

VIVEKANANDA COLLEGE
ALPINDUJAR

DATED: 12/08/16

N O T I C E

A meeting will be held on 18-08-2016 at 2-00 P.M. in the Conference Hall of the College to constitute different Sub- committees in connection with Accreditation under NAAC.

All teachers including Part time and Guest teachers are requested to attend the same.

(Signature)
(GOBINDA RAJBANSHI)
TEACHER-IN-CHARGE

(Signature)
(DR. JAYDIP ROY)
COORDINATOR
IOAC

(Signature) 16/8/16
(Signature) 16/8/16
(Signature) 16/8/16
(Signature) 16/8/16
(Signature) 16/8/16
(Signature) 16/8/16
(Signature) 16/8/16
(Signature) 16/8/16

2016-17 (D)

12/08/16

A meeting of the IOAC held today ^(12/08/16) in the Conference Hall of the College to form different sub-committees in connection with the Accreditation of the College under NAAC.

Members Present :

1. Mr. ...
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...
11. ...
12. ...
13. ...
14. ...
15. ...
16. ...

Prof. Gobinda Rajbanshi, T.I.C. of the College took the chair in the meeting opened.
Members discussed & approved the proceedings of the meeting.
Members of the IOAC discussed & resolved to

form the following sub-committee with following members for the preparation of NABAC:

1. Academic Committee - Chairman: Secretary, Technical Council.
Members: All Teaching Staff.

2. Research Committee - Chairman: T.C.
Members: P.A., R.D., J.B., D.C., J.R., S.M., D.S., J.D., J.S.,
K.S., R.N.

✓ 3. Students Welfare Committee - Chairman: J.R.R.A. (Geny.)
Members: J.B., D.C., R.R.

✓ 4. Cultural Committee - Chairman: D.S. S. S. (Geny.)
Members: K.S., J.D., J.R., J.M. & N.N.

5. Administration Committee - Chairman: R.N.S.
Members: D.S., R.N. & R.D. (Geny.)

6. Admission Committee - Chairman: T.C.
Members: All Teaching Staff

7. Career Centre - Chairman: S.M. & R.R. (Geny.)
Members: R.N., P.A., J.D., R.N. & R.J. (Geny.)

8. Publication Committee - Chairman: S.M.
Members: J.R., K.K.S. & J.D.

✓ 9. Library Committee - Chairman: Librarian
Members: S.M., D.K., R.N. & R.D.

10. Remedial Teaching Unit - Chairman: J.B.
Members: K.N.S., D.S., D.C. & J.D.

11. NSS Unit I: Programme Officer - S.M.
NSS Unit II: " " - S.D.
NSS Unit III: " " - (Assigned) R.N.S.
NSS Unit IV: " " - (Assigned) D.S.

12. NCC - J.S.

13. Environmental Awareness Committee - Chairman: P.M.
Members: J.B., P.D., J.D., R.R.

✓ 14. G.S. & B.S. - Chairman: J.S. & D.S. (Geny.)
Members: S.M., K.K.S., J.D., D.C., R.N. & R.D.

✓ 15. Green Revolution & Placement Committee - Chairman: D.S. S. S.
Members: P.M., R.N., R.N. & R.R.

✓ 16. School Management / Seminar Organizing Com - Chairman: S.M.
Members: P.A., S.D., D.C., D.S. & R.R.

17. Nature Club - Chairman: P.S. S. S. (Geny.)
Members: R.N., N.N. & J.D.

✓ 18. Teacher Welfare Committee / Forum - Chairman: D.C.
Members: All Dept. Heads

✓ 19. Alumni Association - Chairman: R.N. & R.R. (Geny.)
Members: J.D., S.M., D.S., R.D., J.D.

20. Time Table Committee (Review Committee) - Chairman: Secretary
ACADEMIC COUNCIL
T.C. Members: J.B., D.C., D.S., S.M.

21. Affair Committee (Only from Students) - Chairman: Secretary
Members: All Teachers

22. College Function Committee - Cultural Activities of the College

24. Discipline Committee - Chairman: D.P. Kulkarni (Jointly)

Members - All Teachers

✓ 25. Grievance Redressal Cell/Committee: Chairman - D.P.

Members - NM, S.H.S, SCS & RN

✓ 26. Anti-Ragging Cell/Committee - Chairman: S.Das

Members - All Teachers

27. School Management Committee - Chairman: K.K.S.

Members - P.S., S.Das, K.P., S.C. & S.M.

28. H.O.D Committee - Chairman: T.L.C.

Members

29. Planning Committee - " : T.L.C.

30. Finance Committee - " : T.L.C.

31. Purchase Committee - " : T.L.C.

Members - D.S., A.P.P. & S.M.

32. Building Committee - " : T.L.C.

33. I.T. Committee : T.L.C.

Members - D.S. & S.M.

34. College Development Committee - Chairman: J.A.P. (Jointly)

Members - S.Das, K.K.S., S.C.

35. Magazine Publication Committee - Chairman: D.S. & S.M.

Meeting is ended with vote of thanks

Sd/- T.L.C.


26/11/2022
T.L.C.

VIVEKANANDA COLLEGE
ALIPURDUAR

DATED : 22-08-2016

NOTICE

A Meeting of the IQAC of Vivekananda College, Alipurduar will be held on 30-08-2016 at 3:00 P.M. in the Staff Room of the College to discuss about the following agenda.

All Teachers

The Members are requested to attend the same

AGENDA

1. To confirm the proceedings of the last meeting.
2. To discuss and to prepare the SSR for accreditation under NAAC.
3. Miscellaneous.

COUNTRYSIGNATURE
(GOBINDA RAJBANSHI)
TEACHER-IN-CHARGE
VIVEKANANDA COLLEGE
ALIPURDUAR

(DR. JAYDIP BOSE)
COORDINATOR
IQAC

P-T-O

Handwritten signatures and dates: 22/8/16, 23/8/16, 24/8/16, 25/8/16, 26/8/16, 27/8/16, 28/8/16, 29/8/16, 30/8/16.

P.T.O

A meeting of the IBAC held on 30/08/2016 at 2.15 pm
in the Staff Room of the College to prepare the SSA
for the accreditation of the College under NAPS.

Members Present:

1. Geetika Rajbanshi secretary
2. ~~S...~~ 30/8/16
3. ~~S...~~ 30/8/16
4. ~~S...~~ 30/8/16
5. ~~S...~~ 30/8/16
6. ~~S...~~ 30/8/16
7. ~~S...~~ 30/8/16
8. ~~S...~~ 30/8/16
9. ~~S...~~ 30/8/16
- 10.
- 11.

Prof. Geetika Rajbanshi, T.I.C. of the College

In the chair & the meeting started
Members discussed & confirmed the proceedings of the last meeting (2016)
Resolution no 308
Members discussed & confirmed the
proceedings of the last meeting.

Resolution No. 2:

Members of the ISAC unanimously resolved to prepare the SSR for the accreditation of the College under NBAAC. They further resolved unanimously the target date for the visit of NBAAC Peer Team & SSR submission date as follows:

1) Visit of NBAAC Peer Team: Within Dec, 2018.

2) SSR Submission date: June, 2019

Members present in the meeting took the following decisions in connection with NBAAC papers for the accreditation of our College under NBAAC:

1. Members of the ISAC unanimously resolved to assign members for the preparation of NBAAC.

Sl. No.	Year	To	From
1)	2018	"	2018
2)	2019	"	2019
3)	2020	"	2020
4)	2021	"	2021
5)	2022	"	2022
6)	2023	"	2023

2. Members of the ISAC unanimously resolved to involve in the preparation of documentation & data of the College required in connection with NBAAC preparation. T-1-C of the College is requested to do the needful for the papers.

3. Members further resolved to complete the infrastructural development of the College in connection with NBAAC with the help of the Governing Body of our College in time.

4. It is also resolved to collect an CV filled up C.V. forms of the Teachers immediately along with the documents profiles.

5. Members of the ISAC unanimously resolved to open a website for the College with the help of the Governing Body of the College.

6. Members of the ISAC unanimously resolved to request the members to publish the notices in English & another in Bengali in connection with NBAAC.

7. All Teachers are requested to complete the T-1-C & 100% (Grand total) for the completion of the preparation of the NBAAC of the College.

The meeting is ended with vote of thanks.

-T-1-C-

[Signature]
 100%
 Chairman
 Governing Body

DATE: 15-12-2016

N O T I C E

An emergent meeting of the IQAC of the College will be held on Day 15 12 P.M. in the T.C. Room of the College to chalk out a plan towards the preparation of the Departmental Profiles of the College.

[Handwritten signatures and initials]
1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. *[Signature]*
6. *[Signature]*
7. *[Signature]*
8. *[Signature]*
9. *[Signature]*
10. *[Signature]*
11. *[Signature]*
12. *[Signature]*
13. *[Signature]*
14. *[Signature]*
15. *[Signature]*

[Signature]
(DR. MUDIP ROY)
TACHEE IN CHARGE
&
COORDINATOR, IQAC

2016-17

An emergent meeting of the IQAC of the College held today (15/12/2016) in the Teachers' Council Room to chalk out a plan towards the preparation of the Departmental profiles of the College.

Members Present:

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. *[Signature]*
6. *[Signature]*
7. *[Signature]*
8. *[Signature]*
9. *[Signature]*
10. *[Signature]*
11. *[Signature]*
12. *[Signature]*
13. *[Signature]*
14. *[Signature]*
15. *[Signature]*

T.C. of the College was on call & the meeting started. Members present in the meeting unanimously resolved the following proposal etc. by the H.O.D.

Classes in different subjects as follows:

Developmental course proposals for all the departments of the college

1. Lesson plan
2. Unit test
3. Student feedback
4. Evaluation Process

Faculty development

1. Seminar
2. Workshop
3. Group discussion
4. Interdepartmental lecture
5. Guest lecture (External)
6. Individual Presentation

Cultural Programmes

1. Departmental Programme
2. Wall Magazine
3. Departmental Magazine
4. Departmental Library (Student)

Teaching Method

1. Teaching (classroom talk)
2. Use of Power Point (Audio-visual)
3. Tutorial
4. Special lecture for academically poor students

Recruit

1. Student enrollment
2. Recruit program
3. Student VA to PA
in full / part / NCT / SST / employe + other work

Revised

1. Departmental Room
2. Staircase
3. Front
4. Room for department

It is further noted that this proposal should be implemented immediately with the help of the Faculty

Body of the College & T.L.C. of the College is requested to do the needful for the same.

Meeting to be held with vote of thanks

Signature

IOAC Coordinator

✓ V. K. Srinivasan

T.L.C.
V. K. Srinivasan College

VIVEKANANDA COLLEGE
ALIPURJHAR


DATED: 23-03-2017.

NOTICE

An emergent meeting of the IQAC of the College will be held to-day at 2:00 P.M. in the Staff Room of the College to discuss about the preparation and submit the Departmental profiles to the IQAC Coordinator of the College.

All Teacher are cordially requested to attend the same.


DR. JAYDIP ROY
CO-ORDINATOR
IQAC


(GOBINDA RAJBANSHI)
TEACHER-IN-CHARGE

23/3/17 (4)

An emergent meeting of the IQAC (held) on 23rd March 2017 at 2:00 P.M. in the Staff Room of the College in connection with the preparation & submission of the Departmental Profiles to the IQAC Coordinator of the College.

Members Present:

1. 
2. 
3. 
4.  23/3/17
5. 
6. Jaydip Roy 23/3/17
7. Shree Das 23/3/17
8.  23/3/17
9.  23/3/17
10.  23/3/17
11. 
12. 
13.  23/3/17
14.  23/3/17
15. 
16.  23/3/17
17.  23/3/17
18. 
19. 

Prof. Gobinda Rajbanshi, T.I.C., of the College

left the chair & the meeting started.

Members of the ISAC unanimously resolved the following discussions in connection with the Accreditation of the College under NMAC.

1. S.S.R. Submission date (Final) : June 2018
2. Target date for the visit of NMAC Peer Team : week Dec, 2018
3. All Teachers are requested to submit their CV with necessary documents to the ISAC coordinator staff.
4. ~~By~~ All Teachers are requested to complete their respective Heads/Head for the preparation of the Departmental profiles with the necessary required information for the office of the T.C. T.C. be requested to facilitate the matter very seriously after some time interval for the preparation & submission by all one.
a) Subjectwise, Categorywise, Students Enrollment (HOD)

a) & Results of last cycle.

- 4) Update last cycle Audit Report with College.
- 5) Hard copy & soft copy of last cycle S.S.R. Results of the College.
- 6) Library details (updated).
- 7) Members of the ISAC are requested to submit ^{reports} of different sub-committees formed by the ISAC of the College for the month preparation of the College profile & Departmental profiles.
- 8) NCC Centre should be opened immediately in the College.
- 9) H.S.D. Report & other files should be updated.
- 10) Last five years updated Student Welfare Report, Cultural Activities, Games & Sports, Seminars, Quiz Competition etc.
- 11) Librarian be requested to prepare a card of the Departmental subject matter & Journal title for the purpose of opening of Departmental library.

(1) T.C.C. is requested to send more meeting invitation for the panel discussion on the college campus for the faculty & staff members along with the teaching staff of the college.

(1) Members of the ISAC unanimously decided to prepare a plan of ISAC for the session 2017-2018.

(1) It is requested unanimously to upload AQAR of the last 5 years on the college website.

(1) Members of the ISAC unanimously resolved to prepare the following list of teachers of the

Department of the college;

(1) Prof. P. Jyoti Bhatnagar, Associate Prof,

Department of English.

- 1) Kamal K. Singh, Assistant Prof., Dept. of Eng., Vignansar College
- 2) Rahul Nandi, Assistant Prof., Dept. of Eng., Vignansar College

Meeting is ended with vote of thanks.

T. K. C.
Vignansar College


ISAC
Coordinator

**VIVEKANANDA COLLEGE
ALIPURDUJAR**

NOTICE

A general meeting of the IQAC will be held on 05.12.2017 at 3.30 P.M. Teachers' Common Room of the college to discuss about the following and Teaching Staff are requested to attend the same.

AGENDA-

1. To confirm the proceeding of the last meeting
2. To discuss about the letter issued by the Under Secretary, U.G.C, Vide No 5/FAQ-W/252/15-14 dt. 12.10.2017
3. Misc.

[Signature]
IN CHARGE
CONVENER
IQAC

[Signature]
(GOURDIA BANWARI)
TEACHER IN CHARGE
VIVEKANANDA COLLEGE
ALIPURDUJAR

[Handwritten notes and signatures]
Smt. K. S. Das
12/11/17
Smt. S. Das
11/12/17
Smt. S. Das
05/12/17
Smt. S. Das
05/12/17
Smt. S. Das
05/12/17
Smt. S. Das
05/12/17
Smt. S. Das
05/12/17

2017-18 (1) 05/12/17

A general meeting of IQAC held today at 3.30 P.M. in T.C. Room of our College.

Members present:-

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. *[Signature]*
6. *[Signature]*
7. *[Signature]*
8. *[Signature]*
9. *[Signature]*
10. *[Signature]*
11. *[Signature]*
12. *[Signature]*
13. *[Signature]*
14. *[Signature]*
15. *[Signature]*
16. *[Signature]*
17. *[Signature]*
18. *[Signature]*
19. *[Signature]*
20. *[Signature]*

Prof. Gajendra Rajendra, I.T. as a convener presided over the chair & the meeting started.

