now be offered as a 6 month Certificate Course recognized by the West Bengal State University.
3. The News reading and Anchoring Course has also been sanctioned by WBSU.
4. IQAC member Dr Saheli Roy Choudhury asked to be released from her duties as IQAC member citing familial reasons. She will continue to serve in the NAAC Core Committee.
5. Dr Gargi Gangopadhyay emphasized the importance of data backup. Smt. Parama Sarkhel suggested that the college follow the monthly data backup policy practiced by the library. It was decided that all important data would be stored in an external hard disk henceforth.
6. Detailed discussion on NAAC reporting, tasks assigned to Core Team members.
7. Dr Chaiti Mitra noted that the students of this college needed to be more proactive and participate in the numerous sensitization programmes carried out by the college. She suggested a social media campaign on a significant issue like girl trafficking in the Sunderbans, since many of them hail from that region. Smt Tanju Datta suggested Dr Rohini Dharmapal from the Education department be asked to help, as she is involved in social work in the area. She volunteered to organize an fb campaign with students on a relevant social issue. Gargi Gangopadhyay suggested a social media activity along the lines of "The Humans". The Principal suggested introducing value based and motivational short talks. Dr Mitra once again emphasized involving students in such activities.
8. Dr Mitra pointed out the necessity of an elaborate system of students' feedback. A group comprising Dr Saheli Roy Choudhury, Parama Sarkhel and Debrupa Das was formed to look into the matter, and prepare a questionnaire.
9. The librarian, Smt Parama Sarkhel, pointed out the difficulty of online purchase of books for the library without a debit or credit card, or netbanking facilities. The Principal assured to look into the matter.
10. Dr Gargi Gangopadhyay emphasized the importance of an aggressive social media campaign for admissions.
11. Dr. Chaiti Mitra read out a report on the 4 FDPs (online) attended by 3 faculty members, Anurima saha, Amrita Pramanick and Sanju Lal, and suggested that the institution organize

short workshops on faculty development, to encourage overall faculty upgradation, including those who have completed the required FDPs.

The meeting ended with a vote of thanks to the Chair.

P. Venkateswaraiah
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chait Mitha
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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RKSMVV IQAC MEETING 27/03/2022

Notice 19/03/2023

All members of the IQAC are requested to be present in the meeting on 27/03/2023 at 11.15 am at the IQAC Room to deliberate on the following:

1. Finalization of feedback format of Alumni, Employers and Teachers
2. Policy for institutional grant for teachers for attending seminars and conferences
3. Linkages and MoUs with Digital Concepts and Educhange for training, internship, and employment
4. Alteration in Research Grant Application criteria
5. Miscellaneous

Dr. Chaiti Mitra Coordinator,

RKSMVV IQAC

Minutes

Members Present

1. Pravrajika Vedarupaprana , Principal
2. Dr. Chaiti Mitra, IQAC Coordinator
3. Smt. Parama Sarkhel, Librarian
4. Dr. Gargi Gangopadhyay, Member
5. Dr. Bidisha Chatterjee, Member
6. Smt. Tanju Datta, Member
7. Dr. Anasuya Chatterjee, Member

Resolved that:

1. The feedback forms prepared by IQAC will be initially circulated as Google forms among teachers, students, alumni, and employers and subsequently uploaded on the website.
2. Teachers may apply for financial support for attending seminars, conferences or workshops. Actual receipts will have to be presented for reimbursement. The amount allocated for this purpose is INR 10,000.
3. In order to encourage research that would enrich the Women Missionaries of the Ramakrishna Order, the topic for Faculty Research Grant will henceforth required to be related to the Archive or aspects of the Ramakrishna movement or ideology.
4. 2 new MoUs to be signed with Digital Concepts and Educhange for internship and training programmes, and employment opportunities.

The meeting ended with a vote of thanks to the Chair.

P. Venkateswara
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mita
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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IQAC Meeting 25 /5/2022

A meeting of IQAC with the Leave Committee members was held on Wednesday, 25th May, at 1.30 pm. Queries on leave rules and practices were discussed. This was followed by a meeting with the Infrastructure and Canteen Committee members to act upon the Student Feedback on Canteen facilities. Also discussed were the NAAC preparations. It was presided by the Principal, Pr. Vedarupaprana.

