



# 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)

ESTO.1998  
ISO9001:2015

## IQAC

(Internal Quality Assurance Cell)

### MINUTES AND RESOLUTIONS OF THE 25<sup>th</sup> IQAC MEETING, HELD ON 21.07.2020

The 25<sup>th</sup> meeting of the IQAC is held today-- 21<sup>th</sup> July 2020, at 3 PM, on the virtual platform of Google Meet, in the presence of the following members to discuss the notified agenda.

#### MEMBERS PRESENT:

- 1) Dr.P.K.Mishra (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.Santanu Das [Librarian, Admin.Staff]
- 10) Sri Biswajit Purohit [Admin.Staff]
- 11) Fr.(Prof.)Dr.George T, SDB [Principal, Salesian College, Educationist]
- 12) Sri Biswajoy Chanda [Alumni Representative]
- 13) Sri Jayanta Maulik [Industrialist /Stakeholder]
- 14) Miss Avantika Bhattacharjee [Students' Representative]
- 15) Dr.Arnab Baul [Coordinator]
- 16) Dr Arindam Karmakar [ Asst.Professor Dept. of Physics, invited by Dr Bablee Mandal]

#### AGENDA

##### AGENDA 1:

To confirm the resolutions of the 24th meeting held on 25 June 2020.

##### AGENDA 2:

Action taken report on the basis of the previous planning and resolutions.

##### AGENDA 3:

Discussion on AQAR 2018-19

**AGENDA 4:**

To discuss and finalize a plan of action for the academic year 2020-2021.

**AGENDA:5**

Discussion on Faculty Satisfaction Survey

**AGENDA 6:**

Discussion on LMS

**AGENDA 7:**

Discussion on CAS related application of Dr Bablee Mandal for promotion from Asst Professor ( Stage III) to Associate Professor.

**AGENDA 8:**

Discussion on carrying out Academic & Administrative Audit and Green Audit for the session 2019-2020

**AGENDA 9:**

Miscellaneous

At the outset, Dr Arnab Baul, Coordinator of the IQAC welcomed all the members in the meeting. He further requested Chairperson of IQAC, Principal Dr P.K.Mishra to permit him to add AGENDA 7: Discussion on CAS related application of Dr Bablee Mandal for promotion from Asst Professor ( Stage III) to Associate Professor & AGENDA 8: Discussion on carrying out Academic & Administrative Audit and Green Audit for the session 2019-2020, in the existing agenda as both these agenda were inadvertently missed out at the time of circulation of the notice of the meeting. With the Chairperson's kind permission both the agenda are included in the pre-existing list of agenda.

The Coordinator further informed the house that all the future meetings of the IQAC until the prevalence of pandemic related lockdown situation will be conducted in an online platform. The same provision may be used in future even after the return of normalcy, in case of exigencies.

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

**AGENDA 1:**

**To confirm the resolutions of the 24th meeting held on 25 June 2020.**

All the resolutions taken in the meeting held on 25<sup>th</sup> June 2020 are hereby unanimously confirmed.

**AGENDA 2:**

**Action taken report based on the previous planning and resolutions**

- Regarding the decision of uploading of the AQAR 2018-19 which is approved by the GB, it is decided that the uploading process will start soon.
- Regarding GB's approval of An amount of Rs 100000/- [one lac only] for organizing various departmental programs, the detailed plan of action will be finalized in the present meeting.
- Regarding the use of Rupees one lac for MRG scheme, the Research Committee is told to frame new policy.

**AGENDA 3:****Discussion on AQAR 2018-19**

Members responsible for uploading the AQAR 2018-19 apprised the house that the process of submission of the AQAR will begin on 1<sup>st</sup> of August 2020.

**AGENDA 4:****To discuss and finalize a plan of action for the academic year 2020-2021.**

All the members took part in the discussion to frame a plan of action for the academic year 2020-2021. After much discussion, the following plan of action is unanimously approved by the house. Henceforth, all the activities of the current year will be done following this approved program.

**IQAC: VISION STATEMENT 2020-2021**

**[Placed before the IQAC Meeting held on 21 July 2020]**

**Primary focus:**

- To introduce LMS as a special need because of the outbreak of pandemic
- To introduce the Office Automation system as per NAAC Peer Team suggestion

**Secondary Focus:**

- Active incubation centre
- Promotion of in-house research
- To increase research publication of the faculties
- Collaborative academic activities

**Regular Focus:**

- Academic & Administrative Audit
- Green Audit
- NIRF participation
- All the routine academic, cultural and other activities

**LIST OF PROPOSED ACTIVITIES [Selected]****[1] DESIGNING FACULTY IMPROVEMENT DIARY FOR TEACHERS AND OFFICE STAFF:**

- DR BABLEE MANDAL &
- DR ARINDAM KARMAKAR

**[2] FACULTY DEVELOPMENT PROGRAM: **MINIMUM 5****

TO BE ARRANGED BY

- [1]DR.ARNAB BAUL,

- [2]DR ROMYANI GOSWAMI,
- [3]DR SUPHAL BISWAS,
- [4] DR BHAVNA RAI,
- [5]DR ANIRUDDHA PALIT

### **[3] DEVELOPMENT PROGRAM FOR NON TEACHING STAFF: MINIMUM 5**

TEACHERS AND ADMINISTRATIVE STAFF WHO WILL BE RESPONSIBLE IN PLANNING AND EXECUTING: [1]DR SUPHAL BISWAS, [2]DR SANTANU DAS

- [1] ACCOUNTING SYSTEM
- [2] WORK ETHICS
- [3] USE OF OFFICE SOFTWARE
- [4] SAFETY AND HYGIENE
- [5] INSTRUMENT HANDLING AND MAINTENANCE

### **[4] ONLINE CAREER COUNSELING: MINIMUM 5**

TEACHERS WHO WILL BE RESPONSIBLE IN PLANNING AND EXECUTING:

[1] SRI SUJOY CHAKRABORTY, [2] SMT ARPITA ROY. [3] SRI ARKAPRAVA MITRA

- [1] CAREER IN MEDIA
- [2] CAREER IN BANKING SECTOR
- [3] WBCS CAREER
- [4] CHARTERED ACCOUNTANT
- [5] ENTREPRENEURIAL SKILL

### **[5] ORGANISING PSYCHOLOGICAL COUNSELING: AT LEAST 3.**

NSS WILL ARRANGE ONE. DR SUPHAL BISWAS SHOULD PLAN FOR OTHER TWO

**[6] GENDER SENSITIZATION PROGRAM:** TO BE ARRANGED BY SMT SUTAPA SAHA

**[7] ORGANISING SPECIAL LECTURE BY THE EMINENT PERSONS.** TO BE CENTRALLY PLANNED & EXECUTED BY THE IQAC. IN SPECIAL CASES DEPARTMENTS MAY PLACE PROPOSAL BEFORE THE IQAC FOR CONSIDERATION.

### **[8] LECTURE CAPTURING SYSTEM AND UPLOADING OF VIDEO:**

- DR SANTANU DAS &
- SRI PHURBA TAMANG WILL BE IN CHARGE OF PLANNING OUT AND EXECUTION

**[9] RESEARCH CELL WILL ORGANISE ONLINE WORKSHOPS FROM TIME TO TIME.** THE COORDINATOR OF THE CELL DR SUPHAL BISWAS WILL BE

RESPONSIBLE FOR THIS. AT LEAST ONE WORKSHOP PER SEMESTER MUST BE PLANNED OUT AND EXECUTED.

**[10] INCUBATION CENTRE:**

- DR ROMYANI GOSWAMI &
- DR BHAWNA RAI WILL PLAN OUT AND EXECUTE ITS OPERATION

**[11] NATIONAL OBSERVATION-DAYS & RELATED COMPETITIONS:**

- DR TUHIN KANTI RAY AND
- SMT MANOMITA SARKAR WILL PLAN AND EXECUTE ALL SUCH PROGRAMS

**GUIDELINES:**

1. LMS: Once introduced each departmental head should keep track of all the online classes they have taken.
2. Online Freshers' welcome program can be separately arranged by the departments.
3. All the regular activities like Mentor-Mentee Program, Tests etc should be taken online
4. Instead of an invited talk, faculty exchange program should be encouraged. Proper agreement to be signed up by the Principal of the two colleges.
5. Each Department should try to arrange at least one National Webinar/workshop annually.
6. Departments should continuously prepare new materials to enrich Engage portal and send it to the Coordinator, Website Committee. Any educational initiative by any teacher in YouTube or allied platform must also be conveyed to the Coordinator, Website Committee.