Members discussed & approved the proceedings.

of the last meeting.

Members of the ISAC discussed the letter ~~sent~~
by the Under Secretary, NSS, vide memo no. P/AS/
FIAG-W/293/13-14 dt. 10-10-2017 & resolved accordingly.

Members of the ISAC unanimously resolved the
following decisions in connection with
the accreditation of the College under NABAC.

1) It is unanimously resolved to upload the C.V. of the
Teachers on the College website within 7 days. All
Teachers are requested to submit their filled up
C.V. form to the ISAC, Coordinator of the College,
immediately.

2) The Secretary, ^{Office of the} ~~Parent Council~~ ⁱⁿ ~~the~~ ^{College} ~~is~~ ^{requested} to make
necessary arrangements for the preparation of the
Master Routine with the assistance of the members
of the Routine Committee. He is also asked to adjust
the Departmental Routine with the NABAC based
Master Routine of the College.

3) T.I.C. of the College is requested to make necessary
arrangement for the accounts & identification of the
Departmental Accounts to fulfil the proposal of NABAC.

4) T.I.C. of the College is requested to take initiative for
the Departmental Accounts, Grants, Fees, Interest,
Share Register / ^{Vendor Bill} ~~Asset Register~~ & P.F. etc. for
the preparation of the Audit Report of the College under
NABAC.

5) All H.O.D.'s are requested to arrange their Departmental
Reports with the assistance of the Departmental
Teachers. They are also asked to maintain their
Departmental Accounts & Records as per the NABAC
requirements. They are also requested to submit
their ^{Annual} Report to the T.I.C. of the College within 30 days.

6) T.I.C. is requested to make necessary arrangements for
the establishment of Outposts for the Teachers & Staff.

22. Members of the ISC unanimously resolved to request the DL with the constitution of the following members at the English Department:

- 1) Jyoti Datta, Associate Prof., Dept. of English
- 2) Konek Dama Singh, Assistant Prof., Dept. of English
- 3) Rabi Nanda, Assistant Prof., Dept. of English

They are mutually agreed/consented to write both every point within 500 hundred words on the NTPC

requirements to within 3 (three) months & they have to come their condition ^{of the college} to the T.C. of the College.

If it is further noted that the Professor Anand Prasad, Assistant Prof. in Bengali is requested to assist in

ISC coordination of the College in connection with type writing & verification of different documents

relating to NTPC preparation. Mr. Anand Prasad (B) Head of the College is requested to supply an official letter with NTPC requirements to the

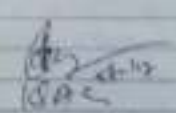
1) If the same are requested to provide their NTPC based assigned duties with the 3 (three) months.

23. Members of the Board ISAC Committee to be formed by the Governing Body of the College for the new Academic Session.

24. Jyoti Datta, Associate Prof., Dept. of English be requested to also coordinate summer school at the Dept. of English, Dept. of Bengali & Dept. of English in the college.

Meeting is ended with vote of thanks

T. C.
V. C.


Secretary
ISAC
Coordinator
V.C.

Vivekananda College
Alipurduar

Notice

A meeting of the IQAC of the College will be held on 14.12.2017
Room of the Teachers' Council at 1.30 P.M.

Teachers are requested to attend the same.

Agenda:

1. To confirm the proceedings of the last meeting
2. To discuss about the preparation of SSR in connection with of N
3. To discuss about the preparation of the Departmental Profile
4. Misc.

Convener
IQAC


Teacher-in-Charge
Vivekananda College

2017-18 B

A meeting of the IQAC of the College held on 14/12/17
in the Room of the Teachers' Council at 1.30 P.M.

Members Present:

1. Subhankar Das
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...
11. ...
12. ...
13. ...
14. ...
15. ...
16. ...
17. ...
18. ...

T.T.C. of the College for the class B.S. meeting
started.

Members of the IQAC discussed & confirmed the proceedings
of the last meeting.

Members discussed & took the following resolutions.

concern with the presentation of the College under NDAIC.

1) C.V. of the Teachers must be submitted to the T.C. / Co-ordinator of the NDAIC within 5 days.

2) Core Committee is formed for the preparation of the SSB with the constitution of the following members. The members of the NDAIC are Committee of NDAIC are requested to complete the SSB (SSB) within three months.

Members

A) P. Jolly Dasgupta, Associate Prof. Dept of English & Foreign Languages (Head of the Core Committee)

B) Kanak Kumar Singh, Assistant Prof., Dept of English

C) Rahul Ghosh, Assistant Prof., Dept of English

The above noted members are requested to note down every points / Statement / matter within five hundred words. They are also requested to complete the T.C. / NDAIC constitution for the preparation of the SSB (Manual) under NDAIC.

If Dr. Sankar Dasgupta is not available, Dr. Subhankar Dasgupta, Assistant Prof. in Bengali & I. S. Dasgupta, Assistant Prof. in Biology, of the College will cooperate accordingly.

3) Year-wise Fee Subsidies - Details

17-18

18-19

19-20

20-21

21-22

Members of the NDAIC are requested to prepare the Departmental or college level SSB & Manual (as required) by the NDAIC for the same. The same should be submitted to the College under NDAIC.

4) Teachers are requested to organize their Departmental Seminars, Workshops, Guest Lectures & others as required by the NDAIC for the improvement & development of their Department & college.

5) T.C. is requested to identify the Departmental Core Committee as possible.

6) NDAIC would submit a detail report to the Governing Body of the College after receiving the complete forms from all the Departments & the constituted members for the preparation of SSB (Manual) under NDAIC.

7) Librarian of the College is requested to get ready for the same purpose.

8) All Teachers are requested to submit their Annual Report of different semesters separately in the

T.C.

Signature
NDAIC
Co-ordinator

VIVEKANANDA COLLEGE
ALIPURDUAR

DATE: 02.08.18

NOTICE

A meeting of the IQAC will be held on 07.08.2018 in the Teachers' Council Room of the College to discuss about the present position of SSR.

All members are cordially requested to attend the same.

Time: 1:30 PM


Gokuldas Rajbanshi
Vice-Principal


Dr. Jayshil Roy
IQAC Co-ordinator



2018-19 ①

A meeting of the IQAC of the College held on 07.08.2018 at 1:30 PM in the Teachers' Council Room.

Members Present:

1. Gokuldas Rajbanshi 07/08/18
- 2.
3. Jale Kumar 07/08/18
4. Shelly Das 07/08/18
5. ~~Subrata~~ Manojkumar 07/08/18
6. Dilip Sin 07/08/18
7. Rajat Chakrabarti
8. Ananta Das 07/08/18
9. Soumitra Das 07/08/18
10. Ananta Das 07/08/18
11. Ananta Das 07/08/18
12. Soumitra Das 07/08/18

Gokuldas Rajbanshi, Vice-Principal of the College took the chair & the meeting started.

Resolution No. 1:
Members discussed & informed the presentation of the last meeting with some sitting & 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 846. 847. 848. 849. 850. 851. 852. 853. 854. 855. 856. 857. 858. 859. 860. 861. 862. 863. 864. 865. 866. 867. 868. 869. 870. 871. 872. 873. 874. 875. 876. 877. 878. 879. 880. 881. 882. 883. 884. 885. 886. 887. 888. 889. 890. 891. 892. 893. 894. 895. 896. 897. 898. 899. 900. 901. 902. 903. 904. 905. 906. 907. 908. 909. 910. 911. 912. 913. 914. 915. 916. 917. 918. 919. 920. 921. 922. 923. 924. 925. 926. 927. 928. 929. 930. 931. 932. 933. 934. 935. 936. 937. 938. 939. 940. 941. 942. 943. 944. 945. 946. 947. 948. 949. 950. 951. 952. 953. 954. 955. 956. 957. 958. 959. 960. 961. 962. 963. 964. 965. 966. 967. 968. 969. 970. 971. 972. 973. 974. 975. 976. 977. 978. 979. 980. 981. 982. 983. 984. 985. 986. 987. 988. 989. 990. 991. 992. 993. 994. 995. 996. 997. 998. 999. 1000.

SSR Core Committee is newly formed with some members
- function for the coordination of the College under
ISBDC with the following ^{Teaching} members under the
leadership of Jolly Biswas, Associate Prof, Professor
of English, Vivekananda College, Alipore in
the following teachers;

1. Dipa Chakravarty, Associate Prof, Department
of Political Science
2. Shelly Das, Assistant Prof, Dept of History
3. Dr. Sujanta Mukherjee, Assistant Prof,
Dept. of Bengali
4. Rishi Nandi, Assistant Prof, Dept. of English

Members of the ISBDC unanimously resolved
to take further action from all staff
Guest Teachers in connection with the projects
of CSR & others under NBDC.

Resolution No 2:
Vice-Principal of the College proposed
Associate Prof, Dept of Philosophy, in the
name of Dilip Saha as ISBDC Coordinator Member
of the ISBDC present in the meeting unanimously
approved the proposal. Dr. Jaydip Roy, Associate Prof,
Dept. of History, he requested to transfer his charge
to Dilip Saha as ISBDC Coordinator to Prof. Saha
of the College in the. Prof Dilip Saha is also requested
to take the charge of the ISBDC Coordinator for
Dr. Jaydip Roy.

Resolution No 2:
Members discussed & resolved to
transfer the activities of library building existing
from Old Library Building to newly constructed
Library Building in the month of Sept, 2022.

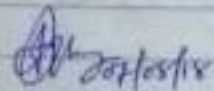
Resolution No. 4 :

Members discussed & unanimously
approved the name of Retina Roy, ^{PTT, Dept of Education of} ~~as Convenor~~ ^{in College}
of the Backward Class Welfare Department & Minority
Welfare Department.

It is further noted that Mr. Rajib
Acharjee, PTT, Dept of Political Science is now
selected as joint convenor of the BCWD & MWD of
the College. Previous members of the BCWD & MWD
will act as members of the said committee.

Meeting is ended with vote of thanks.

Vice-Principal
Vivekananda College


ICS AC
Co-ordinator

VIVEKANANDA COLLEGE
ALIPURDUJAR
NOTICE

A general meeting regarding NAAC will be held on 04.09.2018 at 2.00 P.M. in the Teachers' Common Room. All teachers are requested to attend the said meeting.

Agenda:

1. To discuss about how to prepare departmental profile.
2. To discuss about students' attendance register.

[Handwritten signatures and names]
 Smt. Dalim Saha
 ICAC CO-ORDINATOR
 VIVEKANANDA COLLEGE
 ALIPURDUJAR
 SOBINDA KASBANSHI
 VICE-PRINCIPAL
 VIVEKANANDA COLLEGE
 ALIPURDUJAR

2018 Meeting of NAAC-1 Dt: 4/9/2018

Members Present:

1. 6/9/18/18
2. Dalim Saha 4/9/18
3. Gelly In 4/9/18
4. Gelly In 6.9.18
5. Mr. Gelly
6. Rajul K. Saha 4.9.18
7. Sumanta Choudhury 04.09.18
8. Mr. Gelly
9. S. K. Saha
10. Ananta Choudhury 04.09.18
11. Ananta Choudhury
12. Ananta Choudhury 04.09.18
13. Ananta Choudhury 04.09.18

with the ICAC - Principal Sobind K. Kasbanshi taking the chair, the meeting of NAAC gets duly underway.

Resolution 1 - In the presence of the teacher it is unanimously discussed and resolved that the teachers of various departments will undertake to prepare the departmental profile for upcoming NAAC-related cases. It is also resolved that such profile will have to be submitted to the vice-principal before the next meeting.

Resolution 2 - It is resolved that the teachers will take active part in the preparation of students' attendance register for the next academic year.

The meeting ends with thanksgiving offered.

Sd/- Dalim Saha 4/9/18

Sd/- Vice-Principal

VIVEKANANDA COLLEGE

ALIPURDUAR

Date: 04-10-18

NOTICE

A general meeting regarding NAAC will be held on 07-12-2018 at 12:30 p.m. in the teacher's common room. All teachers are requested to attend the said meeting positively.

Agenda

1. To discuss about NAAC SSR and its related issues.

Dilip S. 4/10/18
IQAC Co-ordinator
Vivekananda College, Alipurduar

Ushada Rajbanshi
Vice-principal
Vivekananda College, Alipurduar

2018-19

Meeting of NAAC-2

St. Hall

Members present

1. ~~Dr. Jyoti~~
2. Dilip S.
3. ~~Dr. Jyoti~~
4. ~~Dr. Jyoti~~
5. ~~Dr. Jyoti~~
6. ~~Dr. Jyoti~~
7. ~~Dr. Jyoti~~
8. ~~Dr. Jyoti~~
9. ~~Dr. Jyoti~~
10. ~~Dr. Jyoti~~

With the vice-principal presiding, the meeting of the NAAC (general) gets underway.

Resolution 1: It is to be remembered that the principal agenda of the meeting is the progress of NAAC SSR and other related issues. The IQAC coordinator, Dr. Dilip S. lets the hall know that the University of North Bengal has recently issued a letter asking the college to submit a substantial status report related to NAAC within the January 15th, 2019. The vice-principal requests all concerned teacher to make haste with regard to their already given NAAC commitments so that the college could submit the report without delay.

Resolution 2: The status report asked for can be broken down under the following sub-heads:

- (i) Distribution of non-graduate for last 5 years.

Meeting of NAAC - 3 2018-19
③

- (b) Preparation of students' attendance for last five (5) years.
- (c) Preparation of individual submissions of teachers.
- (d) To prepare NSS-based notices which will be submitted to N. & H. categories from the college.
- (e) Preparation of subject-wise course outcome reports.
- (f) Preparation of detailed reports on NSS for last 5 years.

The meeting closes with thanksgiving with
to and from the chair.

Dalvir Singh
Coordinator of
IQAC
7/12/18

Gobinda Kashyap
Vice-Principal
Vishwanath College
Alipore

Members Present:

Dt: 20/12/18
Time: 7.30 PM.

1. K. D. Jaiswal President 2018-19
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...
11. ...
12. ...
13. ...
14. ...
15. ...
16. ...
17. ...
18. ...
19. ...
20. ...
21. ...
22. ...
23. Biplob Mandal 20-12-2018
- 24.
- 25.
- 26.
- 27.

With no further business the general meeting of
the college gets duly underway.

Resolution 1: It is unanimously resolved that the college
will go all-out for NAAC and in this regard
not teaching and non-teaching staff of

The college are requested to work sincerely and unitedly towards the goal. It is further resolved that a 'core committee' for NAAC is to function and monitor all proceedings in this regard for the readying-up the SSR for NAAC. The formation of a committee particularly assigned for writing the SSR is following:

- (i) Prof. Dalim SK
- (ii) Prof. Patel Nandi
- (iii) Prof. Sikanta Mukhopadhyay
- (iv) Prof. Jolly Biswas
- (v) Prof. Kamak Kr. Singha

The meeting closes with thanks from both to and from the chair.

Sd/-
Coordinator of IGAC
Dalim SK
20/12/18

Sd/- M
Vice-President, Principal
Vivekananda College
Alibundian

VIVEKANANDA COLLEGE
ALIPURDUJAR

DATED: 04.01.2019

NOTICE

A general Meeting will be held on 04.01 at 1:30 P.M. in the Virtual Class Room of the College to discuss about the letter issued by the Inspector of Colleges, University of North Bengal towards the progress for accreditation under NAAC.

