



Surya Sen Mahavidyalaya

NAAC ACCREDITED

A Multi Stream Govt. Aided College &
Recognised by UGC u/s 2(f) & 12(b)
(Affiliated to University of North Bengal)

IQAC

(Internal Quality Assurance Cell)

ESTO.1998
ISO9001:2015

MINUTES AND RESOLUTIONS OF THE 21st IQAC MEETING, HELD ON 12.05.20

The 21st meeting of the IQAC is held today-- 12 May 2020, at 7 PM, on WhatsApp platform as a special case.

MEMBERS PRESENT:

1. Dr.P.K.Mishra (Principal: Chairperson]
2. Smt Sutapa Saha [Associate Professor, English, Teacher Member]
3. Sri Sujay Chakraborty [Assistant Professor, Faculty of Commerce.TCS]
4. Dr Bablee Mandal [Assistant Professor, Chemistry. Teacher Member]
5. Dr. Romyani Goswami [Assistant Professor & DiC, Physics, Teacher Member]
6. Dr. Aniruddha Palit [Assistant Professor & DiC, Mathematics. Teacher Member]
7. Dr Suphal Biswas [Assistant Professor & DiC, Bengali, Teacher Member]
8. Sri Santanu Das[Librarian, Admin.Staff]
9. Sri Biswajit Purohit [Admin.Staff]
10. Sri Biswajit Chanda [Alumni Representative]
11. Dr.Arnab Baul [Assoc.Prof.English. Coordinator]

AGENDA

1. Confirmation of the proceedings of the last meeting of the IQAC held on 27/11/2019
2. Report on the action taken in compliance with the decision taken in the meeting held on 27/11/2019
3. Discussion on the preparedness of AQAR 2018-19
4. Discussion on quality initiatives taken by IQAC during the lockdown period.
5. Proposal for administrative Training Program for Teaching and Non-Teaching staff.
6. Miscellaneous

At the outset, Dr Arnab Baul, Coordinator of the IQAC welcomed all the members in the meeting. This meeting is held after a gap of 5 months for reasons which was exceptional and was beyond human control. With the declaration of 3 weeks nation-wide lockdown on 24th March 2019, because of coronavirus pandemic, the whole country came to a standstill. Later on, the subsequent extension of the lockdown period heavily affected the normal lives of the

people and the future of education in the country was put into a halt. The lockdown was declared at a time when the semester-end examination of Semester 2 and 4 and the final examination of BA 3rd year were knocking at the door. Under this predicament, the IQAC had to take up new innovative initiatives to support the student community and to maintain the quality aspect of the institution. As a result of which it was decided that till normalcy returns all the meetings of the IQAC will be held on an online platform, first, by forming a WhatsApp group and then using a video-calling app. Since the net accessibility and the quality of network depends on location and the service providers, a verbal consensus was reached among all by which the Coordinator was empowered to convene IQAC meetings by inviting members as per his requirement to carry through the existing works and to call a full-house meeting as and when the general situation improves. The Coordinator thanked all the members for allowing him to work with such a flexible working module and shared with them his plan of action.

In this regard, it is decided that an ancillary Core Group of IQAC will temporarily function comprising of most of the teacher members of the IQAC group, who will be primarily responsible to prepare and upload the AQARs within target dates and hold meetings among themselves to keep track of the changing situation during the pandemic period. Intermittently full house IQAC meetings will also be convened to appraise all about the activities with which all are involved. This should be considered as an interim arrangement until the situation becomes normal.

All the members thereafter took part in the discussion as per the agenda and resolutions were taken.

1. Confirmation of the proceedings of the last meeting of the IQAC held on 27/11/2019

All the resolutions taken in the meeting held on 27 November 2019 are hereby unanimously confirmed.

2. Report on the action taken in compliance with the decision taken in the meeting held on 27/11/2019

[Agenda 4] Discussion regarding Remodelling/Re-planning of the college website

As per the report placed by Dr Bablee Mandal, the Coordinator of the Website Committee, work is in full progress for updating the website with all new features by the middle of July 2020.

[Agenda 5] Discussion on organizing a seminar on Intellectual Property Right (IPR)

Regarding the issue of organizing a National Seminar on IPR, Dr Santanu Das, Librarian and coordinator of the seminar, finalized all program details with the members of the Salesian College. However, because of the declaration of the lockdown, the matter is kept on hold.

[Agenda 7] To organize the Gender Awareness Program for the students

A gender awareness program was organized by the Women's Cell on 6th February 2020.

[Agenda 8] Signing of MoU on intellectual exchange with various departments

Initial progress was made in signing MoU with Salesian College but because of the sudden declaration of the lockdown, it could not be given final shape.

[Agenda 9] Problem of lack of teachers for various subjects

The college authority can't independently appoint teachers as per the existing rules. However, the college authority has appealed to the Department of Higher Education to accord permission to appoint teachers on contractual basis.

3. Discussion on the preparedness of AQAR 2018-19

Coordinator appraised the house regarding the sequence of events related to uploading of AQAR-2018-19. The college asked the following question to the NAAC authority on 22-07-19 vide docket number 1907221502 and got the mentioned reply on 28/07/2019.

QUESTION:" We are Accredited from 15th July 2019. In SSR, we have uploaded data from 2013-14 till the Academic Session 2017-18. Whether we will upload AQAR in Dec 2019, for 2018-19 Academic Session or we will upload AQAR of 2019-20 in December 2020. Kindly confirm the period of AQAR ."

ANSWER:" Dear Sir, You can submit your AQAR after 1 year from the date of result declared and please go through this link for further details. <http://naac.gov.in/index.php/info-for-institutions#aqar>"

For this reason, IQAC didn't take any initiative to upload AQAR-2018-19. But with a changed policy of NAAC, we are asked to upload it by October 31, 2020. To avoid confusion we exchanged few more letters with NAAC [vide docket number 2005071402, dated 8/5/2020, 14/05/2020 and 21/05/2020] and it was decided that the IQAC has to submit AQAR-2018-19 within the due date. As such, all the Core Committee members, who are in charge of various criteria, are asked to collect information to be provided criteria wise in the AQAR. They are encouraged to use this special WhatsApp group to exchange ideas among members. All the members unanimously decided to submit AQAR-2018-19 by the end of July 2020. It is decided that by the next meeting the draft AQAR will be completed for its approval in the GB.

4. Discussion on quality initiatives taken by IQAC during the lockdown period.

To deal with the pandemic related situation the IQAC has taken a few important decisions to support the student community. Some of the initiatives are:

- a) Creation of a separate pop-up window in the website which contains the latest Corona related information for the awareness of the students. It also contains videos on doing exercise at home, which can keep students healthy.
- b) Opening an e-corner in the website, named 'Engage' which contains e-study

materials in various formats for the students. It is decided that this initiative will be further strengthened in future.

- c) Teachers have started taking on-line classes by using various on-line applications like Zoom, Google Classroom etc.

5. Proposal for administrative Training Program for Teaching and Non-Teaching staff.

Coordinator placed a proposal before the house to encourage TS and NTS for attending Two Week Online Workshop on "Comprehensive e-Learning to e-Training guide for Administrative Work" from May 25 - June 05, 2020, organized by Ramanujan College, Delhi in collaboration with MHRD, India, where the joining fees will be borne by the college. This is a part of our broader plan of making our team of trainers who could train other employees in this field. The proposal was unanimously accepted.

6. Miscellaneous :

Since there was no agenda for discussion, the meeting ended with thanks to the chair, and all signed off from their devices.


Chairperson
IQAC


Coordinator
IQAC

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