

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)



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Minutes and resolutions of the 34th IQAC Meeting held on 06.08.2022

The 34th meeting of the IQAC is held today, on the 6th of August, 2022 at 12 noon, in the IQAC room to discuss the following agenda.

Agenda:

1. Confirmation of the resolutions of the previous meeting
2. Academic plan of all the departments and cells for the session 2022-23
3. Preparation of AQAR of the session 2021-22
4. Verification of CAS proposal of faculties (if any)
5. Miscellaneous

Members Present:

1. Dr. Pranab Kumar Mishra, Principal, Chairperson
2. Sri Sujay Chakrabarti, Assistant Professor, Dept of Commerce
3. Dr. Arnab Baul, Associate Professor, Dept of English
4. Dr. Aniruddha Palit, Assistant Professor, Dept of Mathematics
5. Dr. Bhawna Rai, Assistant Professor, Dept of History
6. Ms. Ananya Guha Ray, G.B. Representative
7. Sri Biswajit Purohit, Head Clerk
8. Prof. (Dr.) Debabrata Mitra, Professor, Dept of Commerce, UNB
9. Ms. Paushali Sarkar, Student Representative
10. Sri Biswajay Chanda, Alumni Assn representative
11. Dr. Bablee Mandal, Coordinator

MINUTES

At the outset, Dr. Bablee Mandal, the new Coordinator of the IQAC welcomed all the members in the meeting and expressed hope that the new committee will work toward ensuring the overall quality of the institution. She thanked Dr Arnab Baul, the outgoing Coordinator of the IQAC, on behalf of the house, for his dedicated work as the coordinator of the committee for the last three years. Dr Baul expressed his sense of gratitude towards all the members of the IQAC for extending all possible help and support he received from them in discharging his duty as coordinator. He welcomed the new coordinator with the hope that during her tenure the IQAC will scale new heights of excellence. All the members thereafter took part in the discussion concerning various aspects of the ICAC, its scope and work module and the following resolutions were taken.

Agenda

Agenda 1:

Confirmation of the resolutions of the previous meeting

Resolution:

All the resolutions adopted in the 33rd meeting held on 22.04.22 were unanimously confirmed.

Agenda 2:

An academic plan of all the departments and cells for the session 2022-23

Resolution:

The academic plan submitted by the different departments and cells were discussed in detail and the following resolutions were adopted:

Dept of Bengali:

Proposed plan:

- 4th week of August 2022: Faculty Exchange programme: for honours Semester
- 2nd week of September 2022: Publication of wall magazine 'दिशा'. & Students Mentoring Programme.
- 26.9.2022: Departmental Seminar on Vidyasagar's Birthday
- 1st week of November, 2022: Add On Course: 1st, 3rd & 5th sem (H)
- 3rd week of November 2022: Faculty Exchange programmed for all honours semester & Students Seminar.
- 3rd week of January 2023: Faculty Exchange program, for all honours semester
- 21.02.2023: Celebration of International Mother Language Day
- 1st week of March, 2023: Add on Course, for all honours semester
- 2nd week of April 2023: Students Seminar
- 2nd week of June: An Invited Lecture

Suggestions:

1. The department can collaborate with the Cultural Committee for the observation of International Mother Language Day
2. Regarding Faculty Exchange "Inter College Collaboration" is preferred.
3. The department should take care to organise two different add-on courses for the two semesters.

The rest of the proposals were approved.

Dept of Chemistry:

Proposed plan:

- A seminar on "Recent Advances in Chemistry" comprising of invited lectures by eminent resource persons as well as presentations by our students in the month of November 2022.
- To emphasise experiential learning, a "University Visit - Functioning of Spectroscopy Instruments" for 6th Semester Hons. students to the University of North Bengal will be organised in the month of March 2023.
- An exhibition/Wall Magazine on the eve of National Science Day will be organised by the students depending on the schedule of the Semester end examination.
- An add-on course on "Role of Biopolymers in Sustainable Development" in the month of April-May 2023.

Suggestions:

1. Regarding the observation of National Science Day, a committee should be formed by incorporating members from the four science departments who will execute the observance of NSD 2023 according to the following plan - NSD will be observed for 3 days with three separate programs of different nature each organized by a different department.
2. The department may think about organizing an industrial visit.

The rest of the proposals were approved.

Dept of Commerce:

Proposed plan:

- The film shows promoting social awareness and development

- Cancer awareness program
- UGC-Sponsored seminar probably in cooperation of the dept of Commerce and Economics, NBU
- Micro-finance activities and awareness programs by the Ujjivan Bank, Siliguri
- MBA admission and awareness programs by the Pune-based institution
- Programs by the Institute of Chartered Accountants and Company Secretaries
- Career Awareness programs by the M/s Career Launcher, Siliguri
- Career Counselling for Banking, Railway and other Govt. job opportunities

Suggestions:

1. Proposals 1 and 2 are not required for the time being.
2. The microfinance awareness program has to be converted into a workshop
3. Proposals 5 and 6 should be given the shape of seminars
4. Career awareness and counselling programs must be carried out in collaboration with Student placement cell

The rest of the proposals were approved.

Dept of Computer Science:

Proposed plan:

- Invited Lecture (Nov/Jan/Mar)
- Student Centric Seminar
- Add-on Course (February)
- Debate Competition
- Collaboration on Group Projects

Suggestions:

All proposals were accepted with the suggestion of collaborating with a department of choice for the organization of the debate competition.

Further, regarding the observation of National Science Day, a committee should be formed by incorporating members from the four science departments who will execute the observance of NSD 2023 according to the following plan - NSD will be observed for 3 days with three separate programs of different nature each organized by a different department.

Dept of Economics:

Proposed plan:

- Faculty Exchange Program (Tentative) - August to November 2022.
- Value Added Course- Offline. Topic -Financial Literacy, 30 hours certificate course.
- Poster Presentation (tentative)- January 2023.
- Wall magazine (tentative)- February/March 2023.
- Faculty Exchange Program (Tentative) –January to May 2023.
- State Level Seminar (tentative) - April/May, 2023.
- Students' Seminar- May 2023.

Suggestions:

The proposals were accepted with the suggestion of inter-college collaboration for faculty exchange programs. In addition, the department may organize a workshop of three days on current/relevant topics for the students.

Dept of Education:

Proposed plan:

- Poster Presentation (September- 1st week)
- Wall Magazine (middle of March)
- Add-on Course (January)
- Student Centric Seminar

- Invited talk (Nov/Dec/Feb)

We are trying to organise a State/National Level Seminar

Suggestions:

The proposals were accepted with the suggestion of ensuring at least a state-level seminar.

Dept of English:

Proposed plan:

- One Add-on Course for Departmental Students
- Publishing E-Journal
- One Book-Club program
- Language Lab Workshop
- Invited Lecture
- Screening of Films and Film Interpretation
- Students-Centric Seminar
- Wall Magazine
- Publishing Book on Satyajit Ray (an ICSSR International Seminar outcome)
- One ICSSR Seminar (proposal already sent)
- Workshop on creative writing
- Career Counselling for Students
- Psychological Counselling for Students

Suggestions:

1. **An E-journal without ISSN is not advantageous. If the department has ISSN its ok, otherwise IQAC suggests that the department converts it to an e-magazine with a few hard copies**
2. **The department may consider the conversion of the film interpretation program into a proper film appreciation workshop of at least three days.**

The rest of the proposals were accepted

Dept of Environmental Studies:

Proposed plan:

- November 2022: 1. Wall Magazine. 2. Add On Course
- December 2022: 1. Faculty Exchange Program. 2. Invited Talk
- April 2023: Webinar (Online Mode)
- 5th June 2023: World Environment Day

Suggestions:

1. **The department must convert its webinar into a proper State / National level offline departmental seminar**
2. **Regarding World Environmental Day, collaboration with Eco Club is suggested.**

The rest of the proposals were approved.

Dept of Geography:

Proposed plan:

- 4th Week of August 2022: 1. Perception survey on the environmental problem (Topic: Solid Waste Management in Siliguri Municipal Corporation) by 5th Semester Honours Students. 2. Field Survey on Natural Hazard (Landslide in Sevoke) 5th Semester Programme
- 1st week of September 2022: Departmental Workshop on Geographical Information System (GIS)

- 3rd week of November 2022: Exhibition of geographical photography by 3rd and 5th Semester student
- 4th week of January 2023: 1. Exhibition of Chart & Model by 1st Semester Students. 2. Inter-departmental lecture given by SSM faculties. 3. Students Focus Group Discussion on the issues related with environmental problems.
- 1st week of February 2023: 1. Student's seminar 2. Excursion
- March- April 2023: Invited Talk by an external resource person
- Throughout the year: Departmental Greenery Activity (1st Semester Honours)

Suggestions:

1. The department can collaborate with the Eco club regarding greenery activities and organize an essay competition for students on any topic of environmental awareness.
2. They can try to convert interdepartmental lectures into inter-college collaborative lectures.

The rest of the proposals were accepted

Dept of History:

Proposed plan:

- Inauguration of 'Sakabda', Departmental Wall Magazine in August and December 2022,
- Two Invited lectures for students, tentatively one in September and another in January 2023
- Field trip for SEC Project in November,
- Poster exhibition cum competition in November,
- One Day National/International seminar in January,
- Students Seminar, Farewell and Fresher' Welcome programme will be organized as per Odd and Even Semester.

Suggestions:

The proposals were approved with the suggestion of organising an add-on course

Dept of Mathematics:

Proposed plan:

- Student Centric Seminar for 3rd Sem Honours (2nd week of November)
- Celebration of Mathematics Day (22nd December)
- Wall Magazine publishing (3rd week of January)
- Invited Lecture for all honours students (2nd week of February)
- Value added Course for 6th Sem Hons student (March-April)
- Faculty Exchange programme.

Suggestions:

The department may convert the add-on course into a workshop or organise one in addition to it involving all semester students.

In addition, regarding the observation of National Science Day, a committee should be formed by incorporating members from the four science departments who will execute the observance of NSD 2023 according to the following plan - NSD will be observed for 3 days with three separate programs of different nature, each organized by a different department.

The rest of the proposals were approved.

Dept of Physics:

Proposed plan:

- Student seminar
- Student poster presentation
- Wall magazine
- Students' hands-on experimental projects and demonstration

- The mental well-being of students in collaboration with NSS (with a focus on mental pressure of students to perform well in a very tough and highly competitive sphere of Science)
- Study visit (proposed, but not yet finalized)
- Invited lectures (tentative)

Suggestions:

1. Regarding the observation of National Science Day, a committee should be formed by incorporating members from the four science departments who will execute the observance of NSD 2023 according to the following plan - NSD will be observed over a period of 3 days with three separate programs of different nature each organized by a different department.
2. The department should think about converting the student hands-on experimental projects and demonstrations into a workshop of at least three days duration.

The rest of the proposals were accepted

Dept of Political Science:

Proposed plan:

- **August:** Movie Screening (documentary): if we get our digital board or in the New Seminar Hall with permission. Suggested movies like – Gandhi, Chittagong, The Great Debaters, and Jai Bhim etc.
- **September:** 1. Invited lecture series on “Global Politics” and “Gandhi’s Hind Swaraj” (Both offline & online mode) Tentative Speaker(s): (a) Anil Dutta Mishra, Deputy Director of the National Gandhi Museum, Rajghat, New Delhi (b) Palzor Tamang, Asst. Prof. Salesian College Siliguri. 2. Faculty Exchange Program: Rahul Paul, SACT Department of Economics will take 4 classes for the 3rd Semester Students on Quantitative Data Analysis.
- **November:** 1. Students Seminar (Suggestion for the Seminar - the students can form a group of 7-8, could pick International Organizations from the syllabus and prepare a presentation on the different Organizations’) 2. Freshers’ Welcome (Tentative)
- **December:** 1. Extra classes/revision (before the semester examination started)
- **January 2023:** Movie Screening (documentary): if we get our digital board or in the New Seminar Hall with permission. Suggested movies like – Che Guevara’s (Motorcycle Diaries); Apartheid in South Africa – Documentary on Racism; Samvidhan: The Making of the Constitution of India (documentary episodes)
- **February, 2023:** 1. Social Outreach Programme of the Department. 2. Faculty Exchange Programme with Department of Sociology, SSM: (One faculty in one week will deliver his/her speech): (04) Four Lectures in total. 3. Mentor – Mentee Programme
- **March 2023:** Remedial Coaching for SC, ST, and OBC Students of the department every week. 2. Invited lecture series on “Democratic and Legal Awareness” (Both offline & online modes) Tentative Speaker(s): (a) Smt. Ruchita Chakraborty, Assistant Professor, Faculty of Law, University of Delhi (b) Sri. N. P. Kerketta, Advocate, Alipurduar District Court
- **April 2023:** 1. Special Class on Slow Learners of the department. 2. Wall Magazine “Gyananewshan” (Search for Knowledge) inauguration. 3. Student Colloquium Programme
- **May 2023:** Value added Course on “Parliamentary Practice and Procedures”.
- **June 2023:** Extra classes/ special classes/revision (before the semester examination started)

Suggestions:

1. The department may consider the conversion of the film interpretation program into a proper film appreciation workshop of at least three days.
2. They can enrich their social outreach program with a survey report prepared by the students and convert the same into an e-digital resource for the college.

The rest of the proposals were approved.

Dept of Sociology:

Proposed plan:

- Continuous Evaluation for the Hons. students of all semester
- Written Examination for Program Course Students in October
- Seminar for 5th semester Hons. Students in November
- Group discussion for 3rd semester Hons. Students in November
- Preparing Human Library for students
- Publication of Kristi-2 volumes (October and March)
- Faculty Exchange Program in September
- Invited lecture in February
- Add on Course on Social Responsibility
- Field work for the 6th semester after the completion of the syllabus
- Poster presentation for 1st-semester students in November

Suggestions:

1. Clarification of "Human Library" is required by IQAC
2. The faculty exchange program should preferably be inter-college, if possible

The rest of the proposals were accepted.

Student Support and Placement Cell

Proposed plan:

- Career counselling and awareness sessions with the students preferably the last two semester students.
- Career Power to train our students for the upcoming competitive exams for different Govt. jobs.
- Skill development programmes by different institutions and agencies.

Suggestions:

All the proposals were accepted. The cell should ensure the submission of the requisite documents of the programs to IQAC

Life Skill and Well-Being Cell

Proposed plan:

July to September: 1. 7 Self-defense training to 1st-semester students. 2. Spoken English training to 3rd Semester Students

October to December: 1. 3 days meditation program. 2. Spoken English training to 3rd Semester Students

January to March: 1. Training students for seminar presentation. 2. 2 days Cake making training. 3. Jewellery-making training

April to June: 1. Training students for seminar presentation. 2. Tailoring Training (only cutting) to students.

Suggestions:

1. The cell should shift the Self-defense training after the vacation for the availability of 1st Sem students
2. For the spoken English program, the cell must consult with the coordinator of Language Lab, Dr Sanchita Das
3. For the 3 days meditation program the cell has to specify their target participants and include teacher participants, if possible.
4. Regarding 2 days Cake making training, Jewellery-making training and Tailoring Training (only cutting) for students, the cell has to elaborate on the proposal.

Other proposals were approved

Cultural Committee

Proposed plan:

- 15th August 2022- Indian Independence Day.
- 15th September 2022 – Foundation Day of Surya Sen Mahavidyalaya (along with college).
- Add on course of 30 hrs preferably before Puja Vacation or after Puja Vacation – Title – “ Workshop on short Drama”.
- 12th January’23 – Birth Anniversary of Swami Vivekananda and Martyrdom Day of Master Da Surya Sen.
- 23rd January ’23 – Birth Anniversary of Netaji Subhas Chandra Bose.
- 26th January-23 – Indian Republic day.
- 21st February -23 – International Mother Language day.
- 22nd March -23 – Birth Anniversary of Master Da Surya Sen.
- 9th May (25th of Boisakh) -23 – Rabindra Jayanti.

Suggestions:

1. **Along with the observances, the committee must try to organise some competitions among the students on the eve.**
2. **The committee must collaborate with the dept of Bengali for observance of International Mother Language Day**

The rest of the proposals were approved.

Eco Club:

Proposed plan:

- Tree plantation Programme 2nd week of August 2022.
- Seminar on the River of North Bengal, the month of November 2022.
- Observation of Basundhara Divas, 22 nd April 2023.
- Essay Writing, Debate competition occasion on 5 th June International Environment Day, 2023

Suggestions:

All proposals were approved with the suggestion of organising the proposed program of 5th June in collaboration with the ENVS department.

Women’s Cell:

Proposed plan:

- An Outdoor Gender Sensitisation Program at the grassroots level in a nearby village area
- Program on Women’s Health and Menstrual Hygiene
- Observation of International Women’s Day
- Add-on Course/ Workshop on Gender Identity /Gender Discrimination / Women Empowerment
- Seminar on Environment and Eco-Feminism

Suggestions:

All proposals were approved with the suggestion of organising the seminar on Environment and Eco-feminism in collaboration with the ENVS department.

Internal complaint committee:

Proposed plan:

- Awareness Program on Abuse and Harassment at Workplace/Institution
- Gender Sensitisation Program

- Psychological Counselling and Legal Counselling Program for Students and Staff on Sexual harassment, abuse and judicious use of social media
- Observation of International Women's Day

Suggestions:

All the proposals were accepted. The cell should ensure the submission of the requisite documents of the programs to IQAC

After the discussion on the academic plans of various departments and cells, Dr. Bhawna Rai was entrusted with the task of preparing the academic calendar for the session 2022-23 for uploading on the college website.

Agenda 3:

Preparation of AQAR of the session 2021-22

Resolution:

It was resolved that the AQAR for the session 2021-22 will have to be prepared and uploaded by 31.12.22.

For this purpose, the seven criteria of AQAR were distributed among various members of IQAC as follows:

Criteria I: Dr. Bablee Mandal

Criteria II: Dr. Arnab Baul and Dr. Suphal Biswas

Criteria III: Dr. Romyani Goswami

Criteria IV: Sri Biswajit Purohit

Criteria V: Sri Sujay Chakrabarti

Criteria VI: Dr. Aniruddha Palit

Criteria VII: Dr. Bhawna Rai

In addition, the Academic and Administrative Audit, Green Audit and Energy Audit must be completed.

Agenda 4:

Verification of CAS proposal of faculties (if any)

Resolution:

1. The documents of the CAS proposal of Smt. Sima Barman for promotion under CAS from Assistant Professor (Stage I) to Assistant Professor (Stage II) due on 08.10.21, were submitted for verification. The members after scrutinising the documents found the papers in conformity with the applicable Government Order for promotion and placed the proposal before the Principal for further processing in the Governing Body Meeting.
2. The documents of the CAS proposal of Dr. Aniruddha Palit for promotion under CAS from Assistant Professor (Stage III) to Associate Professor (Stage IV) which will be due on 17.09.22, were submitted for verification. The members after scrutinising the documents found the papers in conformity with the applicable Government Order for promotion and placed the proposal before the Principal for further processing in the Governing Body Meeting. Dr. Aniruddha Palit was absent from the meeting during the process of verification of his documents.

Agenda 5:

Miscellaneous

1. The coordinator informed the house that an MoU has been signed by the college with the International Institute of Geospatial Science and Technology (IIGST) the proposal of which was approved in the 33rd IQAC meeting.
2. The coordinator also informed that the MoU which was signed with Anudip Foundation for conducting career-oriented courses has been further renewed for the current session.
3. The coordinator also informed that the Governing Body, SSM has approved the proposal of

Career Power for coaching classes and will initiate the process of signing of MoU.

4. The Coordinator of the Disciplinary Committee, Dr. Arnab Baul was requested by the house to conduct an awareness program on the Code of Conduct and Professional Ethics for the employees of the institution.
5. Dr. Arnab Baul placed the proposal of organising two faculty development programs in the current session suggesting the names of Dr. Tamali Mustafi and Dr. Anirudha Palit as the program coordinators. The house approved of the suggestion.

Since there was no further agenda for discussion, the meeting ended with thanks to the chair



Chairperson
IQAC



Coordinator
IQAC