Teachers including Part time and Guest Teachers and the Non-teaching Staff including extra temporary staff are requested to attend the said meeting.

(GORNDA RABANOH)
VICE PRINCIPAL

[Handwritten signatures and initials of staff members, including dates like 5/1/19 and 4/1/19.]

Meeting No. 4 of NAAC

2018-19

05/01/2019

Members Present

Signature with Date

- 1.
- 2.
3. Dalim Sa D. 5/1/19
4. Rabi Kanti 5/1/19
5. Sunanta Kundu 5/1/19
6. Kanok Kumar Singh 5/1/19
7. Rajesh Chakraborty
8. ...
9. ...
10. ...
11. ...
12. ...
13. ...
14. ...
15. ...
16. ...
17. ...
18. ...
19. ...
20. ...
21. ...

Resolution: It is discussed in the presence of all teaching faculty of college that as per the letter of NAAC, all colleges have to be accredited by NAAC within one year. Thus, in view of NAAC, we have to take action at any cost as soon as possible.

IUCAC convener
Dalim Sa
5/1/19

Via Principal

NOTICE

Date: 30-01-19

An emergent meeting regarding SSR (self study report) uploading of NAAC will be held on 31-01-2019 at 1 P.M. in the staff room. All teaching staff are requested to attend the said meeting positively.

[Signature]
Gobinda Rajbanshi
(Vice-Principal)
Vivekananda College, Aligarh

[Handwritten signatures and dates]
30/1/19
31/1/19
31/1/19
31/1/19
31/1/19
31/1/19
31/1/19
31/1/19
31/1/19
31/1/19

Meeting No 5 of NAAC

2018-19
Dt. 31/01/19

Members Present:

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. *[Signature]*
6. *[Signature]*
7. *[Signature]*
8. *[Signature]*
9. *[Signature]*
10. *[Signature]*
11. *[Signature]*
12. *[Signature]*
13. *[Signature]*
14. *[Signature]*
15. *[Signature]*
16. *[Signature]*
17. *[Signature]*
18. *[Signature]*

Resolution - In the presence of Vice-Principal, it is unanimously resolved that AAR for last four years will be prepared by the following teachers

1. AAR for 2014-15 will be prepared by Prof. S.M. S.P., S.P., P.R.
2. AAR for 2015-16 by D.C., R.A., D.C. & S.B. n.M. & S.Das
3. AAR for 2016-17 Prof. J.C., R.D., K.S., S.D., P.R. and
4. 2 AAR 2017-18, 2018-19 will be prepared by Prof. P.P. & S.S.K.

Resolution - 2 In the presence of Vice-Principal and others member of the college, it is unanimously resolved that college will form a women cell-committee and Prof. Retina Roy, Dept. of Education will act as convenor and she also requested to form her own take a necessary steps as required.

Coordinator of
IQAC

By
Vice-Principal

Dalim Sre
31/01/19

NAC Meeting No.

2018-19
(6)

Member's Present

Dt: 19/2/19
Time: 4:30pm

1. ~~Prakash~~
2. ~~Prakash~~ 19.2.19
3. Dalim SK 19/2/19
4. ~~Prakash~~ 19.02.19
5. ~~Prakash~~
6. ~~Prakash~~
7. ~~Prakash~~
8. Rajib Acharya
9. Swajit
10. ~~Prakash~~
11. Smriti Nandi Goswami 19.02.19
12. ~~Prakash~~ 19.02.19
13. Sambharan Pat.
13. ~~Prakash~~ 19.2.19
14. ~~Prakash~~ 19.2.19
15. ~~Prakash~~ 19.2.19
19. ~~Prakash~~ 19.2.19

Resolution - I: In the presence of all teaching staff, it is unanimously resolved that SSR up loading work should be target at the end of February 2019 and in that context old routine reformation process should be taken finish as soon as possible

Resolution 2: It also discussed in the house that all workshop and Seminars and publications of all teachers should will collect

Resolution - 2 In the presence of Vice-Principal and other members of the college, it is unanimously resolved that college will form a women cell-committee and Prof. Retina Roy, Dept. of Education will act as convenor and she also requested to form her son take a necessary steps as required.

Coordinator of
IQAC

By
Vice-Principal

Dalim Sra
31/01/19

NAAC- Meeting No.

2018-19
⑥

Dt: 19/2/19

Time: 4:30pm

Members Present

1. ~~Praveen~~
2. ~~Praveen~~ 19.2.19
3. Dalim SK 19/2/19
4. ~~Praveen~~ 19.2.19
5. ~~Praveen~~
6. ~~Praveen~~
7. ~~Praveen~~
8. Rajib Acharyya
9. Surajit Das
10. ~~Praveen~~
11. Society Nandi Goudam 19.02.19
12. Praveen Das 19.2.19
13. Sambhanshu Das
14. Praveen Das 19.2.19
15. Praveen Das 19.2.19
19. ~~Praveen~~ 19.2.19

Resolution 1 :- In the presence of all teaching staff, it is unanimously resolved that SSR uploading work should be target at the end of February 2019 and in this context old routine reformation process should be taken finish as soon as possible

Resolution 2 :- It also discussed in the house that all workshop and Seminars and publications of all teachers should will collect

From teachers by Prof. S. Day
Prof. S.P., Prof. N.R and
S.B.

Thanking you.

Vice Principal

Coordinator of
IQAC

Dalim Su
13/2/19

NAAC - Meeting Dt. 10/3/19
Time: 4:30

21/8-19
⑦

Members Present

1. K. Prasad
- 2.
- 3.
4. Dalim Sa 03/19
5. J. B. B. 10/3/19
6. J. B. B. 10/3/19
7. J. B. B. 10/3/19
8. Rajat M. S. 10/3/19
9. Rajat M. S. 10/3/19
10. Rajat M. S. 10/3/19
11. Rajat M. S. 10/3/19
12. Rajat M. S. 10/3/19
13. Rajat M. S. 10/3/19
14. Rajat M. S. 10/3/19
15. Rajat M. S. 10/3/19
16. Rajat M. S. 10/3/19
17. Rajat M. S. 10/3/19
18. Rajat M. S. 10/3/19
19. Rajat M. S. 10/3/19
20. Rajat M. S. 10/3/19
21. Rajat M. S. 10/3/19
22. Rajat M. S. 10/3/19

such as Mr. Manoj Kumar and Prof. Rajat Acharya. The heads also requested to Mr. Sunil Mehta to implement a Medical Plant in our college grounds.

Resolution 10 It is discussed in the meeting that Prof. Manoj Kumar and Mr. Rajat will collect the papers of the college of Bhatnagar in connection with NAAC.

11 The heads also requested to other members to complete the due work as per discussion of previous meeting and their allotted work as follows:

Coordinator of NAAC

Vice-Principal

Dalim Sa
10/3/19

Resolution - 3

In the presence of President of G.B., Vice-Chancellor of our college and other members of our college, it is unanimously resolved that 'e-Recruitment Chemistry' project will be introduced in our college in view of skills in our college. Mr. Sunil Mehta for health check-up in college takes initiative with other members.



VIVEKANANDA COLLEGE

• Estd : 1985 •

P.O. ALIPURDUAR, DIST. ALIPURDUAR

Pin : 736121, Phone & FAX : 03564 - 274705

Ref. No. 58612/V.C/2019

Date : 04/04/2019

To
Prof. Jali Biswas,
Department of English
Vivekananda College,
Alipurduar.

Madam,

As per resolution adopted by the Teachers' Council of Vivekananda College, Alipurduar in its Meeting held on 04-04-2019 and approved by the Governing Body of the College in its meeting held on 04-04-19 you are hereby appointed as Coordinator IQAC .

Your kind cooperation will be highly solicited for running the IQAC, Vivekananda College, Alipurduar in a befitting manner please.

Thanking you,

- Yours faithfully,

(GOBINDA RAJBANSHI)

VICE PRINCIPAL

Vice-Principal
Vivekananda College
P.O. & Dist. Alipurduar

Received on 13/5/19
13/5/19

**Vivekananda College
Alipurduar**

Date: 11.05.2019

Notice

A meeting of the NAAC will be held on 16.05.2019 at 12.30 p.m. in the Teacher's common Room of the College.

- 1) To confirm the proceeding of the meeting 08.10.2018
- 2) To discuss about the progress of the work to filling up S.A.R. for NAAC.
- 3) To discuss about the Feed Back system of the students and others in relation to NAAC.
- 4) To discuss about the development of teaching-learning process of the college in order to complete the work of NAAC.
- 5) To discuss about the development of work regarding Department profile.
- 6) Miscellaneous.

Vice-Principal
Vivekananda College

Co-ordinator
IQAC/NAAC
Vivekananda College

Handwritten signatures and dates of various staff members, including dates like 15/5/19, 14/5/19, 13/5/19, 12/5/19, 11/5/19, 10/5/19, 9/5/19, 8/5/19, 7/5/19, 6/5/19, 5/5/19, 4/5/19, 3/5/19, 2/5/19, 1/5/19.

Session-2019-2020
10.1.19-1.4.2019

IQAC-NAAC MEETING NO-1

DATE: 16.05.2019

Proceedings of the meeting of IQAC/NAAC held on 16-05-2019 at 12-30 p.m. in the Teacher's Common Room of the College.

Members Present

- | | |
|-------------------------------|-----------------------------|
| 1. ... | 18. Sujana Majumdar 16/5/19 |
| 2. ... | 19. Shambhukumar DKS |
| 3. ... | 20. Enjal K. Sankar |
| 4. Kato by 16.5.19. | 21. Amindam Bandhopadhyay |
| 5. Dipa Chandra's 14/5/19 | |
| 6. Uma Sakha 14/5/19 | |
| 7. Patal Nandi 16/5/19 | |
| 8. Girvananda Ghoshopadhyay | |
| 9. Sybil Chatterjee | |
| 10. Soupar Paul | |
| 11. Nirmal Kumar Ray 11.05.19 | |
| 12. Shubhankar Paul 6.05.19 | |
| 13. Primitiya 10.05.19 | |
| 14. ... | |
| 15. ... | |
| 16. ... | |
| 17. ... | |

Professor Gubinda Raybanchi, vice principal took the chair and the meeting of NAAC-NAAC gets duly underway.

Resolution NO-1

Proceedings of the last meeting of the session 2018-2019 at 09.03.2019 read and confirmed.

Resolution NO-2

Prof. Jale Binayak, Co-ordinator IQAC-NAAC, placed the developed work before the members present in the meeting and it is

unanimously decided that the Budget of Vivekananda College for last five years i.e. 2014-2015, 2015-2016, 2016-2017, 2017-2018 & 2018-2019 will be collected from Accountant and filed for BSR in relation to NAAC.

It is also resolved that the data of differently able students be collected from Dr. Sampat Raybansari, office Staff of the college.

Resolution NB-3:

Prof. Jale Biswas, Co-ordinator IGAC-NAAC, discussed criteria no. 2 of BSR in detail and it is unanimously resolved that the Time of Feedback system of the students has been completed under the guidance of the following teachers:

- 1) Prof. Dipa Chakraborty
- 2) Prof. Anshu Das
- 3) Prof. Subrata Mukhopadhyay
- 4) Prof. Smitanku Goswami

Prof. Subrata Mukhopadhyay, vice-principal of the college be duly requested to take the necessary initiative to collect the signature of the Employers in the Feed Back format for survey in relation to NAAC accreditation of the college.

Resolution NB-4:

This agenda is discussed in detail and it is resolved that the National / Internal Seminar organized by several departments of the college during last five years and the Committee of the said programme requested to prepare a detail report of the seminar and submit the same to the co-ordinator IGAC by 31.12.2019. (Criteria: Part 2B, CR, 100, 200)

The professors of several departments of the college also be requested to take the initiative to organize faculty exchange programmes and departmental student seminars if organized.

if not organized earlier.

It is also unanimously resolved that for filling up BSR five year's report of NSS Unit of the college be prepared and Prof. Subrata Mukhopadhyay be requested to do the same and submit that to co-ordinator IGAC/NAAC.

IGAC Programme Officer: Prof. G.K. Das (2014-15), Prof. Das (2015-16), Prof. Das (2016-17), Prof. Das (2017-18), Prof. Das (2018-19), Prof. Das (2019-20)


Resolution NB-5:


Members present in the meeting discussed in detail about the preparation of departmental profile. It is noted that each and every department has already progressed in their work for preparation of departmental profile. It is now unanimously resolved that Academic diary and lesson plan for teaching be prepared by all the professors of the college and Prof. Subrata Mukhopadhyay, Prof. Rohit Nandi and Prof. Jale Biswas be requested to complete the preparation of Academic diary and lesson plan for last five years before leaving the college.

Resolution NB-6: Miscellaneous

Library matter is discussed in the meeting and it is resolved that library data for last five years be prepared and Prof. Subrata Mukhopadhyay, Librarian of the college be requested to prepare the same and submit that to the co-ordinator IGAC/NAAC.

The meeting ended with vote of thanks to and from the chair.


Co-ordinator
IGAC-NAAC
Vivekananda College


Vice Principal
Vivekananda College

Vivekananda College
Alipet

Notice

Date: 03/06/2019

This is to notify that a meeting of IQAC-NAAC will be held on 13/06/2019 at 12.15 p.m. in the Teachers' Common room to discuss the following agenda. All the Teachers, Librarian, Non-teaching staff of the college are kindly requested to attend the same.

Agenda

- 1) To confirm the proceedings of the meeting dt 16.05.2019
- 2) To discuss about the filing of S.R. in relation to NAAC and distribute the work among the staff
- 3) To discuss about the progress of work regarding Backward cell and Rainwater harvesting Management.
- 4) Miscellaneous

[Handwritten signatures and dates]

Prof. G. Suba Rajasekar
Vice-Principal
Vivekananda College
Alipet

Prof. J. S. Srinivasan
Co-ordinator, IQAC-NAAC
Vivekananda College
Alipet

Session 2019-2020 IQAC-NAAC MEETING NO-2 Date: 13.06.2019

Proceedings of the meeting of IQAC-NAAC held on 13/06/2019 at 12.15 p.m. in the Teachers' Common room of the college

Members Present

- | | |
|----------------------------|-----------------------------|
| 1. Prof. G. Suba Rajasekar | 13. Prof. G. Suba Rajasekar |
| 2. Prof. J. S. Srinivasan | 14. Prof. J. S. Srinivasan |
| 3. Prof. K. S. Srinivasan | 15. Prof. K. S. Srinivasan |
| 4. Prof. K. S. Srinivasan | 16. Prof. K. S. Srinivasan |
| 5. Prof. K. S. Srinivasan | 17. Prof. K. S. Srinivasan |
| 6. Prof. K. S. Srinivasan | 18. Prof. K. S. Srinivasan |
| 7. Prof. K. S. Srinivasan | 19. Prof. K. S. Srinivasan |
| 8. Prof. K. S. Srinivasan | 20. Prof. K. S. Srinivasan |
| 9. Prof. K. S. Srinivasan | 21. Prof. K. S. Srinivasan |
| 10. Prof. K. S. Srinivasan | 22. Prof. K. S. Srinivasan |
| 11. Prof. K. S. Srinivasan | 23. Prof. K. S. Srinivasan |
| 12. Prof. K. S. Srinivasan | 24. Prof. K. S. Srinivasan |
| 13. Prof. K. S. Srinivasan | 25. Prof. K. S. Srinivasan |
| 14. Prof. K. S. Srinivasan | 26. Prof. K. S. Srinivasan |
| 15. Prof. K. S. Srinivasan | 27. Prof. K. S. Srinivasan |
| 16. Prof. K. S. Srinivasan | 28. Prof. K. S. Srinivasan |
| 17. Prof. K. S. Srinivasan | 29. Prof. K. S. Srinivasan |
| 18. Prof. K. S. Srinivasan | 30. Prof. K. S. Srinivasan |

Prof. G. Suba Rajasekar, vice-principal, took the chair and the meeting started.

