



Surya Sen Mahavidyalaya

NAAC ACCREDITED

A Multi Stream Govt. Aided College
& Recognised by UGC u/s 2(f) & 1
2(b) (Affiliated to University
of North Bengal)

ESTO.1998
ISO9001:2015

IQAC

(Internal Quality Assurance Cell)

MINUTES AND RESOLUTIONS OF THE 19TH IQAC MEETING, HELD ON 9:8:19

The 17th meeting of the IQAC is held today, 9th August 2019, at 12 noon, at the IQAC/Meeting Room in the presence of the following members to discuss about the notified agenda.

MEMBERS PRESENT:

1. Principal: [Chairperson]
2. Smt.Sutapa Saha [Teacher Member]
3. Sri.Mukul Kanti Ghosh [Teacher Member]
4. Dr. Bablee Mandal [Teacher Member]
5. Dr.Romyani Goswami [Teacher Member]
6. Dr.Suphal Biswas [Teacher Member]
7. Dr.Aniruddha Palit [Teacher Member]
8. Sri Sujay Chakraborty [TCS]
9. Dr.P.K.Dutta [Univ. nominee to the GB]
10. Sri Santanu Das[Librarian, Admin.Staff]
11. Sri Biswajit Purohit [Admin.Staff]
12. Sri Rajib Saha [Admin.staff]
13. Fr.(Prof.)George T, SDB [Principal , Salesian College,Educationist,local society]
14. Miss Avantika Bhattacharjee [Students' Representative]
15. Sri Biswajit Chanda [Alumni Representative]
16. Sri Jayanta Maulik [Industrialist/Stakeholder]
17. Dr.Arnab Baul [Coordinator]

At the outset Dr. Arnab Baul , the new Coordinator of the IQAC welcomed all the members in the meeting and expressed hope that the new committee will work towards ensuring overall quality of the institution . He also informed the house that Sri JayantaMoulik and Fr (Prof.) George T, SDB, Principal Salesian College ,Siliguri could not attend the meeting because of their official engagements. Dr. Baul specially thanked Prof. Sutapa Saha, Assoc. Prof. &HoD, English, the outgoing Coordinator of the IQAC and Dr. Suphal Biswas, Asst.Prof.&HoD, Bengali, who was the coordinator of the NAAC Committee of the college , for their successful endeavour in getting the institution accredited by the NAAC through a successful implementation of well chalked out strategy. Both of them expressed their sense of gratitude towards all the members of the SSM fraternity for extending all possible help and cooperation in the process of accreditation.

All the members, thereafter took part in the discussion concerning various aspects of the IQAC, its scope and work-module in ascertaining quality related issues of the institution.

Dr. Baul, at the outset made it clear that IQAC's function will be specifically focussed on the development and application of quality benchmarks/parameters for the various academic and administrative activities. Regarding its power in intervening into the financial matters, a question raised by Prof. Mukul Kanti Ghosh, HoD Commerce, is observed by the house in general and pointed out specifically by Dr. P.K. Mishra, Principal SSM and Dr. Bablee Mandal, Asst. Professor of Chemistry, that IQAC will act as facilitator and overseer of various activities performed by various committees which includes academic, administrative and other activities. In this regard, the coordinator observed that to ascertain maximum output from an event/activity, IQAC should create an environment for independent and effective functioning of various subcommittees of the institution and should cautiously try to refrain from projecting it as a parallel administrative wing. This role, though challenging, is not impossible to enact, if reciprocal support mechanism between various bodies, committees and stakeholders runs smoothly.