Agenda:

1. Leave Rules
2. Student Feedback
3. NAAC Preparation
4. Miscellaneous

Members present:

Pr Vedarupaprana [Principal, Chair]

Dr Chaiti Mitra (Coordinator)

Smt Tanju Datta

Smt Parama Sarkhel

Dr Bidisha Chatterjee

Dr Gargi Gangopadhyay

Dr Saheli Roy Choudhury

Dr Anasuya Chatterjee

Dr. Sanghamitra Mukherjee [Leave Committee]

Dr. Sharmishtha Dutta [Leave Committee]

Dr Saberi Rakshit [Leave Committee]

Dr Rohini Dharmapal [Leave Committee]

- I. The queries and clarifications regarding Earned Leave, especially the ones regarding attachment of holidays and vacations with ELs were discussed.
- II. It was decided that the Service Books were to be updated at the earliest for signature.
- III. The LC members mentioned certain lacuna in maintenance of teachers' attendance records. It was decided that biometry will be introduced to reduce such irregularities.
- IV. The student feedback analysis was discussed and suggestions and criticisms considered. The members of the Infrastructure and Canteen Committee were informed that students had identified one specific area - the college canteen - as a facility that needed to be improved. The matter was discussed. It was decided that an advertisement would be put up on the college website for an efficient canteen service provider.
- V. It was also decided that the pending AQARs will be submitted at the earliest, and that the NAAC peer team visit, due in Dec '22, will be postponed.

The meeting ended with a vote of thanks to the chair.

P. Vedavapurna
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mita
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



**RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055**

Phone : 2551-3452 (College)
2551-3202 (Ashrama)

IV. RKSMVV IQAC Meeting: 11/11/2022

Notice 04/11/2022

A meeting of the IQAC will be held on 11th November 2022 for discussion on Open House and PTM feedbacks, community engagement and related issues. All members are requested to be present at 1.30 pm at the Principal's Meeting Room.

Agenda:

1. Feedback from students and parents
2. Community Engagement and Service Learning 2022-23
3. Miscellaneous

Minutes

Members present:

1. Pravrajika Vedarupaprana , Principal
2. Dr. Chaiti Mitra, IQAC Coordinator
3. Dr. Gargi Gangopadhyay, Member
4. Dr. Bidisha Chatterjee, Member
5. Smt. Tanju Datta, Member
6. Dr. Anasuya Chatterjee, Member

Agenda:

1. Feedback from students and parents
2. Community Engagement and Service Learning 2022-23
3. Miscellaneous

The meeting was chaired by the Principal, Pravrajika Vedarupaprana.

1. The minutes of the last meeting were confirmed.
2. Dr. Chaiti Mitra started a discussion on the prospects of Service Learning as shared by her and Dr Sanghamitra Mukhereje, The NSS PO, who had attended a Service Learning Workshop organized by the Scottish Church College in August. She once again suggested the college introduce a Certificate Course on Service Learning which will blend community engagement and academic expertise of students. The Principal recommended that students could start by imparting basic value education lessons along with simple health and hygiene tips to small groups of children in their locality. All members agreed to this recommendation. Dr. Mitra suggested a student demography survey be undertaken first before the students are selected, to facilitate the process. It was decided that Dr. Mitra would meet students to explain the "Know Yourself" and "Each One Teach Four" models.
3. Department reports on Open House and PTM (Semesters I, III & V) were discussed and Course Outcome were analysed based on these reports.
4. Smt. Tanju Datta informed that a few clarifications were requested by teachers regarding leave rules. It was decided that the matter would be taken up in the next meeting. The Principal requested that the TC Secretary be asked to send her a list of the queries to enable her to be prepared for the clarifications.
5. Dr. Mitra reported on the progress of the Academic Audit.

The meeting ended with a vote of thanks to the Chair.

P. Vedarupaprana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mitra
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



VII. RKSMVV IQAC Meeting: 27/03/2023

Notice 19/03/2023

All members of the IQAC are requested to be present in the meeting on 27/03/2023 at 11.15 am at the IQAC Room to deliberate on the following:

1. Finalization of feedback format of Alumni, Employers and Teachers
2. Policy for institutional grant for teachers for attending seminars and conferences
3. Linkages and MoUs with Digital Concepts and Educhange for training, internship, and employment
4. Alteration in Research Grant Application criteria
5. Formation of SC-ST, OBC and Minority Cells
6. Miscellaneous

Minutes

Members Present

1. Pravrajika Vedarupaprana , Principal
2. Dr. Chaiti Mitra, IQAC Coordinator
3. Smt. Parama Sarkhel, Librarian
4. Dr. Gargi Gangopadhyay, Member
5. Dr. Bidisha Chatterjee, Member
6. Smt. Tanju Datta, Member
7. Dr. Anasuya Chatterjee, Member

Resolved that:

1. The feedback forms prepared by IQAC will be initially circulated as Google forms among teachers, students, alumni, and employers and subsequently uploaded on the website.
2. Teachers may apply for financial support for attending seminars, conferences or workshops. Actual receipts will have to be presented for reimbursement. The amount allocated for this purpose is INR 10,000.