Resolution No-1: Proceedings of the 1st meeting of the session 2019-2020 dt 16.05.19 read and confirmed with the following addition on Resolution No-2 - Budget for the session 2019-20, 2019-20, 2019-20 and 2019-20 be verified by Sri Sural Ch. Das, Accountant and Sri Sural Srinivasan, Sr. cashier and authenticated by Vice-Principal and President, Governing Body of Vivekananda College and Secretary of Vivekananda College.

Resolution No-2: Prof. J. Anwar, Coordinator, BBA-2000
 Placed the progress work of BBA in detail and discussed in detail the process and methods of pre-submission and online submission of BBA before the previous present in the meeting and also placed a proposal to complete the work and the house unanimously resolved that the filling up of BBA in relation to 11th will positively be completed within the month i.e. within 12.06.2019 and to complete the programme of BBA the team proposed as follows:

- ① (Basic information) } Prof. J. Anwar
 College Profile } Prof. Raula
 Extended Profile }
- ② Criteria - I } Prof. P. Saha Roy
 Prof. R. Roy, Prof. Ananya Das
- ③ Criteria - II } Prof. S. Das
 Prof. J. Anwar
 Prof. Ananya Das
 Prof. S. N. Goswami
 Prof. Sanku Paul
- ④ Criteria - III } Prof. S. Das
 Prof. R. Roy
 Prof. N. Mahanta
 Prof. R. Sanku Paul
- ⑤ Criteria - IV } Shri P. K. Mahanta
 Shri Suman Majumdar
- ⑥ Criteria - V } Prof. S. Chakrabarty
 Prof. P. Saha Roy
 Prof. R. Roy
 Prof. Ananya Das

- ⑦ Criteria - VI } Prof. J. Anwar
 Prof. Sanku Paul
 Prof. Ananya Das
- ⑧ Criteria - VII } Prof. K. L. Singha
 Prof. P. Saha Roy
 Prof. Sanku Paul

Resolution No-3: Prof. Sanku Paul suggested that the work of Student Cell in relation to BBA has already been completed by the team. It is unanimously resolved that the work be properly authenticated before submitting the same along with the documents, return and also be requested to complete and give the final stage of the work in consultation with BBA as coordinator.

Prof. Rajit Chakraborty informed the house that no program of work be done till date regarding BBA in relation to BBA. It is discussed and resolved that the working committee be immediately created and Prof. P. Saha Roy be suggested to do the work along with his team members and discussion be made with the vice-principal if needed. It is decided that Prof. P. Saha Roy, the head of the house will be the coordinator of the team.

Resolution No-4: Members present discussed about the teaching-learning process of the college and it is unanimously resolved that to fulfil the criteria-3 of BBA in relation to BBA faculty capacity, progression be observed in all the departments of the college. The head of the Department of all subjects be requested to do the needful and to submit a report of the programme to the Coordinator, BBA.

The meeting ends with vote of thanks to and from all.

[Signature]
 20/06/2019, 10:00 AM
 VIT-Advanced College
 Bhubaneswar

[Signature]
 President of the House
 VIT-Advanced College
 Bhubaneswar

Vivekananda College, Alipurdwar

Notice

Date: 12.07.2019

This is to notify that a meeting of IQAC-NAAC will be held on 17/07/19 at 1.15 P.M. in the Teacher's Common Room to discuss the following agenda. All the Teacher's, Librarian and non-teaching staff of the college are kindly requested to attend the same.

Agendum:

- 1) To confirm the proceeding of the meeting dt. 13/06/19.
- 2) To discuss and promote the teaching-learning and evaluation system of the college for the session 2019-2020.
- 3) To discuss the progress of work for filling up S.S.R. in relation to accreditation of NAAC under UGC.
- 4) To discuss about the process and arrangement of preparation of Department profile in relation to NAAC.
- 5) To discuss and prepare the College class Routine for last 3 years in relation to NAAC.
- 6) Miscellaneous.

[Handwritten signatures and dates from various staff members, including dates like 12/7/19, 13/7/19, 14/7/19, 15/7/19, 16/7/19, 17/7/19, and names like S. K. Singh, P. K. Singh, etc.]

Dr. Shelly Das
Vice-Principal
Vivekananda College
Alipurdwar

(Prof. Sub. Bhowmik)
Co-ordinator, IQAC-NAAC
Vivekananda College
Alipurdwar

IQAC-NAAC MEETING NO - 3

Date: 17.07.2019

Proceedings of the meeting of IQAC-NAAC held on 17.07.2019 at 1.15 p.m. in the Teachers' Common Room of the College.

Members Present

1. Shelly Das 17/07/19
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...
11. ...
12. ...
13. ...
14. ...
15. ...
16. ...
17. ...
18. ...
19. ...

Prof. Shelly Das, Teacher-in-charge of the College, took the chair and the meeting of IQAC-NAAC duly gets underway.

Resolution No-1: Proceedings of the 2nd meeting of IQAC-NAAC of the session 2019-2020 dt. 13.06.2019 read and confirmed with the following addition in Resolution No-1 "That a Budget Committee be formed to prepare the Budget for the session 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021 in compliance with the Audit Report"

of the college with the following members:-

1. Sri Sampat Dasgupta
2. Sri Subal Chandra Das
3. Sri Ajay Kumar Dasgupta
4. Sri Pradyot K. Mahanta
5. Sri Pradyot Saha Roy

Prof. Girindra Nath Das, vice-principal, Visvesvaraya College is cordially requested to substantiate the said Budget of the college as per requirement of Government of Assam with the following signatures:-

1. Vice-principal
2. President, G.A.
3. Accountant

Resolution No-2:

Members present discussed in detail about the teaching-learning and evaluation process of the college and it is unanimously decided that all the departments of the college will use ICT at the time of teaching-learning frequently and the evaluation system will be finalized in the Teachers' Council Meeting. It is also noted that all the head of the departments of different subjects be duly requested to initiate faculty exchange programme w.e.f. 21.02.2017 onwards and departmental students' seminar and say other innovative programme which the departmental teachers deem fit for their respective subjects.

Resolution No-3:

Members present verbally placed their progress work regarding filling up of SQA in relation to NAAC criteria and it is summed that 50-70% work has already been completed by each team and remaining 20% work is too much difficult to solve and it will take sometime. Under the circumstances the house unanimously resolved that all the teams

be requested to complete the work in an urgent basis and submit their completed work with minimum cost or before 17.02.2017 positively to the Treasurer, ISEC.

Resolution No-4:

Prof. Jali Biswas, coordinator, ISEC, presented a proposal for management and preparation of departmental profile in order to maintain uniformity in all the departments to some extent. Members present discussed the matter in detail and have subsequently resolved that the following procedure be maintained in preparation and arrangements of departmental profile for last 5 years (2012-2013 - July 2017):-

1. Teachers profile maintaining the variety of the teachers in all departments.
2. Departmental Meetings and its Resolutions.
3. Distribution of class load in tabular format.
4. Departmental Routine following the time table of the college.
5. Individual Academic Diary year-wise.
6. Distribution of Syllabus.
7. Preparation of Teaching Module/Lesson Plan in detail.
8. Records of Session and Outcome of the Evaluation Process.
9. Preparation of Students Attendance Register.
10. Report of Departmental Students Seminar.
11. Report of Faculty exchange programme.
12. Report of National/International Seminar of the department.
13. Any other subject oriented innovative programme arranged by the department for the betterment of teaching and learning.

Resolution NS-5: Members present discussed about the preparation of class Routine for last five years in relation of assessment of NAAC. It is unanimously resolved that the class Routine be prepared for last five years and a Routine Committee be formed as follows:-

- 1) Prof. Dipa Chakraborty
- 2) Prof. Shelly Das
- 3) Prof. Suresh Ch. Roy
- 4) Prof. Pratik Saha Roy
- 5) Prof. Jali Biswas

Resolution NS-6: Prof. Jali Biswas, Co-ordinator, IACC-NAAC placed before the members present in the meeting a proposal for finalization of S.I.R. before online submission and the house significantly discussed the matter and unanimously resolved that a core Committee be formed to verify, rectify and finalize the S.I.R. criteria wise after the submission of the same by all the teams on or before 9.03.2019 as follows:-

- 1) Prof. Jali Biswas, Co-ordinator IACC-NAAC
- 2) Prof. Ratna Das, member
- 3) Prof. Dipa Chakraborty, member
- 4) Prof. Karak M. Singh, member
- 5) Prof. Shelly Das, member
- 6) Prof. Ananda Mohan, member
- 7) Prof. Niranjan Roy, member

- 8) Sri Pradip Kumar Malanta, member
- 9) Sri Sampson Mijander, member

10) Prof. Jali Biswas, Co-ordinator, IACC-NAAC presented the position of Academic calendar of the college. Members discussed the matter and it is resolved that the academic calendar be prepared immediately. Prof. Jali Biswas and Prof. Dipa Chakraborty be cordially requested to take the initiative to prepare the academic calendar.

11) Teachers present in the meeting discussed the matter of problem of drinking water and the house unanimously resolved that pure drinking water system must be arranged immediately and the Vice Principal be cordially requested to take the initiative to arrange the same not only for the teachers but also for the office staff.

The meeting ended with vote of thanks to and from the chair.

Jali Biswas
Co-ordinator
IACC-NAAC
Vivekananda College
Aspiranagar

Shelly Das
President and
Teacher-in-charge
Vivekananda College
Aspiranagar

**Vivekananda College
Alipurduar**

Notice

Date: 22.08.2019

This is to notify that a meeting of IQAC-NAAC will be held on 29.08.2019 at 1.30 P.M in the Teacher's Common room to transact the following business. All the Teachers, Librarian, non-teaching staffs and Library staff are duly requested to attend the same.

Agendum:

1. To confirm the proceedings of the meeting dated 17.07.2019
2. To discuss about the progress work of S.S.R in relation to accreditation of NAAC,
3. To discuss about the online survey system of students.
4. To discuss about the urgent provision of another computer set for NAAC work.
5. To discuss about the purchase of 2 pieces of pen drive (62 GB).
6. To discuss about the preparation of departmental profile.
7. Miscellaneous.

Prof. Gabriela Eyzendy
Vice-Principal
Vivekananda College
Alipurduar

Prof. Jit Biswas
Co-ordinator
IQAC, NAAC
Vivekananda College
Alipurduar

22/08/19
23/08/19
24/08/19
25/08/19
26/08/19
27/08/19
28/08/19
29/08/19
30/08/19
31/08/19

Session -
2019-2020

IQAC-NAAC MEETING-4

Date: 29.08.2019

Proceedings of the meeting of IQAC-NAAC held on 29.08.2019 at 1.30 p.m. in the Teacher's Common Room of the College.

Members Present

- | | |
|---------------------------|---------------------|
| 1. Dr. Jit Biswas | 15. Shalita |
| 2. Dr. Sanku | 16. Ananta Das |
| 3. Dr. Sanku | 17. Aranya Das |
| 4. Sanku Das | 18. Kripa Choudhary |
| 5. Sanku Das | 19. Sanjay Majumdar |
| 6. Ananta Das - 22.08.19 | 20. |
| 7. Sanku Das - 23.08.19 | 21. |
| 8. Ananta Das - 24.08.19 | |
| 9. Sanku Das - 25.08.19 | |
| 10. Ananta Das - 26.08.19 | |
| 11. Sanku Das - 27.08.19 | |
| 12. Ananta Das - 28.08.19 | |
| 13. Sanku Das - 29.08.19 | |
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |
| 21. | |

[Handwritten signature]

Prof. Gabriela Eyzendy, Vice Principal of the college took the chair and the meeting started.

Resolution No-1: Proceedings of the 3rd meeting of IQAC NAAC of the session 2019-2020 dt. 17.07.2019 read and confirmed.

Resolution No-2: Members present discussed the matter in detail and it is unanimously resolved that all the criteria of S.S.R. in relation to NAAC be submitted to the IQAC coordinator on...

before 7th September 2019. All the ~~group~~ professors of each group are requested to do the work accordingly.

Resolution 03-3

Members present discussed the matter of online survey in Criteria 2 of SSR in relation to NAAC and it is unanimously resolved that the following teachers logically work on creating 3 out of the student of basically all honours subjects (minimum 20 and maximum 30 students of each department) and Prof. Prasad Saha Roy be requested to prepare the questionnaire for the same.

1. Prof. Shelly Das
2. Prof. Prasad Saha Roy
3. Prof. Souvik Paul
4. Prof. Souvik Paul
5. Prof. Rimona Saha
6. Prof. Ananda Das
7. Prof. Sandip Paul
8. Prof. Subhakar Paul
9. Prof. Ananya Das
10. Prof. Subhakar Paul
11. Prof. Nimanjan Roy
12. Prof. Rajib Bhargava

All the professors are requested to do the needful following to online survey by the students as soon as possible.

Resolution 03-4: Keeping in mind the urgency of work in relation to NAAC, a new Computer be purchased. Vice Principal be requested to do the needful.

Resolution 03-5: It is unanimously resolved that

2 pieces of Per-dice be purchased immediately for the work of NAAC. Vice Principal be requested to take the initiative and do the needful.

Resolution 03-6:

Members present discussed about the arrangement of ~~the~~ departmental professional study distributed to all the departments by SSC coordinator, in detail and it is unanimously resolved that all 13 points be maintained by all the departments and it is noted that Attendance Register of the Students for last five years be prepared by the Guest Teachers as it is proposed by Prof. Prasad Saha Roy and the proposal be accepted in the meeting. The following Guest Teachers be requested to do the same work.

1. Prof. Prasad Saha Roy
2. Prof. Nimanjan Roy
3. Prof. Sushanta Das
4. Prof. Souvik Paul
5. Prof. Souvik Paul
6. Prof. Subhakar Paul
7. Prof. Prasenjit Roy
8. Prof. Ananda Das
9. Prof. Ananya Das
10. Prof. Sushanta Paul
11. Prof. Souvik Paul
12. Prof. Sandip Paul
13. Prof. Rimona Saha

The meeting ended with vote of thanks to and from the chair.

Dr. Subhakar Paul
JLR - NAAC
Vivekananda College
Alipurdia

Dr. Prasad Saha Roy
President & Vice-Chair
Vivekananda College
Alipurdia

Vivekananda College
Aligarh

Notice

Date: 08/11/2019

This is to notify that a meeting of IQAC-NAAC will be held on 14.11.2019 at 12.30 P.M. in the Teacher's Common room to transact the following business. All the Teachers, Librarian, Non-Teaching Staff and Library Staff are duly requested to attend the same.

