

# 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)



ESTO.1998  
ISO9001:2015

## IQAC

(Internal Quality Assurance Cell)

### Minutes & Resolutions of the 31<sup>st</sup> IQAC MEETING held on 29/11/2021

The 31<sup>st</sup> meeting of the IQAC was held on 29/11/2021, at 11.30 am, in the IQAC room, to transact on the notified agenda in presence of the following members:

#### MEMBERS PRESENT:

1. Dr. Pranab Kumar Mishra, Principal, Chairperson
2. Dr. Bablee Mandal, Asst. Professor, Dept. of Chemistry [Teacher Member]
3. Dr. Romyani Goswami, Asst. Professor, Dept. of Physics [Teacher Member]
4. Dr. Aniruddha Palit, Asst. Professor, Department of Mathematics [Teacher Member]
5. Dr. Bhawna Rai, Asst. Professor, Dept. of History [Teacher Member]
6. Sujoy Charraborty, Secretary, Teachers' Council [Ex-officio Member]
7. Dr. Santanu Das, Librarian [Admn. Staff Member]
8. Sri Biswajit Purohit, (HC) [Admn. Staff, Member]
9. Prof. (Dr) Debabrata Mitra, Professor, Dept of Commerce, UNB [Member, Local Society]
10. Mr. Souvik Saha – 4th Sem. Chem-H [Students' Representative]
11. Sri Biswajaya Chanda, Secretary, Alumni Assn. [Alumni Representative]
12. Dr. Arnab Baul, Assoc. Professor, Dept. of English, [Coordinator]

#### AGENDA

##### Agenda: 1

Confirmation of the resolution of the last meeting held on 23<sup>rd</sup> September 2021

##### Agenda: 2

Discussion and approval of AAA, 2020-21

##### Agenda: 3

Discussion and approval of Green Audit, Energy Audit, Environmental Audit 2020-21

##### Agenda: 4

Review and approval of the draft AQAR for the academic year 2020-2021

##### Agenda: 5

Application for verification of CAS documents of:

- Dr Bhawna Rai Asst. Professor of History, from stage I to Assistant Professor stage II.
- Dr. Tamali Mustafi, Asst. Prof. Department of History, for her promotion from Assistant Professor stage III to Associate Professor;
- Reema Doma Sherpa, Asst. Prof. Faculty of Commerce, for her promotion from Asst. Professor Stage III to Associate Professor ;

##### Agenda: 6

Review of the quality matrix of various departments and discussions on the proposed activities of

the departments and committees for the year 2021-2022

**Agenda: 7**

Review of IQAC's activities for the last academic year and framing of activities for the academic year 2021-2022

**Agenda: 8**

Miscellaneous

## **MINUTES & RESOLUTIONS**

At the outset, the Coordinator welcomed all the members in the first physical meeting after the reopening of the college after the Covid pandemic. All the members thereafter took part in the agenda wise discussion and the following resolutions were taken.

**Agenda: 1**

Confirmation of the resolution of the last meeting held on 15<sup>th</sup> September 2021

**RESOLUTIONS:**

All the resolutions taken in the meeting held on 15/09/2021 are hereby unanimously confirmed.

**Agenda: 2**

Discussion and approval of AAA, 2020-21

**RESOLUTIONS:**

The AAA 2020-2021 report was unanimously passed after the discussion on its various aspects and recommendations.

**Agenda: 3**

Discussion and approval of Green Audit, Energy Audit, Environmental Audit 2020-21

**RESOLUTIONS**

The Green audit of 2020-21, prepared by the Environmental Safety Health Audit Agency (ESHAA), was placed by the coordinator and after subsequent discussion, the same is unanimously approved in the meeting.

**Agenda: 4**

Review and approval of the draft AQAR for the academic year 2020-2021

**RESOLUTIONS**

The coordinator placed before the house the AQAR for the year 2020-21 prepared by the AQAR Sub-Committee. All the members went through the audio-visual presentation on the AQAR and put forward their suggestions according to which changes are made to the draft. After discussion the AQAR 2020-21 is unanimously approved by the house, which will be placed in the GB meeting on the 3<sup>rd</sup> December 2021 for approval and subsequent uploading to the NAAC portal.

