

# 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)



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### MINUTES AND RESOLUTIONS OF THE 27<sup>th</sup> IQAC MEETING, HELD ON 23.03.2021

The 27<sup>th</sup> meeting of the IQAC is held today: 23<sup>rd</sup> March 2021, at 4.00 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) Dr Bablee Mandal [Teacher Member]
- 4) Dr.Romyani Goswami [Teacher Member]
- 5) Dr.Suphal Biswas [ Teacher Member]
- 6) Dr.Aniruddha Palit [Teacher Member]
- 7) Sri Sujay Chakraborty [TCS]
- 8) Dr.Santanu Das [Librarian, Admin.Staff]
- 9) Sri Biswajit Purohit [Admin.Staff]
- 10) Sri Biswajoy Chanda [Alumni Representative]
- 11) Miss Avantika Bhattacharjee [Students' Representative]
- 12) Dr.Arnab Baul [Coordinator]

#### AGENDA

- 1: To confirm the resolutions of the 26th meeting held on 09/11/2020 AGENDA
- 2: Discussion on the Action Taken Report of the previous meeting. AGENDA
- 3: Review of Plan of action chalked out by IQAC for the session 2020-2021
4. Report on online academic and administrative activities conducted so far.
5. Miscellaneous

#### MINUTES & RESOLUTIONS

##### AGENDA 1:

**To confirm the resolutions of the 26th meeting held on 09/11/2020**

##### RESOLUTIONS:

All the resolutions taken in the meeting held on 09/11/2020 are hereby unanimously confirmed.

##### AGENDA 2:

**Discussion on the Action Taken Report of the previous meeting.**

##### RESOLUTIONS:

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

- ❖ CAS proposal of Dr Aniruddha Palit which was approved in this IQAC meeting will be placed in the GB meeting on 26/03/21
- ❖ AQAR 2019-20 will be placed in the GB meeting on 26/03/2021 for final approval before submitting to NAAC. This will be submitted to NAAC in April 2021.
- ❖ Academic and Administrative Audit 2019-20 whose draft was submitted earlier to the Principal by the University experts, was finally handed over to the college authority on 21.12.2020.
- ❖ In pursuance of excellence in the academic field faculty exchange program continued in full swing
- ❖ ICSSR sponsored webinars were organized by the department of English (National Webinar) and the Department of Political Science (International Webinar).

### **AGENDA 3:**

#### **Review of Plan of Action chalked out by IQAC for the session 2020-2021**

#### **RESOLUTIONS:**

The IQAC had earlier prepared a vision statement for the academic year 2020-2021. However, Corona pandemic and related extension of the academic year 2019-2020 has made it necessary to review the vision from the present context as the IQAC has already executed some of the suggestions put forward in the Vision 2020-2021 statement because of the extension of the previous academic year by more than 6 months. Members thus have reviewed the visions and finalized the following to be implemented during the academic year 2020-2021.

#### **Modified 2020-Plan:2021:**

- Academic & Administrative Audit
- Green Audit
- NIRF participation
- To carry out all the routine academic, cultural and other activities online till the college reopens. And after reopening academic and other activities will continue in online mode in addition to physical classes.
- To conduct Faculty Development Programs for faculties and Office associates and Laboratory Staff. For Office Associates, the suggested topics are: [1] Accounting System, [2] Work Ethics, [3] Use Of Office Software, [4] Safety And Hygiene, [5] Instrument Handling And Maintenance
- Organizing Gender Sensitization Program
- Developing online e-learning portal Engage with added features
- Opening up of carrier oriented courses in collaboration with external agencies
- Providing interactive board in all the rooms of the upcoming arts building, also adding the number of Smart Classes
- Mandatory organization of student-centric seminar/webinars
- Organising National and International Webinars
- Making Psychological counselling a regular feature
- Promotion of research activities and publication of books by the Research Cell
- To aim for complete office automation and preparation of tailor-made software for this
- Converting Faculty Appraisal Diary into Online Appraisal Diary and developing a dedicated App for this.

**AGENDA 7:**

**Report on online and offline academic and administrative activities conducted so far.**

**RESOLUTIONS:**

The coordinator apprised the house regarding activities carried out by various departments and administrative wings since the beginning of the new academic session. It is a matter of great satisfaction that even during the challenging period of the Covid pandemic the SSM fraternity could walk extra miles in materializing their mission and vision. Some of the activities carried out since November 2020 are as follows:

- Regular online classes in full swing
- ICSSR sponsored International Webinar on “Culture of Fear in World Politics: Origin and Ramifications: from 23 to 24 February 2021. Department of Political science
- ICSSR sponsored a National webinar on “Society, Disaster and Resilience: Lessons from Literature’: On 8<sup>th</sup> February 2021, organized by the Department of English.
- Training of Office Staff on ‘Office Software management’.
- Teacher exchange program with Plessey College

**AGENDA 8:**

**Miscellaneous**

**RESOLUTIONS:**

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

  
**Chairperson**

  
**Coordinator**

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