Agendum:

1. To confirm the proceeding of the meeting dated 29.08.2019.
2. To discuss about the progress work of online survey of students and S.S.R in relation to accreditation of NAAC.
3. To analyze and finalize the students' survey report prepared by Professor Subhankar Paul and Professor Pranab Saha Roy in Criteria I of SSA.
4. To discuss about the progress work of rain water harvest management.
5. To discuss about the academic administrative Audit for accreditation of NAAC.
6. Miscellaneous.

(Prof. Subhankar Paul)
Vice Principal
Vivekananda College
Aligarh

(Prof. Jit Biswas)
IQAC-NAAC
Co-ordinator
Vivekananda College
Aligarh

Session 2019-20

IQAC-NAAC MEETING - 5

DATE: 14.11.2019

Proceedings of the meeting of IQAC-NAAC held on 14.11.2019 at 12 noon in the class Room NO-3 of the college along with the students of the college.

Members Present

1. P.
2. Dr. 14/11/19
3. Dr. 14/11/19
4. 14/11/19
5. Pranab Saha Dr. 14.11.19
6. 14/11/19
7. 14/11/19
8. 14/11/19
9. 14/11/19
10. 14/11/19
11. 14/11/19
12. 14/11/19
13. 14.11.19
14. 14/11/19
15. 14/11/19
16. 14/11/19

Prof. Gobinda Rajbanshi, vice principal of the College took the chair and the meeting of IQAC-NAAC duly gets underway.

Resolution NO-1: Proceedings of the 4th meeting dt. 29.08.2019 read and confirmed.

Resolution NO-2: Prof. Kelly Das placed the position of online survey of the Students. Members present discussed the matter in detail and it is unanimously resolved that the online student survey must have to be completed immediately in an urgent manner.

basis because IIR will be submitted by the coordinator IIR-NAC and will be uploaded to NAC official in IIR portal within the last week of December, 2019. Prof. Shelly Das be requested to prepare the Survey Report after analysing the survey along with the Prof. Dr. of the Student Survey team. And as the team leader is suggested to submit the completed criteria book to the coordinator, IIR-NAC within 25.11.2019 positively.

Resolution NR-3: Prof. Teerab Saha Roy and Prof. Subhakar Paul together placed the position of Student Survey in criteria-I of BSR. The members of IIR-NAC core committee has already go through the analysis and report prepared by a group of Professors of the college. Members present discussed the matter in detail about both Student Survey and Teachers Survey of the college and it is unanimously decided that the report of survey prepared by the concerned Professors be finalized in some points and Prof. Jati Biswas, coordinator, IIR-NAC, be requested to look after the matter and finalize the report. IIR-NAC coordinator also be requested to place the report to the Governing Body of the college through the vice principal for approval and propose suggestion and action.

Resolution NR-4: IIR-NAC coordinator bring into kind notice of all the members present in the meeting about no progress in case of Rain Water Harvest Management by the members of the department is. Prof. Rajib Bhargava member present discuss the matter keeping in view the scoring sheet of NAC and it is unanimously decided that Rain Water Harvest Management

mechanism will be introduced in the college to preserve and use natural resources. And the same work will be done by the following team of Professors and other staff-

1. Prof. Niranjan Roy, convener.
2. Prof. Santosh Chakraborty Member
3. Prof. Souvik Paul "
4. Sri Swapan Majumdar "
5. Sri Biswajit Mandal "
6. Sri Karthick Das "

Prof. Niranjan Roy be requested to do the needful with immediate effect.

Resolution NR-5: IIR-NAC coordinator bring into kind notice of all the members present in the meeting about the importance and necessity of Academic Administrative Audit before the final submission of BSR for accreditation of NAC. Members discussed the matter in detail and it is unanimously resolved that Internal Academic Audit will be arranged and responsible group would be as follows-

1. Vice-Principal
2. IIR-NAC Coordinator
3. Secretary, Teachers Council
4. H.O.D. of Each Department

It is also noted that Academic Administrative Audit will be completed by H.S. Biswal, Kolkata within the 2nd week of November as per the information. Prof. Jati Biswas, IIR-NAC coordinator be requested to provide the format for Academic Audit to the H.O.D. of each department.

The meeting ended with vote of thanks to and from the chair.

Co-ordinator, IIR-NAC
Vidyanagar College
Kolkata

President & Convener
Vidyanagar College
Kolkata

Vivekananda College
Alipurduar

Notice

Date: 12.11.2019

This is to notify that a meeting IQAC NAAC will be held on ^{22/11/19} at 1.30 P.M. in the Conference room along with the newly appointed guest teachers to discuss about the individual teacher profile in relation to NAAC. All the new guest teachers are requested to attend the same.

6/2/19
Prof. Gobinda Raybanchi
Vice-Principal
Vivekananda College
Alipurduar

22/11/19
Prof. Jitendra
IQAC NAAC
Co-ordinator
Vivekananda College
Alipurduar

Prof. Jitendra
22/11/19

Session - 2019-2020

IQAC NAAC MEETING-6

DATE: 22.11.2019

Proceedings of the meeting of IQAC-NAAC held on 22.11.2019 at 1.30 p.m. in the conference hall of the college along with the newly appointed Guest Teachers in Science stream newly introduced in the college for the Session-2019-20

Members Present

1. *22/11/19*
2. *AD 22/11/19*
3. *22/11/19*
4. *22.11.19*
5. *22/11/19*
6. *22/11/19*
7. *22/11/19*

Prof. Gobinda Raybanchi, vice-principal of the college took the chair and the meeting got underway.

Resolution No-1:

Prof. Jitendra, IQAC NAAC Co-ordinator, bring into kind notice of all the newly appointed guest teachers in Science stream of working regular programmes about the importance and urgency of accreditation of Higher Education Council (NAAC) of Vivekananda College. It is unanimously resolved that the departments of Physics, Chemistry and Mathematics will have as per following norms:

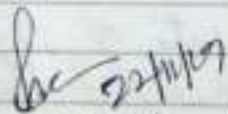
- (i) Class load distribution departmentally
- (ii) Syllabus distribution before the commencement of session.
- (iii) Lesson Plan preparation
- (iv) Maintain Academic Diary
- (v) Systematic Arrangement of Practical Experiments and other required
- (vi) Internal Assessment.

All the teachers of Physics, Chemistry and Mathematics be requested to arrange their departmental profile following the norms.

The teachers are also requested to arrange Student Seminar, faculty exchange programme for enhancement of learning.

Resolution NS-2: IQAC-NAAE Coordinator discussed in detail with all the newly appointed guest Teachers about the importance of preparing Individual Teacher Profile in relation to NAAE accreditation of higher education Institute. IQAC-NAAE co-ordinator also provides a sample individual profile to all the teachers as a help and The teachers be requested to prepare their individual Profile and submit that to the Coordinator IQAC-NAAE withing 30th November, 2019 and they are requested to prepare their departmental profile immediately.

The meeting ended with vote of thanks to and from the chair.



IQAC-NAAE, Co-ordinator
Vivekananda College
Alipurduar



President & Vice-Principal
Vivekananda College
Alipurduar

Vivekananda College
Alipuzha

Notice

This is to notify that a meeting of IQAC NAAC will be held on 26.11.2019 at 12.30 P.M in the Teacher's Common room to transact the following business. All the Teacher's Librarian Non-Teaching Staff and Librarian Staff are duly requested to attend the same.

Agendum:

1. To confirm the proceeding of the meeting dated 14.11.19
2. To discuss about the progress work of S.S.R in relation to accreditation of NAAC
3. To discuss about the rectification and finalization of SSR for online submission process and finalise in the 3rd week of December 2019
4. To discuss about the online survey system of students in criteria II of SSR
5. To discuss about progress of the preparation of departmental profile
6. Miscellaneous.

Prof. Subinil K. Bhowmik
Vice-Principal
Vivekananda College
Alipuzha

Prof. Jali Bhowmik
IQAC NAAC
Co-ordinator
Vivekananda College
Alipuzha

10/11/19
11/11/19
12/11/19
13/11/19
14/11/19
15/11/19
16/11/19
17/11/19
18/11/19
19/11/19
20/11/19
21/11/19
22/11/19
23/11/19
24/11/19
25/11/19
26/11/19
27/11/19
28/11/19
29/11/19
30/11/19

Session
2019-2020

IQAC-NAAC MEETING - (7)

Date: 26.11.2019

Proceedings of the meeting of IQAC NAAC held on 26.11.2019 at 12.30 p.m. in the Teacher's Common Room

Members Present

1. Prof. Jali Bhowmik
2. Prof. Subinil K. Bhowmik
3. Prof. J. S. Bhowmik
4. Prof. S. S. Bhowmik
5. Prof. S. S. Bhowmik
6. Prof. S. S. Bhowmik
7. Prof. S. S. Bhowmik
8. Prof. S. S. Bhowmik
9. Prof. S. S. Bhowmik
10. Prof. S. S. Bhowmik
11. Prof. S. S. Bhowmik
12. Prof. S. S. Bhowmik
13. Prof. S. S. Bhowmik

Prof. Jali Bhowmik, Vice-Principal of the college took the chair and the meeting started.

Resolution No-1: Proceedings of the 5th and 6th meeting dt. 14.11.2019 and dt. 22.11.2019 read and confirmed.

Resolution No-2: Members present discussed the progress work of S.S.R. in relation to accreditation of NAAC planned by Prof. Jali Bhowmik, IQAC NAAC Co-ordinator of the college and it is unanimously resolved that all the criteria will be submitted to the Co-ordinator, NAAC IQAC within 30th November, 2019 for verification and final submission in the 3rd week of December 2019. Co-ordinator, NAAC IQAC be requested to

submit IIR to NAAC through HES portal for eligibility approval for submission of SSR along with the registration fee of Rs. 27,500/- (Twenty Seven Thousand Five Hundred only). It is noted that bank charges for online submission of registration fee will be deducted from bank account.

Resolution No-3: Members present discussed the matter of final online submission of SSR of the college to NAAC for accreditation and it is unanimously resolved that Core Committee of NAAC will visit from 4th December 2019 to 11th December 2019 for verification and correction of Basic Information, College Profile, Extended Profile and Criteria-I to criteria-VII of SSR of Vivekananda College. The members of the Core Committee of NAAC are currently requested to make themselves available in the college during the said schedule. The team leaders are also requested to submit their completed criteria and standards IIR with 4.12.2019.

Resolution No-4: Prof. Shelly placed the program position of online student survey before the members present in the meeting. Members present discussed the matter in detail and it is unanimously resolved that the work of student's online survey must be completed within end of December 2019. And Prof. Shelly can be requested to complete the analysis of the work and prepare a feedback report with an immediate effect.

Resolution No-5: Members present discussed in detail about the preparation of departmental profile and it is unanimously resolved that the work of preparation of departmental profile will be completed within end of January 2020 as per the norms provided to each department

of the college by the IOPC-NAAC coordinator as was decided in the IOPC-NAAC meeting dt. 17.12.2019. The newly appointed guest teachers in the department of Physics, Chemistry and Mathematics are requested to collect the papers pertaining to the norms of preparation of departmental profile from the IOPC-NAAC Coordinator.

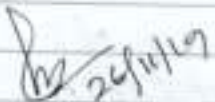
Resolution No-6: @Prof. Jodi Banerjee, IOPC-NAAC Co-ordinator placed the following proposal for academic and infrastructural development of the college -


- (i) To provide departmental office with required furniture.
- (ii) To provide departmental library.
- (iii) To provide departmental Computer with Internet.
- (iv) To provide departmental classroom facility.
- (v) To renovate College office for proper provide.
- (vi) To recruit guest teachers in several department along with the prior permission of D.P.S, Karkala.
- (vii) To renovate Teachers Common Room.
- (viii) To set up Solar System using the roof of the college building.
- (ix) To proceed to introduce skill development and job oriented courses.
- (x) To introduce Remedial Coaching Classes under UGC.
- (xi) To arrange Car Parking Area in the Campus.
- (xii) To provide Healthy Drinking Water facility for the students and staff.
- (xiii) To arrange more student Class rooms, to provide ICT based teaching to the students.
- (xiv) To arrange intra and inter departmental work faculty exchange programme for enhancement of learning.
- (xv) To purchase Books for library as per new syllabus in all subjects of study in the college under newly introduced C.B.S.E in undergraduate course of study by University of North Bengal since 2019 session.

The proposals of ISAC-NAAC coordinator be accepted and it is unanimously resolved that the works related to the proposals be activated immediately after the approval of Governing Body of the College. Vice Principal be requested to take the initiative and in his turn placed the proposals before Governing Body to approve that.

⑥ Prof. Karak Kumar Singh be especially requested to complete the work of Criteria-VII immediately and his helping hand is urgently needed for the whole work of SSR of Vivekananda College.

The meeting ended with vote of thanks to and from the chair.


ISAC-NAAC coordinator
Vivekananda College
Alipurduar


President & Vice-Principal
Vivekananda College
Alipurduar

Vivekananda College
Alipuzar

Notice

Date: 18/12/2019

This is to notify that a meeting of IQAC-NAAC Core-committee will be held on 13.12.2019 at 2.30 P.M in the Teacher's Common room to transact the following business. All the members of the Core-committee are requested to attend the same.

Agendum:

1. To discuss about the letter of NAAC, Bangalore for IQAC.
2. To discuss about the online student survey.
3. To discuss about the preparation of data template in all the criteria of SSR.
4. To finalize the SSR for final submission.
5. Miscellaneous.

Prof. Gobinda Rajbanshi
Vice-Principal
Vivekananda College
Alipuzar

(Prof. Jati Biswas)
IQAC-NAAC
Co-ordinator
Vivekananda College
Alipuzar

Sitting
2019-20

IQAC-NAAC MEETING - 5

Date: 13.12.2019

Proceedings of the meeting of IQAC-NAAC held on 13.12.2019 at 2 pm in the Teachers' Common Room.

Members Present

1. Jati
2. Gobinda
3. Rakhi Beg 13/12/19
4. Goutam
5. Jyoti
6. Surajit Majumdar
- 7.
- 8.
- 9.

Prof. Gobinda Rajbanshi, Vice-Principal of the college took the chair and the meeting started.

Resolution No-1: Prof. Jati Biswas, IQAC-NAAC Coordinator placed the letter of NAAC before the members present and reported IQAC submission and registration of Vivekananda College has been completed successfully by the Coordinator IQAC-NAAC. Now the college has received approval for eligibility letter from NAAC where the college has been asked to submit SSR online within 45 days of receiving the letter from NAAC mandatorily i.e. within 18th January, 2020. Members present discussed the matter and it is unanimously resolved that the SSR will be uploaded within the stipulated date. Coordinator, IQAC-NAAC and Vice-Principal be requested to take the initiatives.

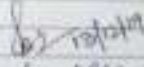
Resolution No-2: Prof. Shetye has placed the analysis and Student Survey feedback report and the members present discussed the matters in detail and the feedback report be accepted in the meeting and it is unanimously resolved that after making slight rectification in some cases the report be forwarded to the governing body through the vice principal for approval and immediate necessary actions. Vice principal be requested in further to give the matter before governing body immediately for its consideration, approval and suggestion.


Resolution No-3: The NAAC coordinator placed the matter of preparation of data template of all criteria of SSR before the members present in the meeting. Members discussed the matter and it is unanimously resolved that all the data template be prepared carefully by all the teams of each criteria independently. As the team leaders of Criteria-1 to Criteria-10 are requested to do the needful as soon as possible.

