

# Udaynarayanpur Madhabilata Mahavidyalaya



(Govt. Aided & Affiliated to Calcutta University)

Estd - 2006

P.O.-Udaynarayanpur (Jangalpara), Howrah-711226

Phone No.- 03214 -291061/9434543278

E-mail- principalumm@gmail.com

Website: www.udaynarayanpurmahavidyalaya.org

## Action Taken Report on the basis of the meetings' minutes of IQAC

Academic year 2022-2023



### A. Meeting-1 on 19.07.2022

Discussion on--

- New work plan of the year 2022-2023
- Orientation of CBCS to the newcomers
- Work strategy of Student Support Services
- Previous year's feedback report analysis

#### **Action Taken:**

- The IQAC developed an academic calendar comprising of all curricular and extra-curricular activities and circulated it through college website among the stakeholders.
- All the departments are requested to plan their own schedule to organize orientation programmes regarding CBCS to the fresh students going to be admitted this year.
- The conveners of Student Support Service Cells have been advised to plan seminars immediately for the new students.
- On the basis of feedbacks received from the students, the IQAC has planned to purchase more library books and journals. The canteen facility will also be provided shortly.

### B. Meeting- 2 on 11.11.2022

Discussion on--

- Preparation of NAAC
- Departmental Activity schedule

#### **Action Taken:**

- The IQAC along with the NAAC Coordinator discussed thoroughly about the preparation of SSR. Different Criterion Heads have been assigned different works-schedule and the follow up procedure have been introduced.
- The Departmental Heads have been invited to the meeting. The IQAC suggested them to review the semester wise results and to keep a track record of the students. Different academic activities should be planned for the students.

### C. Meeting- 3 on 10.01.2023

Discussion on--

- Examination procedure
- Open House
- Annual Cultural Competition and Students' Week

#### **Action Taken:**

- Examination-in- Charges have been invited to discuss on the examination procedure and suggestive measures have been noted for further communication.
- The Head of the Departments along with the Principal of the college talked to the guardians of the selected students to analyze their results, attendance and overall performances at the college. These sessions were noteworthy.

*Sushila*  
Coordinator  
IQAC

Udaynarayanpur Madhabilata  
Mahavidyalaya

*Principal's Signature* 26.6.2022

Principal  
Udaynarayanpur Madhabilata Mahavidyalaya  
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iii) The success and the drawbacks of annual cultural competition and the students' week observation (directed by the Higher Education Department, WB) have been thoroughly scrutinized. The Cultural Committee has been given full responsibility to channelize the energy of the students in creative fields. Thus, the student mentoring programme will be structured more methodically.

#### D. Meeting- 4 on 28.02.2023

Discussion on--

- Preparation of NAAC with all the staff
- Different events of the concerned committees
- AISHE



#### Action Taken:

i) The knowledge and information gathered from the workshop on AQAR filing and NAAC preparation organized by Belur Vidyamandira, have been discussed in a meticulous way to all the teaching and non-teaching staff of the college. The meeting ended up with a valuable interactive session.

ii) The Gender Sensitisation Cell has been requested to organize one cultural programme on account of Women's Day and one workshop on self-defense. The Research Cell has been advised to publish books using ISBN of the college. The Department of Philosophy has been chosen to organize a seminar/ webinar on 'Morality and Ethics'.

iii) The nodal officer of AISHE has been thanked for submitting the report on time and asked for further help regarding filing.

#### E. Meeting- 5 on 13.04.23

Discussion on--

- Inclusion of new faculty members in IQAC
- Feedback system review
- Infrastructural development
- Maintenance Team formation

#### Action Taken:

i) Proposed names of the new faculty members will be placed in front of Governing Body as per the decorum.

ii) Team IQAC has directed the departments to collect feedbacks after the completion of each semester and the responses will be analyzed and recorded. This process will be implemented from the next semester.

iii) The college authority has decided to assign one specific almirah to each department for their own purposes. Room no. 15 will be converted to mini seminar hall from the next academic session.

iv) Four faculty members have been chosen to build up a maintenance team of our college. This team will specifically supervise the condition of the ICT devices. The team will work with immediate action.

*Sreelata*  
Coordinator  
IQAC

Udaynarayanpur Madhabilata  
Mahavidyalaya

*Aghosh*  
26.6.2023

Principal's Signature

Principal

Udaynarayanpur Madhabilata Mahavidyalaya,  
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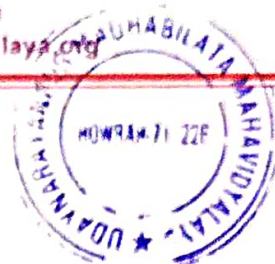
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F. Meeting- 6 on 23.05.23

Discussion on--

Queries and clarification of SSR preparation.

## Action Taken:

The meeting was held with the presence of the state level mentor of NAAC, Dr. Indrashish Banerjee, with IQAC, NAAC Coordinator and all the Criterion-Heads. The queries have been raised by the faculty members and honourable Mentor clarified everything. The SSR has been rectified in selective areas from that day on the basis of the suggestions given.

G. Meeting- 7 on 02.06.2023

Discussion on--

Review of the work plan of the different committees and the execution of the lesson plan of the departments.

## Action Taken:

The remaining programmes have been directed to be completed by 30.06.2023. Here comes the result: The programme officer of the NSS has been directed to celebrate World Environment Day in the neighbouring community with the help of the faculty of Environmental Studies Department. The programme was successfully done. The Yoga demonstration and an indoor games sports have been organized. The Department of sports organized a kho kho and a Kabaddi tournament at the college premises. The Department of Food and Nutrition organized a seminar for the students. The Department of Political Science trained the students for the Youth Parliament championship and bagged prizes. This department has been requested to organize seminar on Constitutional Rights in the coming year. The students of Bengali, English and Geography participated in students' seminars and publication of wall magazines, which are the bright examples of outcome-based learning procedure. Team IQAC also organized a webinar on 'Intellectual Property Rights' on 12.06.2023 and it is also planning to organize another webinar on 'Research Methodology'.

\*\* All these actions have been taken to enhance the overall quality of the institution.

*Sreelata*  
Coordinator  
IQAC

Udaynarayanpur Madhabilata  
Mahavidyalaya

*Aghresh*  
26.6.2023

Principal's Signature

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