



# VICTORIA INSTITUTION (COLLEGE)

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Ref. No.....

Date..29/06/2024....

Minutes of the meeting dated 25/06/24

It is informed that DVV had been sent by NAAC authority on May 14, 2024 and the corresponding queries were submitted by the college on May 29, 2024. Till date, no further clarification received from NAAC.

Vidwan id should have to be activated by all TS immediately and publications should have to be uploaded. Within a couple of days a list of TS will be shared by the NAAC coordinator to find out the Vidwan id's which are yet to be activated.

The general procedure of NAAC PEER Team's visit has been described and explained elaborately to the TS and NTS of the college so that they can get an idea about the whole process and prepare accordingly.

Departmental course files should be prepared for each of the course, Individual teacher should prepare their files also. The format/structure of the course file will be provided to the teachers within a couple of days for ready reference. Separate files to be prepared for the Corona Period.

Emphasize should be on mapping and attainment of PO, CO, CSO.

Student centric teaching learning method should be highlighted – Identification of slow learners, advance learners and necessary action taken regarding these should be mentioned appropriately.

Each and every cell and committees should prepare files containing their respective activities.

IQAC team should prepare all relevant documents and files regarding different criteria following SSR (Submitted).

Morning Section and Day Section should prepare and keep course files separately.

Department will prepare and keep PO attainment whereas individual teacher will prepare and keep CO attainment.

  
DR. SUMALIYA KARMAKAR  
IQAC Co-ordinator  
Victoria Institution (College)

  
Principal  
VICTORIA INSTITUTION  
(College)