Resolution No-4: The BoV Committee of NAAC has already been met regularly from 4th December to 11th December, 2017 regularly to rectify and finalise the SSR of Vivekananda College for accreditation of NAAC and the work has been done successfully except Criteria-VII because the Criteria-VII has not been submitted fully by Prof. Karak Kr. Singh on whose shoulder the responsibility has been conferred by the

Coordinator, UGC-NAAC as per Resolution No-2 of the meeting of UGC-NAAC dated 13.6.2017. The work has not been successfully completed without Criteria-VII. It is unanimously resolved that the online uploading of SSR must be started in the third week of December, 2017 for successful completion within stipulated time provided by NAAC. Accordingly and Prof. Karak Kumar Singh be requested to submit Criteria-VII in complete form for uploading within 20.12.2017 to the Coordinator UGC-NAAC. Vice Principal be requested to take the initiative and do the needful otherwise the college will fail to upload SSR in time and in that case registration fees already paid be forfeited. Prof. Jali Kumar, UGC-NAAC Coordinator be requested to start uploading the SSR with the help of the computer personnel Sri Pradip Banerjee immediately after the correction work completed by Sri Rohit Dutta the other computer personnel of the college.

The meeting ended with vote of thanks to and from the chair.


Coordinator, UGC-NAAC
Vivekananda College
Alipurdia


President & Vice-Principal
Vivekananda College
Alipurdia

**Vivekananda College
Alipurduar**

Notice

This is to notify that ICAC-NAAC Co-ordinator will arrange a meeting to be held on 04.01.2020 along with the Non-Teaching Staff of the college to discuss about the arrangement of college office in relation to accreditation of the institution of NAAC. All the Non-Teaching Staffs of the college are requested to attend the same.

Prof. Gobinda Raybardi
Vice-Principal
Vivekananda College
Alipurduar

Prof. Jati Biswas
ICAC-NAAC
Coordinator
Vivekananda College
Alipurduar

Handwritten notes and signatures at the bottom of the notice page, including dates like 19/11/19 and 18/11/19, and names like T. P. L. M. S. and others.

Session
2019-2020

ICAC-NAAC MEETING (01)

Date: 04.01.2020

Proceedings of the meeting of ICAC-NAAC along with the non-teaching staffs of the college held on 04.01.2020 at 1 pm in Vice-Principal's Chamber.

Members Present:

- 1.
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. [Signature]
8. [Signature]
9. [Signature]
10. Biplab Mondal
11. [Signature]
12. [Signature]
13. [Signature]

Prof. Gobinda Raybardi, vice-Principal of the College took the chair and the meeting of ICAC-NAAC started.

Resolution: Prof. Jati Biswas, ICAC-NAAC coordinator bring into kind notice of all the members present in the meeting about the urgent necessity of the physical arrangement of college office and also the various subjects in different sections of the college office to be urgently needed to arrange and file up for the forthcoming NAAC Peer Team visit in the college in the first week of month of March, 2020. It is proposed of all the segments of Vivekananda College office management and administrative management be arranged for last five years along with current academic session.

such as 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19 and so on.

Members present discussed the matter in detail and it is unanimously resolved that under the supervision of Sri Swapan Majumdar, total segments of office management is being arranged and for that purpose the following teams be formed as follows -

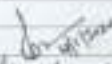
- 1) Accounts: Sri Subal Chandra Das
Sri Shyamal Sengupta
Sri Chandip Das
Sri Uday Bhattacharya
- 2) Examination: Sri Arindam Banerjee
Sri Shyamal Sengupta
Sri Rajat Sankar
Sri Chandip Das
Sri Kartik Das
- 3) Students' Scholarship: Sri Rajat Sankar
Sri Rishi Dutta
Sri Rapi Das
- 4) Library: Sri Pradip K. Malanta
Sri Sudendra Ray
Sri Kartik Das
- 5) Admission: Sri Swapan Majumdar
Sri Arindam Banerjee
Sri Rapi Das
Sri Uday Bhattacharya
- 6) Office Management: Sri Swapan Majumdar
Sri Shyamal Sengupta
Sri Rajat Sankar


Sri Subal Chandra Das
Sri Biplob Mandal
Sri Rapi Das
Sri Uday Bhattacharya
Sri Chandip Das

All the the teams be requested to take the initiative to complete the work immediately before the visit of NAAC Peer Team in the 1st week of March 2020 tentatively.

Vice Principal be requested to look after the matters and do the needful.

The meeting ended with vote of thanks to and from the chair.


Coordinator, NAAC
Vishwananda College
Alipurdhwar


President/Vice-Principal
Vishwananda College
Alipurdhwar

Session
2019-2020

IQAC-NAAC MEETING - (II)

Date: 28.01.2020

Proceedings of the meeting of IQAC-NAAC Core Committee held on 28.01.2020 at 12.30 p.m. in the Teachers' Common room.

Members Present

1. ~~Mr. [unclear]~~
2. ~~Mr. [unclear]~~
3. ~~Mr. [unclear]~~
4. Swapna Majumder 28/01/20
5. Dipa Chakraborty
6. Kabiraj 28.1.20
7. Shelly Das 28/01/20
8. Namita Modak
9. Narayan Ray - 28.01.20
10. Sowari Pal. 28.1.2020
11. Sunjit Ray
12. Rajat Kr. Sarkar
13. Anindam Bandyopadhyay
14. Abhishek Das 28.01.20
15. Ananya Das 28/01/2020
16. Sandip Kumar Paul 28/01/2020
17. Pratik 28/01/2020
18. ~~Mr. [unclear]~~ 28/1/20
19. ~~Mr. [unclear]~~ 28/1/20
20. Anand Kumar Pr 28.01.2020

Prof. Gopinada Rajbanshi, Vice-Principal of the college took the chair and the meeting of IQAC-NAAC started.

**Vivekananda College
Aligarh**

Notice

This is to notify that a meeting of IQAC-NAAC will be held on 27.02.2020 at 12.30 P.M. in the Teacher's Common room to transact the following business. All the Teacher's Librarian Non-Teaching Staff and Library Staff are duly requested to attend the same.

Agendum:

1. To confirm the proceeding of the meeting dated 02.01.2020, 04.01.2020, and 28.01.2020.
2. To discuss about the preparation and progress of the departmental profile.
3. To discuss about the preparation of faculty profile.
4. Miscellaneous.

Prof. Gobinda Rajbanshi
Vice-Principal
Vivekananda College
Aligarh

(Prof. Jitendra)
IQAC-NAAC
Co-ordinator
Vivekananda College
Aligarh

Handwritten signatures and dates:
A. 17.2.20
A. 17.2.20
A. 17.2.20
A. 17.2.20
A. 17.2.20
A. 17.2.20

Session 2019-2020

IQAC-NAAC MEETING - ②

Date: 27.02.2020

Proceedings of the meeting of IQAC-NAAC held on 27.02.2020 at 12.30 p.m. in the Teacher's Common Room.

Members Present:

1. Prof. Jitendra
2. Prof. Jitendra
3. Prof. Jitendra
4. Prof. Jitendra
5. Prof. Jitendra
6. Prof. Jitendra
7. Prof. Jitendra
8. Prof. Jitendra
9. Prof. Jitendra
10. Prof. Jitendra
11. Prof. Jitendra
12. Prof. Jitendra
13. Prof. Jitendra
14. Prof. Jitendra
15. Prof. Jitendra
16. Prof. Jitendra
- 17.

Prof. Gobinda Rajbanshi, Vice Principal of the college took the chair and the meeting of IQAC-NAAC duly gets underway.

Resolution NO-1: Proceedings of the meeting of IQAC-NAAC for the session 2019-2020 dated 02/01/2020, 04/01/2020, and 28/01/2020 read and confirmed.

Resolution NO-2: All the departmental Head of all subjects taught in the college verbally placed their progress of work before the members present in the meeting. It is noticed that

The work is in progress and it is in full swing in various members of departments. Some practical problems and difficulties have been ~~not~~ mentioned by some senior professors and Head of the departments. The problems discussed in detail in the meeting and unanimously the following resolutions had been taken:-

- 1) That the college office will provide the students name list (1st, 2nd yr + 3rd yr) both for General course and Honours Course of study for the session -
 - (A) 2019 - 2020
 - (B) 2015 - 2016
 - (C) 2016 - 2017
 - (D) 2017 - 2018
 - (E) 2018 - 2019
 - (F) 2019 - 2020
- 2) That lecture for all the teachers of the college will have to be arranged immediately and it will be placed in the suitably arranged Teachers Common Room
- 3) That departmental library have to be arranged for all the Honours department such as Bengali, English, History, Education, Political Science and Philosophy. For that purpose Books of Rs 500/- for each department have been locally purchased by the Head of the departments.
- 4) That the necessary equipments for Games & sports have been arranged and Prof. Poojit Roy be requested to do the needful in consultation with the vice principal and IAC NAC coordinator.
- 5) That the Students feedback process must have to be completed immediately. Prof. Shelly Das

and the team, Prof. Prerabha Saha Roy and the team be requested to take the initiative immediately for the same.

- 6) That Prof. Nirmal Roy and the team will look after the matter of mulberry harvesting management to make it in working condition.
- 7) That Prof. Ritina Roy and the team will look after the matter of mulberry cultivation for making it a good success and prepare at least 10 students also properly ~~to~~ aware about the same cultivation.
- 8) That Prof. Subhanta Paul, Prof. Sourav Paul, Prof. Sanjit Nanda Goswami, Prof. Prerabha Saha Roy, Prof. Shelly Das will look after the matter of gardening (both Flower and Ayrard) in due course in consultation with Vice Principal and Sr. Swapan Pradhan, Officer Staff of the college.
Vice Principal be requested to take the initiative and do the needful for all the above matters.

Resolution No-3: The matter of preparation of faculty profile have been discussed in detail in the meeting and it is unanimously resolved that all the teachers prepare their personal academic profile on an urgent basis and submit the same to the Head of the department for preservation and arrangement of departmental profile. All the teachers be requested to do the same immediately.

The meeting ended with vote of thanks to and from the chair.

In witness whereof
 Coordinator, IAC NAC
 Vivekananda College
 Rajpurbar

President & Vice Principal
 Vivekananda College
 Rajpurbar

**Vivekananda College
Alipurduar**

Notice Date: 28/02/2020

This is to notify that IQAC-NAAC Co-ordinator will arrange a meeting to be held on 28.02.2020 at 1.30 P.M. along with the teachers of the department of science program of the college to discuss about the arrangement of departmental profile in relation to accreditation of the institution of NAAC. All the teachers of science department of the college are requested to attend the same.

Prof. Gobinda Rajbanshi
Vice Principal
Vivekananda College
Alipurduar

(Prof. Subhrajit)
IQAC-NAAC
Coordinator
Vivekananda College
Alipurduar

Prof. Subhrajit
28/02/2020
Prof. Subhrajit
28/02/2020
Prof. Subhrajit
28/02/2020

Meeting
28/02/2020

18AC-NAAC MEETING-13

Date: 27.02.2020

Proceedings of the meeting of 18AC-NAAC along with the teachers of the department of Science held on 28.02.2020 at 1.30 pm in the conference room.

Members Present

1. [Signature]
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. [Signature]

Prof. Gobinda Rajbanshi, Vice Principal of the College took the chair and the meeting started.

Resolution NO-1

The members present in the meeting discussed the matter of Head of the department of all B.Sc. programmes in the college in detail and it is unanimously resolved that Prof. Arunachal Das (Chemistry) will act as Head of the department of Science.

Resolution NO-2: Prof. Subhrajit, coordinator 18AC-NAAC document in detail about the process of teaching and learning, keeping in view of the forthcoming Peer Team visit for accreditation of NAAC of the colleges in the newly introduced B.Sc. programmes in the college. The preparation of departmental profile be as per the supplied process of arrangement by the Coordinator 18AC-NAAC and kept in safe custody of the Head of the department of Science Professor.

The meeting ended with vote of thanks
 [Signature] [Signature]
 Coordinator, 18AC-NAAC President & Vice Principal
 Vivekananda College, Alipurduar Vivekananda College, Alipurduar

Vivekanand College
Alipurdur

NOTICE

Date: 03.07.2020

An emergency meeting will be held on 03.07.2020 at 12 noon in the Sabant class room to discuss about the forthcoming Peer Team Visit for accreditation under NAAC.

Teaching and non-teaching staff are requested to attend the same.

(Gobinda Rajbansi)
Vice Principal

(JILL BUNNIS)
COORDINATOR
ISAC-NAAC

Prof. G. Rajbansi 03/07/20
Dr. J. Bunnis 03/07/20
Dr. S. S. S. 03/07/20
Dr. S. S. S. 03/07/20
Dr. S. S. S. 03/07/20
Dr. S. S. S. 03/07/20

ISAC-NAAC MEETING - 14

Date: 03-07-2020

Findings of the ^{emergency} meeting of ISAC-NAAC held on 03-07-2020 at 12:30 pm in the Sabant class room of the college.

Members Present

1. G
2. B
3. B
4. S
5. S
6. S
7. S
8. S
9. S
10. S
11. S
12. S

Prof. Gobinda Rajbansi, vice principal of the college took the chair and the meeting started.

Resolution: The members present discussed the Covid-19 pandemic situation following the latest down of the college and it is unanimously decided that a letter will send to NAAC, Bangalore, informing the the serious current situation of the locality of Alipurdur and making request to re-schedule the date of Peer Team Visit of NAAC for accreditation of the college because the college is not now able to accept the Peer Team Visit in this latest down situation due to Covid-19 pandemic. Coordinate ISAC-NAAC be requested to take the initiative.

The meeting ended with vote of thanks.
Jill Bunnis, coordinator
Vivekananda College
President of Vice principal
Vivekananda College.

VIVEKANANDA COLLEGE
ALPINDIAR

N O T I C E DATED: 07-12-2020

A general Meeting will be held on 10-12-2020 at 12-30 P.M. in the Staff Room of the College to discuss about the forthcoming Peer Team Visit for accreditation under NAAC.

Teaching and Non-teaching staff are requested to attend the same.

(Signature)
(GOBINDA RAJBANSHI)
VICE PRINCIPAL

(Signature)
(JALI BISWAS)
COORDINATOR
IQAC/NAAC

(Signature)
12-12-2020

(Signature)
7-12-20

Session
2020-2021

IQAC-NAAC MEETING - 1

Date: 10.12.2020

Proceedings of the meeting of IQAC-NAAC held on 10.12.2020 at 12.30 p.m. in the Teachers Common Room.

Members Present

1. *(Signature)*
2. *(Signature)*
3. Mela Chatterjee
4. *(Signature)*
5. Ramesh Saha
6. Sambhushan Das 10/12/20
7. Ananya Das 10/12/2020
8. Soupar Paul 10/12/20
9. *(Signature)*
10. *(Signature)*
11. Rajul Chatterjee
12. *(Signature)*
13. *(Signature)*
14. Sushanta Paul
15. Sandip Kumar Paul 10/12/20
16. Ananta Das 10.12.20
17. *(Signature)* 10.12.20
18. Pradyuman Mohanta 10.12.20
19. *(Signature)* 10.12.20
20. Rupa Mishra 10.12.2020
21. Ranjit Das 10.12.20
22. *(Signature)* 10/12/20
23. Soupar Majumdar 10/12/20
24. *(Signature)*
25. *(Signature)* 10/12/20
26. *(Signature)* 10/12/20

Prof. Gobinda Rajbanshi, Vice Principal of the College took the chair and the meeting started.