**GENERAL RULES:**

1. All the programs of the Departments and the college will be organized in collaboration with the IQAC
  2. A department should send the proposal of a program with a budget [if needed] to the IQAC. The IQAC will communicate to the concerned department regarding its approval and allocation of the fund if any.
  3. An honorarium of Rs 2000 will be paid to each expert of a National Webinar.
  4. An honorarium of [to be fixed] should be paid to the experts for career counselling, psychological counselling etc.
- DR SUPHAL BISWAS, AS THE CONVENER OF ESTABLISHMENT CELL, WILL LOOK AFTER THE IMPLEMENTATION OF ALL THE PLANS AND PROGRAMS.

**AGENDA:5****Discussion on Faculty Satisfaction Survey**

A faculty satisfaction survey was conducted by the IQAC during June 2020 to know the opinion of the teachers on various aspects of the college and thereby to initiate remedial action. Total of 56 teachers took part in the survey. The detailed report is placed in the meeting and various aspects of the same are discussed. It is decided that care will be taken to focus on the areas which need development and to execute the proposals put forward by the faculties. The summary of the report is given below:

**FACULTY SATISFACTION SURVEY: IQAC-SSM 2020**

A summary report of the survey conducted in June 2020. Total response: 56

**1. WHAT IS YOUR OVERALL LEVEL OF SATISFACTION OF WORKING**

- Very satisfied : 48.2 %
- satisfied : 41.1%
- neutral : 8.9 %
- dissatisfied : 1.8%
- very dissatisfied: 0%

**2. WHAT IS YOUR LEVEL OF SATISFACTION WITH EACH OF THE FOLLOWING [ scale: 1 worst, 5 best]**

- Help from the office: 12 five stars, 21 four-star, 21 three-star, 2 two-star
- Dealing with office staff: 12 five stars, 23 four-star, 18 three-star, 3 two-star
- Administrative assistance: 23 five stars, 24 four-star, 9 three-star.
- Ability to report complaint without fear of retaliation: 17, five star 22 four-star, 15 three-star, 1 two-star, 1 one star.

**3. RATE THE IMPORTANCE OF THE FOLLOWING [ scale: 1 worst, 5 best]**

- Work is valued and appreciated here: Five stars 17, Four-star 30, Three Star 8 Two Star 0, One star 1
- Receiving formal recognition for contribution: Five stars 13, Four star 29, Three Star 13, Two Star 1, One Star 0
- Receiving informal recognition for contribution: Five stars 11, Four star 31, Three Star 12, Two Star 2, One Star 0
- Being recognized by the administration: Five stars 18, Four-star 29, Three Star 8, Two Star 1, One star 0
- Collegiality in your department: Five stars 24, Four-star 29, Three Star 3, Two Star 0, One star 0

- Female faculties are treated fairly here: **Five stars 39, Four-star 13, Three Star 3, Two Star 0, One star 1.**

**4. HOW EFFECTIVE IS THE FACULTY IMPROVEMENT DIARY AS A 'BEST PRACTICE' MECHANISM**

- **30 [53.6 % ]** very effective
- **26 [46.4%]** somewhat effective

**4. SHOULD THE INSTITUTION DISCONTINUE APPRAISAL DIARY FROM THE COMING SESSION?**

- **Yes: 10.7 %**
- **No:89.3 %**

**5. ARE YOU SATISFIED WITH YOUR DEPARTMENTAL ACTIVITIES FOR THE SESSION 2019-20?**

- Satisfied in the way it functions: **31 [55.4%]**
- There is enough scope of improvement: **24 [42.9%]**
- Not satisfied: **01 [1.8%]**

**6. ANY SPECIFIC AREA WHICH NEEDS IMMEDIATE ATTENTION IN TERMS OF QUALITY INITIATIVE OF THE COLLEGE FOR THE ACADEMIC YEAR 2020-2021?**

Major suggestions: [45 response ]

- Awareness program for teachers
- Opening of BioScience department
- More ICT enabled classroom
- To take action against irregular students
- More research work needed
- Better high-speed internet
- Office automation
- Work culture in the office
- Infrastructure for the online class

**AGENDA 6:**

**Discussion on LMS**

All the members expressed the need for installing the LMS for conducting online classes. In this regard, proposals of various firms are discussed. Fr.(Prof.)Dr. George T, SDB, Principal, Salesian College, in this regard advised the house to be very watchful in selecting the firm and to opt for a specific LMS as per the need of the institution. Finally, it is unanimously decided that the college will opt for Google Classroom platform as it has received favourable reviews in from various

quarters and there is no subscription cost involved for this. Dr Bablee Mandal, Coordinator of the Website Committee is given the responsibility to do the needful in consultation with the firm which is maintaining the college website, to make the LMS functional in college.

#### **AGENDA 7:**

#### **Discussion on CAS related application of Dr Bablee Mandal for promotion from Asst Professor ( Stage III) to Associate Professor.**

The members have gone through the CAS related application submitted by Dr Bablee Mandal, for promotion from Asst Professor (Stage III) to Associate Professor, and found all the relevant papers in order. Her application is hereby unanimously approved by the house and the Coordinator is requested to forward the same to the Principal for the approval in the GB meeting and further follow up of the process.

#### **AGENDA 8:**

#### **Discussion on carrying out Academic & Administrative Audit and Green Audit for the session 2019-2020**

Like previous years the IQAC has decided to go for conducting AAA and Green Audit for the AY 2019-2020. As such the members have requested the Chairperson to take necessary steps in conducting AAA and Green Audit at the earliest.

#### **AGENDA 9:**

##### Miscellaneous

- **Short Term Program on Gender Sensitization [27 July to 1 August 2020] Conducted by UGC-HRDC, University of Hyderabad**

IQAC in its 11/7/2020 WhatsApp post for the fraternity offered ICC and Women's Cell Members to join the above Short Term Course for which the fee would have been reimbursed by the college as IQAC had planned to consider it as a Faculty Development Activity. However, it is unfortunate to note that only one member from the Women's Cell availed the course. AS per the Coordinator of the Women's Cell Sutapa Saha's observation, other members could not join as they were pursuing other courses during that time. The house felt that in future all possible care should be taken to make such program effective and the members would be asked to join only those program which will be beneficial for the institution as well as for the participant.

- **Survey of Students' opinion:**

The institution is continuing with on-line classes and supply of e-resources to the students since the beginning of the lockdown period. In this regard principal, Dr P.K.Mishra proposed that Miss Avantika Bhattacharjee, Students' Representative to the IQAC be given the responsibility to initiate a survey to know the opinion and suggestion of the students regarding conducting of online classes and their experience and difficulty in



attending the same. She is asked to submit the report within a week to the coordinator of the IQAC.

○ **Research and Incubation Centre:**

Mr Jayanta Maulik, president of the GB has expressed his displeasure regarding the research culture of the college. He has reminded the house that in the last GB meeting the matter was discussed and the coordinator of the IQAC was asked to do the needful. The problem areas are discussed in details and the Coordinator of the Research Cell Dr Suphal Biswas and Dr Romyani Goswami, in charge of Incubation Centre is asked to take immediate steps towards developing the scenario.

○ **Co-opted Members:**

Following teachers are unanimously co-opted, after having their consent, by a few of the existing teacher members of the IQAC to help them in carrying out various assignments, for the current tenure of the IQAC.

- Dr Bablee Mandal coopted Dr Arindam Karmakar
- Dr Romyani Goswami coopted Dr Bhawna Rai
- Dr Aniruddha Palit coopted Dr Tuhin Kanti Roy
- Sutapa Saha coopted Sanchita Das of English & Puja Mahajan

As there remained no more issue for discussion, the meeting ended with thanks to the chair.

  
**Chairperson**

  
**Coordinator**

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