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# VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Burdwan ★ Pin-713103 ★ W.B

NAAC Re-Accredited (B+) with PG in Chemistry

No...../V.M.

Date : .....

From : The Principal & Secretary

## Academic and Administrative Audit - Action Taken Report

Session (2018-23)

Suggestions/Observation by Committee Members	Action taken
The IQAC may be strengthened for effective functioning	A comprehensive IQAC committee is constituted by incorporating faculties of all discipline and keeping both senior and junior faculty members. A plan of action will be made and the committee members will meet to fix different strategy to achieve the vision of the Institution in regular basis.
Library has to be enriched providing more access to journals for students like e-journals	The institution will get subscription for different journals which could be accessed by the students.
Student progression of the departments should be enhanced	It is resolved that Departments should take more initiative to prepare progression of the students in regard to academic as well as employment. In this regards, teachers are requested to maintain more liaison with their students to keep records of their progression/achievements/job.
Departments are requested to be more concerned about their SWOC analysis	The SWOC of all the Departments should be readdressed and all the Departments will be intimated to analyze their SWOC.
College should formulate more number of Add-on courses catering the need of the students.	It is resolved that for creation of job opportunities of the students, each Department will give attention to offer one/two skill development/add-on courses in calendar basis.



Principal-In-Charge  
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Suggestions/Observation by Committee Members	Action taken
More number of skill development/add-on courses be introduced for the benefit of the students and creation of job opportunities	Departments are also requested to organize webinars, lectures, workshops and trainings which is academically productive for students.
Faculty members should be encouraged to publish their research articles in the UGC care listed journals	For betterment of port-folio of college, all the faculty members are requested to conduct research and to publish articles in UGC care listed journals, book chapters, conference proceedings, etc. In this context the research sub-committee is requested to take needful steps. Motivation from the faculty members having experience of publishing articles/chapters is highly solicited.
Departments of Botany and Zoology may take initiative to build up one museum for keeping/preserving the herbarium/plant and animal specimens, etc.	Department of Botany has already established herbarium and museum. Departments of Botany and Zoology are requested to take initiative to upgrade the museum for keeping/preserving the herbarium/plant and animal specimens, and in this regard they will get all types of support from the Administration.
Innovations in teaching-learning must be addressed	The college already has taken an admirable effort to implement ICT tools for effective teaching learning process. Faculties will be requested to take their class in ICT-enabled smart classroom and to use the teaching aids in regular basis. During preparation of class routine ICT-enabled smart classrooms are already allotted for respective departments to take classes.



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