Resolution No-1: Proceedings of the meeting of

ISAC-NAAC for the session 2019-2020 dated 27/02/2020, 28/02/2020 and 03/03/2020 held and conferred.

Resolution No-2: Prof. Jali Biswas, ISAC NAAC Coordinator placed the E-mail of Naac dated 07/10/2020 before the members present in the meeting and the members discussed in detail about the forthcoming visit of NAAC Peer Team on 12.01.2021 and 13.01.2021 and unanimously the following decision has been adopted:—

A) That the Academic Administrative Audit be updated on the college website (already link have been provided at the time of updating the College Web) immediately for the session 2014-2015, 2015-2016, 2016-2017, 2017-2018 and 2018-2019. The following Professors be requested to submit their Academic Audit sheet to the ISAC NAAC Coordinator within 15/12/2020 as follows:—

Session	Name of the Professors
2014-2015	{ Prof. Karak K. Singh Prof. Rajib Acharya
2015-2016	{ Prof. Shelly Das Prof. Niranjan Roy
2016-2017	{ Prof. Sourav Paul Prof. Somnath Mondal Goswami
2017-2018	{ Das
2018-2019	{ Prof. Jali Biswas Prof. Santosh Kumar
2019-2020	{ Prof. Subrajit Das Prof. Subhakar Paul Prof. Animesha Das

B) That the departmental profile be prepared and be kept in safe custody of the Head of the

Department of all the subjects taught in the college both for Arts (B.A.) and Science (B.Sc.) programmes keeping in view the following process of arrangement —

DEPARTMENT PROFILE

- i) Teacher's profile for all the teachers of a particular department.
- ii) Departmental meeting notice and resolution at least 3/4 meetings per academic session for 2019-20, 2018-19, 2016-17, 2017-18, & 2015-17 (last 5 years)
- iii) Academic diary/Academic Audit for all the above-mentioned five (5) session (June 2014 to July 2019)
- iv) Lesson Plan/Teaching module (introductory) (last 5 yrs)
- v) Distribution of class load in Tabular form (last 5 yrs)
- vi) Departmental Routine following the centralise class routine of the college (last 5 years)
- vii) Distribution of syllabus among the teachers of the departmental subject(s) (last 5 years)
- viii) Records of Unit Test, Test Exam Questions and Mark sheets of the evaluation process (last 5 years)
- ix) Report of Departmental Student Seminar (last 5 years)
- x) Report of Faculty Exchange Programme (last 5 years)
- xi) Report of Nation/International Seminars of the department (last 5 years)
- xii) Any other subject oriented programme arranged by the each department.
- xiii) The original Student Register of the students be kept

ready for each department and the Principal be requested to look into the matter and be kept at the Secretary's signature for last five (5) years in safe custody of Vice-Principal's Office.

C) That the departmental office arrangement be made only for 6 Honours oriented department and the Vice-Principal be requested to take the initiative immediately at least within 24.12.2020.

D) That College Office Arrangement and IBK room arrangement be settled and finalized within 24.12.2020. otherwise the proper arrangement & several office records be disturbed. Vice-Principal be requested to do the needful.

E) That Prof. Ritza Roy be requested to arrange immediately the matters of Madroom cultivation so that she can prepare ourselves properly as per our IBK for NMC.

F) That Prof. Niranjan Roy be requested to look into the matter of Rain Harvest Management.

G) That 6 Salvo lamp post be set up immediately by the side of the approach road of the college as per Green Audit which has already been completed by the Green Audit Team of University of North Bengal. Vice-Principal be requested to look into the matter.

H) That the Flower garden and Medicinal Plant area be renovated and designed in the college Campus. The following members of this

area be requested look into the matter with immediate effect -

1. Dr. Suman Majumdar
2. Prof. Niranjan Roy
3. Prof. Shelly Das
4. Prof. Kausik Karm
5. Prof. Basuti Mondal Goswami
6. Prof. Bhaktaraj Paul
7. Prof. Sankar Barman

I) That the arrangement of class room be prepared looking into the following matters:-

- i) Proper arrangement of bench in each classroom.
- ii) Proper light and Fan fittings (each classroom)
- iii) Set up one proper Blackboard (each classroom)
- iv) One Table & chairs for Teaching Desk (each classroom)
- v) Proper cleaning & sanitizing (each classroom)

6 Honours Department's office set up:

- i) One Secretariat Table (only) (each Department)
- ii) 4 pieces of chairs (each Department)
- iii) One Almirah (each Department)
- iv) 2/2 Portrait as per each Department's requirement.
- v) 3/4 Revolution inscription Plate as per each Departmental requirement.

Vice President be requested to take the initiative and do the needful and the following names be requested to look after the matter:-

Honours related departments

1. Prof. Anand Tyagi
2. Prof. Anand Bala Roy
3. Prof. Nisha Chatterjee
4. Prof. Anand Bala
5. Prof. Sandip Paul

Board Classroom and Gymnasium

1. Prof. Anand Bala Roy
2. Prof. Anand Bala
3. Prof. Rajit Chatterjee

N.S. Room Arrangement

1. Prof. Shelly Das
2. Prof. Karan K. Singh

Science Laboratory

1. Prof. Anand Bala
2. Prof. Sandip Paul
3. Prof. Anand Bala
4. Prof. Sandip Paul
5. Prof. Anand Bala

Geography Laboratory

1. Prof. Anand Bala Roy
2. Prof. Anand Bala

Open Classroom

1. Prof. Rajit Das
2. Prof. Anand Bala Roy
3. Prof. Sandip Paul
4. Prof. Karan K. Singh
5. Prof. Anand Bala
6. Prof. Anand Bala
7. Prof. Sandip Paul
8. Prof. Anand Bala

J) That the delegate of N.S. Room be received from Bangalore Airport at the time of arrival by the teach comprising members as follows:-

1. Prof. Karan K. Singh
2. Prof. Anand Bala
3. Prof. Nisha Chatterjee
4. Prof. Anand Bala

K) That a cultural programme for 2 hours be arranged if possible. The following teachers be requested to take the initiative:-

1. Prof. Shelly Das
2. Prof. Anand Bala
3. Prof. Rajit Chatterjee
4. Prof. Anand Bala
5. Prof. Karan K. Singh

L) That the arrangement for refreshment be made for 2 days at the time of visit (Lunch, Dinner) for all the Teachers and Non-teaching staff of the college. The team consist of following members as follows:-

1. Prof. Anand Bala
2. Prof. Anand Bala
3. Prof. Karan K. Singh
4. Shri Sandip Paul
5. Shri Rajit Chatterjee
6. Shri Anand Bala
7. Prof. Anand Bala

The meeting ended with vote of thanks to all from the chair.
1st vice coordinator
Vishwanath College

President of the Program
Vishwanath College

VIVEKANANDA COLLEGE
ALIPURDUJAR

DATED: 23-12-2020

N O T I C E

A general Meeting will be held on **24-12-2020** at 12 Noon in the Staff Room of the College, to discuss and to fix up the date of visit of Pw Team (as per Email received by the College recently) for accreditation under NAAC.

Teaching and Non-teaching staff are cordially requested to attend the same.


(GOBINDA K. BANISHI)
VICE PRINCIPAL


(JALI BISWAS)
COORDINATOR
IQAC/NAAC

23/12/20
2020-21

IQAC - NAAC MEETING - 2

Date: 24.12.2020

Proceedings of the meeting of IQAC-NAAC held on 24.12.2020 at 12 noon in the Staff Room.

Members Present

1. 
2. Pooja Das 24.12.20
3. 
4. Suman Chatterjee
5. Pooja K. Mishra
6. Shelly Das
7. Nisha Chatterjee
8. 
9. 
10. 
11. 
12. 
13. 
14. Sandya Kumar Paul 24.12.20
15. Ananya Das 24.12.2020
16. 
17. 
18. 
19. 
20. 
21. 
22. 
23. 
24. 

Prof. Gobinda K. Banishi, Vice Principal of the College took the chair and the meeting of IQAC-NAAC duly gets underway.

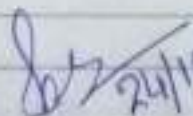
Resolution NO-1: Proceedings of the meeting of IQAC-NAAC for the session

2020-2021 dated 10.12.2020 read and confirmed.


Resolution No-2: Prof. Jali Biswas, IDAE-NAAE Coordinator placed the e-mail of NAAE, Bangalore dated 21.12.2020 before the members present in the meeting and the members discussed the matter of the date of Peer Team Visit for accreditation of NAAE in the College Campus and unanimously resolved the following:—

- i) That the Peer Team Visit date be suggested as on 29th & 30th January 2021 although NAAE, Bangalore suggested for three other schedule.
- ii) That a letter be dispatched asking the NAAE, Bangalore whether they consider their terms and conditions of forfeiting the fees already paid or not if the college remains unable to prepare properly for the NAAE Peer Team Visit for accreditation within 365 days from the date of last payment of fees i.e. 7.2.2020. Vice-Principal be requested to take the initiative and do the needful.

The meeting ended with vote of thanks to and from the chair.

 24/12/2020

IDAE-NAAE co-ordinator
Vivekananda College
Alipurduar


President & Vice-Principal
Vivekananda College
Alipurduar

VIVEKANANDA COLLEGE
ALPURDUAR

DATED: 09-01-2021

N O T I C E

A general Meeting will be held on **14-01-2021** at **12-30 P.M.** in the Staff Room of the College to discuss about the Accreditation under NAAC.

Teaching and Non-teaching Staff are requested to attend the same.

(JALI BISWAS)
COORDINATOR
IQAC

(GOBINDA RAJBANSHI)
VICE PRINCIPAL
Vivekananda College
Alpurduar

Handwritten signatures and dates for staff attendance, including names like Jali Biswas, Gobinda Rajbanshi, and various dates such as 09-01-21, 14-01-21, and 15-01-21.

Session
2020-2021

IQAC-NAAC MEETING-3

Date: 14.01.2021

Proceedings of the meeting of IQAC-NAAC held on 14-01-2021 at 12:30 p.m. in the Teachers' Common Room.

Members Present

1. Jali Biswas
2. [Signature]
3. Ratan Roy 14.1.21
4. Rajan Chakraborty
5. Kunal Kumar Das 14.01.21
6. [Signature]
7. Sanku Chandra 14/01/21
8. Rajit Chakraborty
9. Neha Prasad
10. Aranya Das
11. Anurag Roy
12. Ruman Saha
13. Ganga Kumar Paul 14.01.2021
14. Subrata Paul
15. Subhrajit Das
16. [Signature]
17. Anubrata Chakraborty
18. Ratan Roy 14/01/21
19. Ananya Saha 14/01/21
20. Subhrajit Das 14/01/21
21. Anubrata Chakraborty 14/01/21
22. Binay Chakraborty 14/01/21
23. Ganga Mohanta 14.1.21
24. Sanku Chakraborty 14.1.21
25. Anurag Roy 14.1.21
26. Ratan Roy
27. Rajat Chakraborty
28. Anubrata Chakraborty 14.1.21
29. Anubrata Chakraborty
30. Subhrajit Das

RESOLUTION OF THE MEETING OF IQAC-NAAC, Dated:- 14.01.2021

(24/1/2021) The meeting has been convened and presided over by Prof GobindaRajbanshi, respected Vice Principal, Vivekananda College Alipurduar, to discuss and track the works that has been done related to NAAC Peer team Visit. At the very beginning of the meeting the house of teachers has confirmed the resolutions of the meeting which has been adopted in the last meeting and has talked about some new resolutions for the smooth working before the visit of the NAAC Peer Team. The resolutions are:

1. It has been unanimously decided that for the sake of the Administrative Academic Audit the concerned teachers are requested to prepare the 2019-2020 routines by Monday 18th January, 2021.

It has also been resolved that all the teachers should submit their Academic Audit Sheets to Prof. Jali Biswas, IQAC coordinator. It has also been decided that current year routine will be framed by the end this month and for this work four names are proposed:

1. Miss Neha Chatterjee, TCS
2. Dr. Kaushik Kar
3. Prof Bappa Mahanta
4. Prof. Pranab Saha Roy

2. It has been decided in the meeting that all the subject departments both Honours and Pass Course should prepare and update their departmental profile by 30th January 2021. The Vice Principal has been requested to provide two non-teaching staffs--Sri Bapi and Sri Kartick--for arranging the student attendance registers of last five years.

3. It has also been informed that the college office will be arranged in its concerned place after 17th of January 2021.

4. It has also been requested to the respected Vice Principal that the Departmental offices of all the Six Honours subject arrangements should be done at the earliest.


5. It has been requested to Prof. Retina to start the Mushroom cultivation at the earliest.

6. Prof. Niranjn Ray is also requested to look after the arrangements of the Rainwater Harvest.

7. It has been informed by the respected Vice Principal that by the end of this month the solar lamps will be installed by the end of January 2021.

8. It has also been requested to the Vice Principal that for the purpose of presentation before the NAAC Peer team all the departments of the college do need one laptop and Portable Projector.

The meeting has ended with the hope that all the requirements and works related to the visit of the NAAC Peer Team will be done on an emergency basis. The President of the meeting, Vice Principal Sir has shown his gratitude to the house for successfully conducting the meeting.


(Prof. Gobinda Rajbanshi)
President & Vice Principal
Vivekananda College
Alipurduar

VIVEKANANDA COLLEGE
ALUPPURUAR

DATED: 27-01-2021

NOTICE

A general Meeting will be held on 29-01-2021 at 1:00 P.M. in the Office Chamber of the Vice Principal in connection with the visit of NAAC Peer team on 19-02-21 and 20-02-2021.

All non-teaching staff are requested to attend the same

(Signature)
(GOBINDA RAJBANSHI)
VICE PRINCIPAL

(Signature)
(HARI BOWAS)
COORDINATOR
IQAC

(Signature)
TPL/MMA

(Signature)
12-1-21

Meeting 2020-2021

IBAC-NAAC MEETING - 4

Date: 24.01.2021

Proceedings of the meeting of IBAC-NAAC along with the non-teaching staff of the college held on 24.01.2021 at 1:00 p.m. in the office chamber of the vice principal.

Members Present

- 1.
2. Ist. Support
3. Ganpati Rajendra Mishra
4. Uday Prasad
5. Signal Engineer
6. Subodh Kumar Das
7. Ananda Kumar Das
8. Kalyan Das
9. Harit Das
10. Sushil Das

Prof. Gobinda Rajbanshi, vice principal of the college took the chair and the meeting started.

Resolution No-1: Prof. Hari Bowas, IBAC-NAAC coordinator bring into kind notice of all the members present in the meeting about urgent necessity of the physical arrangement and also file up all the papers in different segment of college office for the forth coming Peer Team Visit of NAAC Bangalore on 19th & 20th February 2021 in the college. The members discussed in detail regarding the arrangement of different segments of college office and unanimously resolved that all the work pending for this work exclude in the IBAC-NAAC meeting dated 24.01.2021 will get with immediate effect and the said work must be completed within 7/12/2021 and be highly ready for presentation.

Resolution No-2: It is unanimously decided that the complete office management be arranged under the guidance of Dr. Ganpati Rajbanshi, officer.

