



# 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)

## IQAC

(Internal Quality Assurance Cell)

**ESTO.1998**  
ISO9001:2015

## MINUTES AND RESOLUTIONS OF THE 23<sup>rd</sup> IQAC MEETING, HELD ON 18.06.2020

The 23<sup>rd</sup> meeting of the IQAC is held today—18<sup>th</sup> June 2020, at 7 PM, on Google Meet platform with meeting ID: meet.google.com/nvk-bipc-hdh

### 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. Dr 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 31/05/2020
2. Report on the action taken in compliance with the decision taken in the meeting held on 31/05/2020
3. Approval of AQAR
4. Miscellaneous

At the outset, Dr. Arnab Baul, Coordinator of the IQAC welcomed all the members in the meeting and thanked all for adapting the new online video platform for attending the meeting.

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 31/05/2020**

All the resolutions taken in the meeting held on 31 May 2020 are hereby unanimously confirmed.

## **2. Report on the action taken in compliance with the decision taken in the meeting held on 31/05/2020**

### **[Agenda 5 of 12/5/2020] e-Learning to e-Training guide for Administrative Work**

Total 17 teaching staff and 6 Non-Teaching staff have completed 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. The process is on for reimbursing their fees.

### **[Agenda 4 of 31/05/2020 meeting]**

#### **▪ Faculty satisfaction Survey**

As proposed in the previous meeting an Online Faculty Improvement Survey was conducted from 03/06/2020 to 12/06/2020 and the findings of which will be analyzed in a general IQAC meeting which is to be held in July.

#### **▪ Quality Initiatives**

As a follow-up of the earlier resolutions following activities are carried out by teachers: [1]. Regular posting of study materials in Engage portal,[2] Continuation of video-application based classes, [3] On-line Mentor-Mentee program, [4] Documentation of all the online classes taken by teachers since June 1<sup>st</sup> 2020, [5] Teachers are attending Webinars for self-improvement.

## **3. Approval of AQAR 2018-19**

The draft AQAR: 2018-19, scrutinized by Dr Bablee Mandal is placed in the meeting for discussion and everybody gave their inputs. After prolonged discussion the AQAR:2018-19 is given a final shape. It is unanimously approved by all the members and is now ready for placing in the GB meeting.

## **4. Miscellaneous :**

Resolved that the IQAC will take initiative to organise Webinar primarily related to pandemic related issues either in collaboration with external agencies or independently.

## **The academic year 2019-2020: Observation of the IQAC**

While the college has made progress in all the fields in comparison to the previous session, certain areas like organizing training for Office Staff or smooth running of add on courses need special attention. However, it is the COVID Pandemic which has become a watershed for the institution as the indefinite closure of the institutions due to lockdown compelled all the stakeholders of the college to think out of the box to innovate new module of the teaching-learning process. Since no year-end examination could take place and no outward or within institution activities could not be performed because of lockdown, we step into the new academic session taking these challenges with us. All the members of the IQAC have

taken this challenge and as a result, we have become one of the few colleges in the state to start online teaching at an early stage. The new academic session, as all the members felt, will see more innovative and varied activities of the institution in line with our vision.

**Some of the activities, observations and achievements of the College during the academic session 2019-2020, facilitated by the IQAC.**

- **BIRTH ANNIVERSARY OF M.K.GANDHI:** The 150<sup>th</sup> Birth Anniversary of Mahatma Gandhi celebrated. Special invited lecture from the Registrar NBU, on Gandhi and Environmentalism, was arranged.
- **NATIONAL ROAD SAFETY WEEK OBSERVED:** [11-17 January 2020] 31<sup>st</sup> National road Safety week was observed from 11 to 17 January in collaboration with Siliguri Police Commissionerate by organizing Street play, Rally and other activities as suggested by the Central Government.
- **BIRTHDAY OF NETAJI SUBHAS:** 124<sup>th</sup> Birthday of Netaji Subhas Chandra Bose celebrated on 23<sup>rd</sup> January 2020 with much fervour. The extempore Speech competition was organized.
- **71<sup>st</sup> REPUBLIC DAY CELEBRATION:** Essay writing competition and other activities were organized in this connection.
- **P.C.CHANDRA GYANDHARA:** [10/02/2020] Proud awardee of P.C.Chandra's Gyandhara Scheme for library book bank purchase
- **MEDITATION FOR WELL BEING:** [17-19 February 2020] Three-day meditation workshop in collaboration with Heartfulness Training Centre for teachers, Non-teaching staff and students. The session was separately arranged for staff and students daily for 2 hours for the above three days.
- **INTERCOLLEGIATE FEST:** [February 25 to February 26, 2020]. Zestival, the Inter-Collegiate Fest was organized with the participation of 19 colleges.
- **LANGUAGE LAB INAUGURATION:** [28/02/2020]. On 28<sup>th</sup> February Language Lab was inaugurated by Hon'ble MiC, Tourism, Government of West Bengal, Sri Goutam Deb.
- **NEW COMPUTER LAB INAUGURATION:** [28/02/2020]. On 28<sup>th</sup> February New Computer Laboratory was inaugurated by Hon'ble MiC, Tourism, Government of West Bengal, Sri Goutam Deb.
- **NATIONAL SCIENCE DAY OBSERVED:** [28<sup>TH</sup> February 2020] National Science Day was observed with invited lectures from eminent persons and organising Scientific Model Making competition.
- **SECOND CAMPUS OF SSM:** [March 2020] College was officially handed over land for its second campus, by the state government on 12<sup>th</sup> March 2020.

- **DONATION FOR A CAUSE:** [ 30<sup>TH</sup> March 2020]- Teaching and Non-Teaching Staff donated Rs 200000 to the West Bengal State Emergency Relief Fund to be used in the State Government's fight against corona pandemic
- **ONLINE CLASS:** [April 2020] College's early beginning of online classes as an initiative of IQAC during the lockdown period makes headlines in the national paper The Statesman.

  
**Chairperson**  
IQAC

  
**Coordinator**  
IQAC