3. In order to encourage research that would enrich the Women Missionaries of the Ramakrishna Order, the topic for Faculty Research Grant will henceforth required to be related to the Archive or aspects of the Ramakrishna movement or ideology.
4. To provide equal opportunity to all students and faculty and staff members, the following special cells will be formed following UGC guidelines:
 - i) SC_ST_OBC Cell
 - ii) Minority Cell
5. 2 new MoUs to be signed with Digital Concepts and Educhange for internship and training programmes, and employment opportunities.

The meeting ended with a vote of thanks to the Chair.

P. Vedaupapana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mita
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



Phone : 2551-3452 (College)
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VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055

VIII. RKSMVV IQAC Meeting: 30/03/2023

Notice 27/03/23

A meeting of the IQAC will be held on 30th March 2023 to continue the unfinished discussions of the IQAC meeting held on 27th March 2023.

Agenda:

1. Continuation of IQAC meeting held on 27/03/2023
2. Miscellaneous

Minutes

Members present:

1. Pravrajika Vedarupaprana , Principal
2. Dr. Chaiti Mitra, IQAC Coordinator
3. Smt. Parama Sarkhel, Librarian
4. Dr. Gargi Gangopadhyay, Member
5. Dr. Bidisha Chatterjee, Member
6. Smt. Tanju Datta, Member
7. Dr. Anasuya Chatterjee, Member

The meeting was chaired by the Principal, Pr Vedarupaprana.

1. The Employers' feedback form was finalized. Confusions regarding the definition of 'Employer' were cleared. Resolved that persons under whom the RKSMVV students are employed will be requested to submit their feedback about their employees. A database of all student placements would be requested from the departments, it was decided. Smt. Tanju Datta would coordinate the process.

The meeting ended with a vote of thanks to the Chair.

P. Vedarupaprana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mitra
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



Ramakrishna Sarada Mission Vivekananda Vidyabhavan

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RKSMVV IQAC MEETING 30/06/2023

Notice 23/06/23

A Review Meeting of the IQAC will be held on 30th June 2023 at the Principal's meeting room. All members are requested to be present.

Agenda:

1. Review of IQAC activities for the session
2. Prospectus
3. Planning for the next session
4. Miscellaneous

Dr. Chaiti Mitra

Coordinator, IQAC RKSMVV

Minutes

Members present:

1. Pravrajika Vedarupaprana , Principal
2. Dr. Chaiti Mitra, IQAC Coordinator
3. Smt. Parama Sarkhel, Librarian
4. Dr. Gargi Gangopadhyay, Member
5. Dr. Bidisha Chatterjee, Member
6. Smt. Tanju Datta, Member
7. Dr. Anasuya Chatterjee, Member
8. Pr. Amritarupaprana, Office in Charge

The meeting was chaired by the Principal, Pr Vedarupaprana.

1. Pr. Amritarupaprana pointed out the urgency of updating and revamping of the College Prospectus. It was decided that henceforth e –prospectus will be uploaded on the college website, printed copies will be handed out to students till stocks last.
2. Further deliberations were carried out on Feedback forms and analysis. Smt Tanju Datta reported the difficulty in obtaining responses from employers.
3. Dr. Chaiti Mitra read out a comprehensive report on student feedback from the departmental Open House (Semesters 2,4, 6), as well as official feedback from stakeholders. Students had expressed overall satisfaction regarding teaching-learning methods, some had mentioned the benefits of Mock Tests, while some mentioned problems in time management. The Principal advised tighter departmental supervision and mentoring. The filled in feedback forms reflected general satisfaction on both aspects – curriculum and overall environment of the college. This positive feedback portrayed the fact that the college authority had taken serious note of the previous years' feedback analysis reports and accordingly have improved their lacunae and tried to incorporate the various suggestions that the college received from the students.

Action Taken:

- Established computer labs with extended hours of operation, equipped with high-speed internet access and necessary software for academic use.
- Increased the number of computers available in campus computer labs to accommodate higher demand.
- Conducted surveys and focus groups to gather specific feedback on the canteen's offerings, pricing, and overall satisfaction levels and expanded the canteen menu to offer a wider variety of nutritious food options to cater to the preferences of all students.
- Enhanced seating arrangements and ambiance in the canteen area to create a more comfortable and inviting environment for students to dine and socialize.

Teachers' Feedback

Teachers majorly showed concern about an efficient and fast procedure for faculty participation in career advancement procedure and research-based activities which needed immediate reformation.

Action Taken

A whatsapp group was created with all the CAS applicants, and few meetings held to coordinate and expediate the process of their promotion and special care was taken to help the applicants with their queries

Alumni Feedback

After analysis of the feedback, it was noted that a profound tendency of unwillingness to join the alumni association has been noted, mainly because students are not much aware of the importance of the alumni association and its activities. Moreover, it was noted that the association urges for an increased membership to build their corpus.