**Agenda: 5**

Application for verification of CAS documents of:

- Dr Bhawna Rai Asst. Professor of History, from stage I to Assistant Professor stage II.
- Dr. Tamali Mustafi, Asst.Prof. Department of History, for her promotion from Assistant Professor stage III to Associate Professor;
- Reema Doma Sherpa, Asst. Prof. Faculty of Commerce, for her promotion from Asst.Professor Stage III to Associate Professor

**RESOLUTIONS:**

Members of the committee went through the CAS applications of the three faculties and had unanimously arrived at the following conclusions:

- The CAS application of Dr Bhawna Rai, Assistant Professor of History, was unanimously deferred because of inadequate production of relevant supportive documents and it was further resolved that her matter would be taken up in the next meeting as per the CAS rules.
- The CAS application of Dr Tamali Mustafi, Assistant Professor of History for her promotion from Assistant Professor stage III to Associate Professor was unanimously approved for further processing as all the requisite documents of her application were found in order.
- Regarding the CAS application of Reema Doma Sherpa, Assistant Professor of Commerce for her promotion from Assistant Professor stage III to Associate Professor, the IQAC had unanimously resolved not to recommend her promotion from Asst. Professor Stage III to Associate Professor due to the non-fulfilment of minimum qualifying marks in category III. The application was thus unanimously rejected.

### **Agenda: 6**

Review of the quality matrix of various departments and discussions on the proposed activities of the departments and committees for the year 2021-2022

### **RESOLUTIONS**

The house reviewed the activity proposals of various departments and with necessary modifications, the following proposed programs are accepted for the academic year 2021-22

#### **Department of Chemistry**

- Workshop on “Preparation of Powerpoint Presentation” for students of all semesters in December 2021
- A seminar on “Recent Advances in the Chemistry” comprising of invited lectures by eminent resource persons as well as presentations by our students in January 2022
- To emphasise experiential learning an “Industrial visit” for students to a nearby industry would be organised in March 2022.
- An exhibition 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 2022.

#### **Department of Economics**

##### **1. Faculty Exchange Programme - ( Tentative period – December-January '22) Mode - Offline.**

- a) Topic - Basic Computer Application - SEC paper for 3rd Semester Honours and Programme Course. Resource Person - Sattyaki Sarkar, Faculty, Computer Science Department. 2-3 classes.
- b) Topic - Characteristics of Perfectly and Imperfectly Competitive Market, concepts of Break-even point and Shutdown point with examples. - 3rd Semester Honours and General. Resource Person - Prof. Sujoy Chakraborty, Department of Commerce. 1class.
- c) Topic - Indian Tax Structure - For 6th Semester Honours. Resource Person - Prof. Sujoy Chakraborty, Department of Commerce. One class.

##### **2. Students Centric Seminar - 2 Seminar.**

Tentative date - 7th January' 22 and 18th March 22.

##### **3. Value Added Course - Offline**

Topic - Financial Management and Planning.

30hrs, Certificate Course. For any discipline, preferably 3rd and 5th Semester.

Tentative Period - 20th December'21 to 20th January' 22.

Resource Person - All faculties of the Department of Economics.

- Field survey for 6th Semester Honours students - 4th March '22
- Student Centric Group Presentation regarding the outcome of the survey - 7th March'22.
- Topic-based Small Group Discussion - For all honours students. 3rd week of April.'22.
- One State Level Seminar on Virtual mode - June'22 /July'22.
- One National Seminar on Virtual mode - September'22 / October'22.

### Department of Geography

Proposed Event	Tentative Date
1. Publication of Wall Magazine	1 <sup>st</sup> week of January 2021
2. Workshop on Geographical Information System (GIS) (Online/Offline)	2 <sup>nd</sup> week of January 2021
3. Nature Study	4 <sup>th</sup> week of January 2021
4. Departmental Greenery Activity	Throughout the year
5. Invited lecture (online/ offline)	March- April, 2021
6. Student's seminar	1 <sup>st</sup> week of February 2021
7. Excursion	April- May 2021 (as per the requirement of the syllabus)
8. Value-added course on GIS	After odd semester examination

### Department of Commerce

Sl. No	Activities	Proposed titled
1.	Webinar/ Seminar National/International/ State/ Local	i) Profession of Management as a viable career option ii) Customer perception towards Digital Marketing iii) Start-Up culture and what you can learn from Entrepreneur
2.	Faculty Exchange programme	i) Kurseong College ii) St. Joseph College iii) Kalipada Ghosh Tarai Mahavidyalaya
3.	Certification program in Banking Finance and Insurance	Training Partner of Bajaj Finserv Online for 40 days, targeted participants B.com 5 semester
4.	Workshop	On tourism by CSDT
5.	Students seminar/ webinar	For both Honours & Programme course The topic will be decided by faculty assigned

### Department of Environmental Studies

Sl.	Program	Tentative Date	Speaker	Topic
1	Webinar	10 <sup>th</sup> To 20 <sup>th</sup> January 2022	Dr. Apurba Ratan Ghosh. (BU.) Dr.Moharana(Assam)	Covid- 19 & Climate Change
2	Invited Talk	16 <sup>th</sup> December 2021	Miss. Sumitra	Carbon Sequestration

3.	Program[to be finalized]	5 <sup>th</sup> June	To be finalised	World Environment Day
4.	Value Added Course	March To June 2021	SSM faculties/others	Not finalised

### Department of English

- International Webinar on Satyajit Ray - January 10<sup>th</sup> 2022
- One Value-added Course
- One Workshop for Language Lab
- Student-centric Seminar and Group Discussion
- Publication of Wall Magazine
- Two Invited Lectures
- One Seminar/ Webinar/Workshop of Departmental Book Club
- **The exact date and time will be fixed later on.**

### Department of History

- Wall Magazine 'Sakabda' in December 2021;
- Museum and Archive visit in January 2022;
- To hold a National Seminar in 2022,
- Student's centric Seminar,
- Invited lectures for students
- Poster Exhibition cum competition.

### Department of Mathematics

- Student Centric Seminar for 3rd Sem Hons (2nd week of January)
- Invited Lecture (3rd week of February/ March)
- Value-added Course on Advanced Mathematics (March-April)
- Two Day Workshop for the Students on Mathematical Web Tools ( 1 st Week of January)
- Faculty Exchange Program (January)

### Department of Bengali

- Faculty exchange programme in December, 2021
- Seminar on *Vivekananda O Tar Jeevan Bani* January 2022 , Departmental Level.
- Invited talk on 21st February 2020.
- Essay writing, Debate on Rabindra Jayanti .
- Add-on Course

### Department of Education

- Wall Magazine (middle of January).
- Value Added Course (March)
- Student Centric Seminar (April)

### Life Skill and Well Being Committee [Babita Prasad, Convener]

- To start self-defense training for girl students of our college, in collaboration with Alumni Association in February 2022.
- To organize well-being programs by inviting counsellors, psychiatrists, therapists and other experts.

### **Women's Cell [Sutapa Saha Convener]**

- Add-on course on Gender Perspective Awareness To be organised by Women's Cell and ICC, SSM/Tentative time - 2nd/ 3rd week of January 2022/Duration- 30 Hours certificate course /Lectures to be delivered by regular faculty members of the College
- Observation of International Women's Day with invited speakers active and prominent in their respective domains.
- To organise a Survey among students to gather information on gender discrimination, sexuality, social awareness, protection of the law in society, social responsibilities etc.

### **Cultural Committee [Manomita Sarkar, Convener]**

Proposal for the tentative programme for the year 2021-22.

- 12th January - Birth Anniversary of Swami Vivekananda and Death Anniversary of Master Da Surya Sen.
- 23rd January - Birth anniversary of Netaji Subhas Chandra Bose.
- 26th January - Republic Day of India.
- 21st February - International Mother language Day.
- 22nd March - Birth Anniversary of Master Da Surya Sen.
- 9th May - Rabindra Jayanti or Birth Anniversary of Rabindranath Tagore.
- 15th August - Indian Independence Day.
- 15th September - Foundation Day of Surya Sen Mahavidyalaya (along with College).

Apart from this, we want to organise a workshop for Recitation and Short Drama.

Proposal for Academic session 2021-2022 from Eco-club .

### **Eco-Club Proposal [Ranjit K. Barman, Convener]**

- Tree plantation Programme 1<sup>st</sup> week of June 2022
- Essay Writing, Debate competition occasion on 5<sup>th</sup> June International Environment 2022 .
- Tree Survey programme around college area; January 2022.

### **Alumni Association [ Biswajoy Chanda, Secretary]**

- A blood donation camp will be organized in the middle of December 2021
- A medical camp will be held in the first week of January 2022
- Self Defence Course will be arranged for female students in collaboration with Life Skill and Well Being Committee.
- On the occasion of Thalassemia Day, an awareness program will be organized on the 8<sup>th</sup> of May 2022.
- To provide financial assistance to the Central Library for purchasing books
- Financial assistance to the poor and needy students

### **Agenda: 7**

Review of IQAC's activities for the last academic year and framing of activities for the academic year 2021-2022

### **RESOLUTIONS**

Since the college was closed for students last year due to a pandemic the IQAC had to chalk out new strategies to carry out its activities throughout the year. The institution relied on innovative online activities focused on the overall development of all the quality parameters. Some of the achievements of the IQAC during the last year are listed below.



IQAC has taken several initiatives throughout the year as mentioned below:

▪ **SKILL DEVELOPMENT INITIATIVES**

As a part of in-house capacity building measure IQAC decided to provide an opportunity to the Students, Teaching Staff and NTS to undergo a 'Comprehensive e-Learning to e-Training guide for Administrative Work', organised by Next-Gen, Siliguri, and other Institutions and reimbursed the course fee of the successful participants by the college.