Further deliberations on listed agenda finally resulted in to following resolutions:

1. Discussion on NAAC Assessment Outcome Document (AOD):

The Coordinator IQAC placed the document for discussion and accordingly all the members put forward their valued suggestions on various issues. A common observation was that until the discrepancy between the ratio of total number of enrolled students and total number of permanent teachers of the institution is sorted out, it will be challenging for the college to address all the quality related issues. Since, the college has no role over the issue of restricting students' enrolment in accordance with teachers' strength and recruitment of permanent teachers, all felt that attention of the IQAC should be focussed on areas where the institution has the scope to develop the present state of things immensely. A few of such areas, as is evident from AOD analysis are: opening up of add-on courses, introduction of new subjects, office automation, extensive use of technology in the teaching-learning process etcetera. To ensure regularity of attendance by the students, Dr. P.K. Dutta ex. Assoc. Prof. of Economics of Siliguri College suggested the college authority to explore ways of contacting guardians more frequently to regularise their wards' attendance. Dr. Baul informed the house in this regard that a three-members committee, comprising of Dr. Bablee Mondal, Asst. Professor, Chemistry, Dr. Romyani Goswami, DiC, of Physics, and Dr. Aniruddha Palit, DiC, Mathematics, was set up to meticulously study the NAAC Report and suggest a road map for development. The report has been accepted unanimously by all and it is decided that the same should be used as the guideline to chalk-out further plans.

2. Framing of Academic Plan for the session: 2019-2020

The Coordinator placed the proposed Action Plans of all the major departments and cells which included both academic and non-academic components for discussion and approval. Accordingly, each proposal is analyzed and approval is given to the following proposals unanimously.

Department of Bengali:

1. All the Unit Tests as mentioned in the plan.
2. Inter departmental teacher exchange program as per the guideline laid down by the IQAC
3. Seminar on Vidyasagar in association with external agency

Department of Chemistry:

1. All the Unit tests, Project submission as per the submitted plan.
2. Invited lecture and Poster Presentation as proposed.

Department of English:

1. All the Unit Tests as per proposed plan.
2. Publication of Wall Magazine.
3. Parent-Teacher Meeting.
4. Invited Talk, Student-centric Seminar.
5. State level Seminar, only with the tie-up with the sponsorers.

Department of Geography

1. All the Unit Tests as per your planning.
2. Inter departmental teacher exchange program as per the guideline laid down by the IQAC

Department of History

1. All the Unit Tests as per proposal.
2. Publication of Wall Magazine.
3. Orientation program for the students
4. Freshers' Welcome as per the IQAC guideline
5. Student Centric Seminar

The department is further asked to give details of their plan to organize invited lectures and screening of movies.

Department of Mathematics:

1. All the Unit Tests as per proposal.
2. Invited Lecture
3. Student Centric Seminar

Department of Physics:

1. Inter college faculty exchange program.
2. Invited lecture.
3. Poster presentation by Sem. III Hons. students.
4. GD and Counselling of students.

Department of Political Science:

1. All the scheduled tests.
2. Freshers' Welcome
3. Seminar on Revisiting Marxism (pre-approved).
4. Regarding Social Survey Camp with students, the proposal should be placed to the GB through the Principal as it involves release of funds. If the program is sanctioned by the GB, it should be organized in a way so that the general routine is not hampered.

Since this department has already got approval to organize a seminar on Marxism, the IQAC is with the opinion that the proposed ICSSR seminar should be organized in the next semester on a different topic, as the Bengali department is given the approval to organize a seminar on Vidyasagar during this semester period.

Department of Sociology:

1. All the Unit Tests as per your planning.

2. Publication of Wall Magazine.
3. Student Centric Seminar, Invited talk, GD, poster presentation as per the guideline laid down by the IQAC
4. Field Work

They will further be asked to provide a budget for their proposed Educational Tour for third semester students, which will be placed in the next IQAC meeting. Also, they should provide detailed plan for celebrating proposed SharodiyaUtsav.

Central Library:

1. Library Orientation Program (Awareness about library facilities, available e resources, OPAC and D space access etc.)
2. One Day National Workshop on e learning and preparation of module for MOOC course.
3. Novel reading session by Dr.Romyani Goswami

Eco-Club:

1. General awareness program in college campus
2. Proposed seminar on Environmental issue should be organized in collaboration with the Central Library and Women's Cell. Detailed plan along with the name of the collaborating agency should be placed well in advance.
3. The proposed drama performance should be arranged on the occasion of observation of Republic Day the detailed plan of which is to be placed before the IQAC in advance.

Career Support & Placement Cell:

1. Organising Career Counseling Seminar
2. Approaching M/S Career Power to set up Career Guidance in the campus.

Women's Cell:

1. Seminar on Eco-feminism should be organized in collaboration with Eco-club and Central Library.
2. Program on Trans-gender should preferably be organized under the aegis of West Bengal Women's Commission.

It has been decided unanimously that all the departments, desirous of holding seminars, should arrange for sponsorship from external agency and for invited talk an honorarium of Rupees one thousand only may be paid to the guest. In this connection the following mechanism of documentation, should be followed by all the departments and the Coordinator will be responsible to inform the departments/faculties regarding the decisions taken in this meeting through written communication as well as Faculty Interaction Meeting.

On behalf of the IQAC- SSM, following Teacher-members are entrusted with the responsibility of collection of documents as categorized below.

Member	Category
IQAC Coordinator	<ol style="list-style-type: none"> i. OP / RC/ STC/ Workshop/ Seminar participation related documents ii. Dept. wise CAS file iii. AAA/ Green audit related documents iv. NSS related documents
Sutapa Saha	<ol style="list-style-type: none"> i. Institutional Seminars (both collaborative & independent)

	<ul style="list-style-type: none"> ii. Documents related to Departmental invited lectures, Faculty Exchange, Seminars, Workshops, Exhibition, Poster, Wall Magazine, Field Trip/ Educational Tours iii. Documents related to National Science Day, International Women's Day, World Environment Day
Mukul Kanti Ghosh	<ul style="list-style-type: none"> i. All academic activities of the Commerce department with proper documentation.
Bablee Mandal	<ul style="list-style-type: none"> i. IQAC Notices ii. Recommendations to GB iii. GB Documents related to best practices iv. Academic Calendar v. Academic Proposals of the departments
Romyani Goswami	<ul style="list-style-type: none"> i. Students' achievement ii. Students' placement iii. MoUs / Collaborations iv. Publications
Aniruddha Palit	<ul style="list-style-type: none"> i. Category wise Student- Enrollment & Sanctioned Strength ii. Passed out Students iii. Percentage Secured iv. Toppers' List
Suphal Biswas	<ul style="list-style-type: none"> i. Documents related to Projects/ Grants/ Financial Assistance (both Govt. as well as private) ii. Establishment related documents iii. Documents related to New Courses iv. Documents related to Training of Employees v. Student-satisfaction Survey
Santanu Das	<ul style="list-style-type: none"> i. Documents of college activities other than NSS ii. Geo-tagging of classes & PPT Repository iii. Geo-tagged Photographs of all important events iv. Budget and UC of all activities sponsored by the college v. Photographs/news items to be preserved.
TCS	<ul style="list-style-type: none"> i. All documents related to Feedback ii. Students' Progression
Biswajit Purohit	<ul style="list-style-type: none"> i. Student Enrollment, Sanctioned strength, Pass out Percentage & Student progression ii. All types of Establishment related documents including sanction letters of subjects (old & new). Govt. and private scholarships iii. Annual budget and financial audit reports iv. Total number of days for the following: <ul style="list-style-type: none"> a) College open b) Teaching days
Rajib Saha	<ul style="list-style-type: none"> i. Secretarial assistance involving all typing works including notices, minutes, action taken reports etc. ii. Circulation of all notices and relevant documentation. iii. Sanction- letter for posts (teaching & non-teaching)

Dr.Bablee Mandal & Dr.Romyani Goswami will be in charge of overall documentation.

Action plan for all the departments:

Resolved that all departments have to submit the PDF version of consolidated Lesson Plan of

the Department before the commencement of each semester. Individual lesson plan is to be prepared by the faculty and submitted to the HoD/DiC.