Action taken:

- The college authority has taken the initiative to bridge the gap between the pass out students and the alumni association by creating proper database and sharing that with the association.
- Moreover, various social media platforms like WhatsApp groups and official college Facebook page are being used to keep liaison with the ex-students.
- To increase direct involvement and participation of the ongoing students in the different cultural activities like Reunion Day Celebration on the occasion of Republic Day being organized by the alumni for the college.
- The alumni association in collaboration with the college authority took immense measures to increase the students' strength of the association.
- For the beautification and advertisement of the college, the alumni association remodeled the entrance gate of the college.

Resolved that the above resolutions regarding Stakeholder Feedback are to be ratified by the Managing Committee.

4. The IQAC reviewed the plans made and targets achieved till date. The coordinator reported the successful completion of the Academic and Administrative Audit and ISO Certification including Energy Audit and Green Audit. She thanked all members for their cooperation during the processes.
5. The Principal shared plans of creating an Urban Forest and a Herbal Garden within the college campus, for which the State Biodiversity Board and experts from RKM, Narendrapur have already been consulted. Simultaneously a Biodiversity map of the campus will also be undertaken, generating awareness and knowledge among participating students.
6. Reports from the subcommittees and cells were discussed. The Principal expressed satisfaction at the overall performance of the units.
7. Resolved that more effective linkages will be made with institutions of repute.
8. Plans of introducing vocational courses in accordance with NEP directives were discussed.
9. Dr. Gargi Gangopadhyay and Dr. Anasua Chatterjee, convenors of the Website Committee emphasized the need of better coordination between the committee and teachers, subcommittees, cells and departments to regularly update the website. The LMS portal needed to be updated and the developer to be asked to be more prompt, they suggested.
10. Smt. Parama Sarkhel requested the Principal to expedite the installment of the RFID gate at the library entrance-exit

The meeting ended with a vote of thanks to the Chair.

P. Vedavapurna
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Chaiti Mita
Co-ordinator, IQAC
RKSM Vivekananda Vidyabhavan



**MANAGING COMMITTEE
RESOLUTIONS
ON FEEDBACK**

(2018-2023)



Phone: (033) 2551-3452

RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055
District: North 24 Parganas

COPY OF THE RESOLUTION PASSED AT
THE MANAGING COMMITTEE MEETING HELD
ON 29.06.2019

4. Miscellaneous:

“Resolved that the Action Taken Reports on Stakeholder’s feedback, discussed and ratified by the members in the IQAC Meetings, held on 13.8.18, 4.1.19 & 6.6.19 be approved by the Managing Committee.”

P. Pradiptaprana.

Secretary
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Phone: (033) 2551-3452

RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055
District: North 24 Parganas

COPY OF THE RESOLUTION PASSED AT
THE MANAGING COMMITTEE MEETING HELD
ON 28.01.2020

4. Miscellaneous:

“Resolved that the Action Taken Reports on Stakeholder’s feedback, discussed and ratified by the members in the IQAC Meetings, held on 25.09.2019 & 03.01.2020 be approved by the Managing Committee.”

P. Radiptarana

Secretary
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Phone: (033) 2551-3452

RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055
District: North 24 Parganas

COPY OF THE RESOLUTION PASSED AT
THE MANAGING COMMITTEE MEETING HELD
ON 17.07.2021

4. Miscellaneous:

“Resolved that the Action Taken Reports on Stakeholder’s feedback, discussed and ratified by the members in the IQAC Meetings, held on 11.10.2020, 20.01.2021 & 16.06.2021 be approved by the Managing Committee.”

P. Pradipta Prava
Secretary
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan



Phone: (033) 2551-3452

RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055
District: North 24 Parganas

COPY OF THE RESOLUTION PASSED AT
THE MANAGING COMMITTEE MEETING HELD
ON 28.06.2022

4. Miscellaneous:

“Resolved that the Action Taken Reports on Stakeholder’s feedback, discussed and ratified by the members in the IQAC Meeting, held on 25.05.2022 be approved by the Managing Committee.”

P. Radipteprana.

Secretary
Ramakrishna Sarada Mission
Vivekananda Vidyabhan



Phone: (033) 2551-3452

RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN
33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055
District: North 24 Parganas

COPY OF THE RESOLUTION PASSED AT
THE MANAGING COMMITTEE MEETING HELD
ON 27.07.2023

4. Miscellaneous:

“Resolved that the Action Taken Reports on Stakeholder’s feedback, discussed and ratified by the members in the IQAC Meetings, held on 11.11.2022, 27.03.2023, 30.03.2023 & 30.06.2023 be approved by the Managing Committee.”

P. Radhiteprana
Secretary
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan