

IQAC

Hooghly Mohsin College

Action Taken Report on the Minutes of the IQAC Meeting dated 22.09.2025

Sl. No.	Resolution	Action Proposed	Action Taken / Present Status	Remarks
Agenda: Upcoming CAS Meeting related matters				
1	Regarding the fixation of CAS benefits of 15 incumbents, IQAC permits the processing of CAS file of 15 incumbents and the process will be initiated based on the recent GO of the HED. It was also decided that the relevant information would be forwarded to the University and the Higher Education Department for necessary action.	Compilation and forwarding of CAS-related all documents and service records	Relevant information / documents have been compiled and submitted to the Higher Education Department for necessary action.	Under process and no further action is required
Agenda: Matters arising				
2	Revival of Students' Magazine	To take steps for reopening and publication of the College Students' Magazine	Proposal forwarded before the respective committee; collection of writings and editorial planning to be initiated	To be implemented
3	Preparation of record of rare books	To prepare a catalogue and preservation record of rare books in the Library	Preliminary identification and documentation of rare books proposed through Library Committee	Under active consideration of the committee
4	Publication of College	To explore the	Matter discussed in	The said

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	Journal and Newsletter	feasibility of institutional publication	IQAC; proposal placed before the Journal Publication Committee	committee has successfully published the issue (Volume 13) and no further action is required
5	Automation of Library books	To automate approximately 40,000 books in the College Library	Proposal for library automation already submitted to the Higher Education Department. But, the approval for the said work has not been accorded by the higher authority till date.	In progress
6	Installation of CCTV cameras	To improve campus surveillance and security	Proposal already sent to Bikash Bhavan for necessary approval/ action after getting vetted estimate from PWD IT Division.	Awaiting approval
7	Formation of record keeping / data management team	To ensure proper documentation and institutional data maintenance	A team comprising 12 members has already been formed for systematic record keeping.	Completed
8	Development / Up-gradation of College Website	To update and strengthen the official College Website	Website-related work has already started and a few sections of the	In progress

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			college website are updated successfully.	
9	Preparation of NIRF Database	To compile and organize institutional data for NIRF submission	Work relating to NIRF database preparation was done under the erudite guidance of the IQAC Coordinator and the college has successfully submitted the NIRF 2026 in due time.	Completed
10	Preparation of audio-visual documentary	To prepare an institutional documentary on the College	Proposal discussed; concept planning and collection of archival materials to be initiated	Proposed
11	Procurement of instruments as per NEP syllabus	To prepare and submit requirement list of instruments to HED for according necessary approval.	Proposal was sent to Bikash Bhavan as per departmental requirement and NEP syllabus implementation. The HED has already issued necessary administrative approval for the procurement of same.	Under process
12	Semester-related academic difficulties	To review academic scheduling and coordination issues	Concern noted for institutional and academic planning; matter to be taken up	Under review

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			with concerned academic authorities	
13	Collection of UG & PG departmental data for NAAC / NIRF	To collect relevant departmental data systematically	Departments have been advised to submit necessary data for institutional quality assurance and ranking purposes. All departments have submitted the same in due time.	Completed.
14	Organization of Health Check-up Camp	To conduct screening camp for Diabetes, Thalassemia and Blood Group	Proposal accepted; tentative plan made to organize the camp in November 2025 for students and faculty members.	Completed

Principal

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Coordinator, IQAC

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