- 1) Annual plan of the department mentioning examination schedule, invited lectures, faculty exchange, student-seminar, exhibition, poster presentation, field trip/educational tour etc. have to be submitted before the commencement of each semester.
- 2) Documentation for the above programs should be maintained as outlined below:
 - a) Invitation letter/Proposal letter
 - b) Consent letter
 - c) Notice for students [Mandatory uploading on the website through ICT-1
 - d) Participation details with signature
 - e) Brochure, sample certificate, registration details etc. wherever applicable.
 - f) A copy of the approved Budget.
 - g) Copy of the UC
 - h) Report of the event
 - i) Related photographs of the events to be submitted to ssmdocu@gmail.com
- 3) Departmental notices related to exams and student centric activities [Seminar, GD, Mentee, counselling, Extra classes, special class for slow learners etc.] will be published in the departmental notice boards and a PDF copy of the same has to be submitted to ICT-1 for uploading. Separate attendance sheet has to be maintained for classes of slow learners.
- 4) After Principal's notification of mentors for the session, each department will assign mentee to respective mentors via notice [notice board as well as Website].
- 5) Resolutions of the mentoring sessions to be maintained in a single file by each department and should bear notices, signature of the mentor and mentees and the observations.
- 6) Departments should arrange for PTMs in accordance with Academic Calendar for the session and Parents' Feedback to be taken in the meeting.
- 7) ICT Logbook to be maintained by each teacher after each PPT presentation. The logbooks for SKSMH and N-1 will be kept with ICT-2. Departments with ICT rooms will maintain their separate log-books.
- 8) HoD/DiCs are to submit all documents related to any award or recognition of the faculties:
 - a) State/National /International level awards [academic or extra-curricular]
 - b) Best Paper or poster presented in seminars.
 - c) Thesis reviewer
 - d) Paper reviewer
 - e) BoS/GB /EC membership.
 - f) Fellowships
- 9) All faculties are to submit to IQAC participation certificates of seminars/workshops/ OP/RC/STC as well as prior information of participation for documentation in IQAC resolutions.
- 10) All faculties are to submit front page of research publication in UGC-CARE journals.

- 11) Faculty collaboration / grant sanction letter of projects to be preserved by the department and submitted to the IQAC.
- 12) PBAS for CAS has to be submitted to the IQAC coordinator annually.
- 13) Students' result/progression/placement records/ achievement in national and international levels /cultural and sports activities to be maintained with documentary proof and send to IQAC.

3. MoU with Plassey College

It is reported in the meeting by the Coordinator IQAC that as a follow up of the decision taken in the IQAC meeting held on 17.06.2019 Principal Dr P. K. Mishra and Dr A.Baul represented the institution in the joint meetings with the authority of the Plassey College, Nadia, West Bengal and the MoU is signed between the two colleges on 25.06.2019 at Plassey. As per the MoU teachers of various departments of both the colleges will exchange classes as and when required and will jointly organize academic and cultural program from now onwards. Members present greeted the news as it will contribute immensely in developing the institution's academic practices.

4. With the permission of the chair the following agenda is included for discussion:

Discussion of the application of Dr.Romyani Goswami , Assistant Professor of Physics and Dr.Suphal Biswas, Assistant Professor of Bengali for promotion under CAS from stage II to stage III

Applications of Dr.Romyani Goswami , Assistant Professor of Physics and Dr.Suphal Biswas, Assistant Professor of Bengali, with all necessary attachments, for promotion under CAS from stage II to stage III were discussed and after necessary modifications, were unanimously accepted and forwarded to the Principal for discussion in the Governing Body.

5.Miscellaneous:

It is resolved that the Coordinator will take initiative to procure office stationary as per the requirement of various documents
Since there was no other issue for discussion the meeting ended with thanks to the chair.



Chairperson
IQAC



Coordinator
IQAC