Superintendent in consultation with the Vice Principal of the College. It is also noted that the different segment of office be prepared and arranged chronologically for the session 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and for that purpose the teams be formed as follows:-

1. Admission : Sri Suresh Kumar
Sri Anand Kumar
Sri Bapi Das
Sri Uday Kumar

2. Examination: Sri Anand Kumar
Sri Shyamal Sengupta
Sri Rajat Sarkar
Sri Subhojit Das
Sri Karik Das

3. Students' Scholarship: Sri Rajat Sarkar
Sri Karik Das
Sri Bapi Das

4. Accounts : Sri Subal Ch. Das
Sri Shyamal Sengupta
Sri Subhojit Das
Sri Uday Kumar

5. Students' Welfare: Sri Shyamal Sengupta

All the teams be requested to take the initiative to complete the work as early as possible and make themselves ready to face the Peer Team members with exact date of the college.

All the teams also be requested to submit a copy of all the seven (7) sessions work to the Vice Principal and IBAE-NAC coordinator respectively so that there is no mismatching

of any data at the time of presentation of either Vice Principal or IBAE-NAC coordinator, AIC, Superintendent, Assistant Office Superintendent, Accountant and office clerk.

Vice Principal be requested to look into the matter and do the needful.

The meeting ended with vote of thanks to and from the chair.

[Signature]
Coordinator, IBAE-NAC
Vishwanath College
Alipurdaha

[Signature]
President & Vice Principal
Vishwanath College
Alipurdaha

Present in the meeting and also the ~~minutes~~ minutes of the meeting concerning the final date of visit in 19.2.2021 and 20.02.2021 has been placed in the meeting. The necessary proposal discussed in detail (as per schedule of each team visit) about the matter of forthcoming visit of New Year Team and accordingly the following decision has been adopted :-

- i) That during the visit schedule 3 (Three) meet have been arranged viz. Welcome Meeting, Cultural Meeting, Exit Meeting and the Cultural Committee be requested to take the initiative for the same. It is also noted all the "New Meet" must have been arranged in one place i.e. in the Indoor Stadium Hall.
- ii) That three or four be prepared for the programme after getting the names of the New Team Members just 2 days before the visit. UOM coordinator, Prof. Jitendra Kumar, Secretary i.e. Prof. Nisha Chatterjee, Cultural Committee members Prof. Kunalika Kati and Prof. Shelly Das be requested to look into the matter and do the needful.
- iii) That the Cultural Committee (Previously formed) be extended with the inclusion of following members -
 - Prof. Nisha Chatterjee
 - Prof. Bappa Mahanta
 - Prof. Sunjay Das
 - Prof. Prabhakar Das
 - Prof. Himan SahaIt is also noted that Prof. Shelly Das and Prof. Girish Ghosh will act as Proctors of the programme.
- iv) That a well known Videographer be engaged for video recording of the total programme from the very beginning of Day 1 to the Exit Meeting of Day-2 as per Vice-Chancellor's mandate and a soft copy to be provided

must have been handed over to the chairman of New Team just after the completion of the New Team visit. Vice-Chancellor be requested to look into the matter and do the needful immediately.

- v) That as the department be prepared and ready for pre-visit presentation of the concerned departmental profile. As per Vice-Chancellor's guideline the college authority selects the following department for presentation and ~~approval~~ the New Team be informed earlier and the New Team also will select 2/3 departments for presentation as per their own choice.

Names of the department to be presented

- a) English
- b) History
- c) Philosophy
- d) Political Science

All other departments be requested to prepare Handouts and ready for the physical visit of the New Team to all the departments.

It is also noted that pre-visit presentation should be executed by the HODs of each department. The professors be requested to keep focus on the following points at the time of presentation :-

- a) Welcome Note
- b) About the Department
- c) Teacher Personal Profile - mentioning the seniority of the teachers of each department
- d) Departmental meeting dates and Resolution
- e) Class/level distribution
- f) Departmental Routine (class)
- g) Syllabus distribution
- h) Lesson/Teaching Plan
- i) Academic Audit Sheet

- 3) Students' Admission data
- 4) Students' Appraisal & Result data
- 5) Students' Behaviour & Progression
- 6) Internal Exam/Assessment data
- 7) Extension Activities
- 8) Photo gallery
- 9) Anti-ragging
- 10) Vision and mission of the department
- 11) Future plan of the department
- 12) Publication of the teachers

V) That the members of the following committee be requested to prepare themselves and ready to accept the physical verification of the List Team with writing notice, resolution, action taken and photo gallery if any -

- 1) Games and Sports - Prof. Prasenjit Das
- 2) Students' Welfare - Prof. Karak K. Singha
Dr. Abhijit Sengupta
- 3) Women Cell & Gender Cultivation } - Prof. Retina Roy
- 4) Grievance Redressal - Prof. Dipa Chakraborty
- 5) Anti-ragging - Prof. Karak K. Singha
- 6) Magazine - Prof. Prasenjit Das
- 7) Skill development - Prof. Karak K. Singha
- Prof. Retina Roy
- Prof. Soupar Paul
- Prof. Subhankar Paul
- 8) Rain Water Harvesting - Prof. Prasenjit Das
- Dr. Soupar Majumdar

- 2) Flower Garden and National Identity Activity Day
to Soupar Majumdar
- 3) Green Audit & Solar Filter - Prof. Joti Das
Prof. Karak K. Singha

- 4) Parent Teachers Association: Prof. Dipa Chakraborty
Prof. Karak K. Singha
Prof. Dipa Chakraborty
Prof. Prasenjit Das
Prof. Retina Roy
Prof. Prasenjit Das

VII) That all other Committees Report are kept in the safe custody of Vice Principal as he is the chairman of all the Committees viz. Academic Committee, RTI Committee, Admission Committee, Governing Body etc. Vice Principal is requested to do the needful.

VIII) That the Librarian, Sri Pratik Kumar Mukherjee be requested to prepare and ready for the physical verification of the library and also be requested to prepare the library matter for brief presentations.

IX) That the Professors of Chemistry, Physics and Geography be requested to prepare and keep themselves ready for physical verification of their Laboratory by the List Team of None.

X) That the College Centre be arranged properly. Vice Principal be requested to look into the matter and take the initiative immediately and do the needful.

XI) That all the teaching and non-teaching staff be requested to attend the college before 8 am on 19.2.2021 and 20.2.2021 positively.

XII) That the Secretary, Teachers Council, Prof. Nela Chakraborty be requested to guide the students of the college for the Peer Team meeting of the students of the Professors of the following department selected and found their students -

Sl. No.	Name of the Department	No. of Students
1.	English	18
2.	Bengali	7
3.	History	7
4.	Philosophy	15
5.	Education	15
6.	Physical Education	25
7.	Sociology	12
8.	Banking	02
9.	Geography	02
10.	Political Science	15
11.	Science	02
		<u>60</u>

XIII) That Prof. Sujit Ray be requested to prepare the Minutes for the Peer Team meet of Professors Association and also be requested to keep ready the meeting notes, Resolutions, Account Book etc.

XIV) That Vice Principal and IBC Coordinator and those other persons be requested to attend the present meeting with the Peer Team at their staying place of Alipurduar. Vice Principal be requested to do the needful for arranging the same.

XV) That all the non-teaching staffs be requested to prepare and keep their papers ready

in all requests viz Accounts, Students' Examinations, Exam Results, Students' Scholarships etc. for physical verification of the Peer Team of NAAC. Mr. Anupam Mondal, office Super be requested to look into the matter and do the needful.

XVI) That the Vice Principal be requested to inform and select the kind presence of President, Governing Body and the members, Governing Body on Prof's visit at lunch break to the Peer Team. Council meet the Governing Body of the college during lunch time.

XVII) That the receiving team be requested to have breakfast before 8:30 AM early in the morning on 18/11/2022 to receive the Peer Team members. Vice Principal be requested to take the initiative and do the needful.

The meeting ended with vote of thanks to and from the chair.

[Signature]
Coordinator, IBC-NAAC
Vivekananda College
Alipurduar

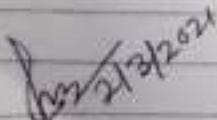
[Signature]
President of Vice Principal
Vivekananda College
Alipurduar


Prof. Gobiada Rajbanshi, Vice Principal of the college took the chair and the meeting duly gets underway.

Resolution No-1: Proceedings of the meeting of IBAC-NAAE for the session 2020-2021 dated 02.02.2021 read and confirmed.

Resolution No-2: Prof. Gobiada Rajbanshi, Vice principal of the college bring into kind notice of all the members present in the meeting about the Assessment and Accreditation report, Grade Sheet and Peer Team Report received from the NAAE authority and asks for opinion from the house whether we will proceed for appeal or the institution will move forward for reassessment after one year but ~~but~~ before three (3)^{year} as per guideline of NAAE. The members present discussed the matter in detail and they unanimously decided to send the letter of Intent for appeal for procuring the quantitative metrics of S.S.R. It is also noted that a scrutiny of the S.S.R. along with D.V.V. be executed very soon before the sending of the letter of Intent. The members of the IBAC core committee be requested to do the needful to prepare the letter of Intent for Appeal as early as possible within the stipulated ^{date} i.e. 8th of March, 2021 as per NAAE Guideline for appeal of review. Vice Principal be requested to send the letter of Intent to the Director of NAAE, Bangalore.

The meeting ended with vote of thanks to and from the chair.


Coordinator, IBAC-NAAE
Vivekananda College
Alipurduar


President & Vice-Principal
Vivekananda College
Alipurduar


VIVEKANANDA COLLEGE
AUSPURDUAR

N O T I C E

DATED: 21-02-2022







A general meeting will be held on 22-02-2022 at 1:30 P.M. in the Staff Room of the College to discuss about the progress for accreditation under NAAC.

Teaching and non-teaching staff are requested to attend the same.


(DR. GOBINDA RAIBANSHI)
VICE PRINCIPAL

Proceedings of the meeting of the SQA NAAC along with teaching staff of the college held on 22-02-2022 at 1:30 P.M. in the Teachers' Common Room of the college.

Members Present:-

1. 
2. 
3. Ramesh Das 22.2.22
4. 
5. 
6. Ranjan Das
7. Pradyuman Mohanta
8. Shree
9. 
10. Subhanandan Das
11. Sushil Mohan Goswami
12. Ananta Das
13. Ananta Das
14. Ananta Das
15. Ananta Das
16. S. Das
17. S. Das
18. 
19. Ananta Das
20. Ananta Das
21. Ananta Das
22. Ananta Das

Dr. Dr. Gobinda Raibanshi, vice principal of the college took the chair and the meeting duly got underway.

It is also requested to all the members to take care of their responsibility according to the circular given on this.

2 It has been resolved in the meeting that a teaching member that is, Sri Sourav Paul, and an invite (Student member) member has been included in the Grievance Redressal Cell. A representative from the students named Manisha Dey, Roll no. 1210016, 2nd Semester Department of Political Science, has been nominated by the principal based on her academic merit.

@
CO-ORDINATOR
ICAC-NAAC
VIVEKANANDA COLLEGE
ALIPURDUAR

h
Vice-Principal
Vivekananda College
P.O. & Dist. Alipurduar


VIVEKANANDA COLLEGE
ALPURDUAR

DATED- 26-07-2022

NOTICE

A general Meeting will be held on 28-07-2022 at 12 Noon in the Virtual Class Room of the College to discuss about the accreditation order National Assessment and Accreditation Council (NAAC).

Teaching and Non-teaching staff are requested to attend the above vital Meeting positively


(DR. GOBINDA RAJBANSHI)
VICE PRINCIPAL
VIVEKANANDA COLLEGE

20-21/7/22
forwarded to
98

Minutes of the meeting of the SIGAC NAAC with
teaching and non-teaching staff of the
college will be held at 12 noon in the virtual class
room

Members Present:

1. ~~Dr. Rajbanshi~~
2. ~~Dr. Rajbanshi~~
3. Raju Raj 28.7.22
4. ~~Dr. Rajbanshi~~
5. ~~Dr. Rajbanshi~~
6. ~~Dr. Rajbanshi~~
7. S. G.
8. ~~Dr. Rajbanshi~~
9. ~~Dr. Rajbanshi~~
10. ~~Dr. Rajbanshi~~
11. ~~Dr. Rajbanshi~~
12. ~~Dr. Rajbanshi~~
13. ~~Dr. Rajbanshi~~
14. ~~Dr. Rajbanshi~~
15. ~~Dr. Rajbanshi~~
16. ~~Dr. Rajbanshi~~
17. ~~Dr. Rajbanshi~~
18. ~~Dr. Rajbanshi~~
19. ~~Dr. Rajbanshi~~
20. ~~Dr. Rajbanshi~~
21. ~~Dr. Rajbanshi~~
22. ~~Dr. Rajbanshi~~
23. ~~Dr. Rajbanshi~~
24. ~~Dr. Rajbanshi~~
25. ~~Dr. Rajbanshi~~
26. ~~Dr. Rajbanshi~~

Dr. Gopinde Rajbanshi Vice Principal Vivekananda College Alipadua took the chair and the meeting has started

It has also been decided to the open forum that Prof. Anand Ghosh will take care of Criteria 2, Criteria 3 and Criteria 4 and 5 and will take care of by Dr. Gopinde Raj and the criteria 6 and 7 will be under the supervision of Miss Neela Chatterjee

i) The Criteria 1 is handed over to Prof. Prasad Saha Roy and Prof. Pradyot Roy for taking up the responsibility and Sushanta Paul

ii) Criteria 2 - Anupa Bhattacharya, Sushanta Paul, Sanjay Barman, Savitri Paul, Shilpi Mondal, Jayanti

iii) Criteria 3 - Suresh Das, Rama Roy, Rama Devi, Kishor Saha

iv) Criteria 4 - Pradyot Kumar Chatterjee, Suman Majumdar, Indira Roy

v) Criteria 5 - Dipa Chatterjee, Rajita Acharya, Anuska Das, Sushanta Paul

vi) Criteria 6 - 7 Anurag, Suman Chatterjee Roy

vii) Criteria 7 - Kanak Kumar Singh, Manojan Roy, Ananya Das, Kirti Roy

viii) For the Student Satisfaction Survey (SSS) all the departmental heads will be given with the responsibility to take care of it

ix) The committee made for the purpose of collecting documents and data

Faculty Related Cell - Kirti Das, Sushanta Paul

Student Related Cell - Anand Bhattacharya, Rajat Das, Kirti Das, Uday Kumar

Academic Administration - Suman Majumdar, Indira Roy

Accounts Related Cell - Suman Chatterjee, Sushanta Paul

Departmental - Sushanta Paul, Anand Das Roy

Publications - Indira Roy, Kirti Roy

x) The name and the responsibility is given to Sushanta Paul and Uday Kumar

xi) It is strictly informed to the teachers that they have to positively take care of the college at 11:30 AM and they should stay in the college for parking till 1:00 PM

xii) The meeting - seminar system has also been organized in all the concerned departments -

English Dept - Rama Roy → Internal member
Sushanta Paul → External member

English Dept - Anupa Bhattacharya → Internal member
Kirti Roy → Internal member

Math Dept - Sushanta Paul → Internal member
Dipa Chatterjee → External member

Bot Dept - Dipa Chatterjee → Internal member
Sushanta Paul → External member

Microbiology Dept - Anand Ghosh → Internal member
Kirti Roy → External member

Education Dept - Kirti Roy → Internal member
Sushanta Paul → External member