• **INITIATION OF ACADEMIC EXCHANGE PROGRAMME:**

As an Academic Development initiative, the IQAC had suggested a Proposal for the Signing of MOU with Pallsey College, Pallsey, Nadia under Kalyani University for various Academic and Research exchanges and Collaborations. Accordingly, MOU is signed between Principals of both the colleges for this purpose and due to the pandemic Situation, only 4 Faculty Exchange Programs were completed in the department of Bengali, Education and English.

▪ **WEBINARS ON PRESSING ISSUES DURING PANDEMIC:**

IQAC also arranged for organizing various webinars during the lockdown period in collaboration with various departments and external agencies like ICSSR-ERC on issues ranging from digital education, the mental health of the students to women empowerment and creative writing. Some of the examples of such webinars are listed below:

1. **NATIONAL WEBINAR BY ENGLISH DEPARTMENT (ICSSR-ERC):** Department of English, in collaboration with ICSSR-ERC, organized a National Level webinar on the topic 'Society, Disaster & Resilience: Lessons from Literature on 8<sup>th</sup> February 2021.
2. **INTER-NATIONAL WEBINAR DEPT. OF POLITICAL SCIENCE (ICSSR-ERC):** A two-day International webinar by the Dept. of Political Science with financial Assistance from ICSSR-ERC on the topic 'Culture of Fear in World Politics: Origin and Ramifications was held on 23-24, February 2021.
3. **PROGRAMMES CONDUCTED BY GEOGRAPHY DEPARTMENT WITH ISRO:** Department of Geography, in collaboration with the ISRO, in its outreach programs, has conducted different skill development courses for the students and the faculties.
4. **PROGRAMMES CONDUCTED BY NSS:** NSS Units of the college have conducted different developmental, awareness and social outreach programmes throughout the year.
5. **COUNSELING FOR MENTAL HEALTH:** Mental health of the students is a serious issue for the students, few departments like the Department of English, Faculty of Commerce and Department of History have arranged Special Counseling sessions for students to address the issue of depression, fatigue, boredom which proved to be immensely helpful for them to cope up with the unusual predicament of the pandemic.
6. **FDP/ADD ON PROGRAMS:** 6 FDPs conducted by the IQAC for faculties and office staff
7. **FACULTY INDUCTION PROGRAM:** On 19<sup>th</sup> August IQAC conducted Faculty Induction Program on Online Teaching Methodology.
8. **E-AWARENESS FOR STUDENTS:** A special online youtube program on 'How to upload Answerscript' was organized in the second week of August 2021 to help students acclimatize with the online exam system which drew more than 12000 viewers.
9. **INTERNATIONAL WEBINAR BY THE DEPARTMENT OF PHYSICS:** On 14<sup>th</sup> July Department of Physics in collaboration with the IQAC organized an International Webinar on current topics in

emerging magnetic matters, where scholars from reputed institutes delivered a lecture on the topic and took part in the question-answer session.

10. **HEALTH AWARENESS PROGRAM:** On 4th July the IQAC also organized a health awareness program- 'Be heart healthy', to make students and faculty aware of the hazards of heart diseases.
11. **INDEPENDENCE DAY PROGRAM:** The 75th Independence day was celebrated with much pomp and gaiety where various competitions were held online among students
12. **BOOK PUBLICATION:** During this Pandemic Situation, the institution has Published TWO Edited volumes of Books, entitled "Crises & Creativity: Contemporary Insights From The Field of Social and Basic Sciences" and "India and The Pandemic: The Trajectories of Covid -19 & It's Corollaries".
13. **PROFESSIONAL TRAINING FOR THE FACULTIES:** Faculties were engaged themselves for various academic development activities like publications in Journals, Attending and Presenting Papers in different Regional, National and International Webinars. The department wise details are given Below:

DEPARTMENT	JOURNAL/ PUBLICATION	BOOK/ CHAPTER	WEBINAR/SEMINAR / Conference / Workshop		SKILL DEVELOPMENT PROGRAM			SPECIAL COUNSELING
			PRESENTED	ATTENDED	Orientat ion Course	Refres her Course	Short Term Courses / Others	
BENGALI		5	4	3		1	6	
CHEMISTRY	1	0	0	27	0	0	10	
COMMERCE	1						12	
COMPUTER SCIENCE							2	
ECONOMICS			2	5			2	
EDUCATION		1					2	
ENGLISH	0	3	4	18	1	0	10	
GEOGRAPHY		2	1	10			9	
HISTORY	2		2	30			3	4
POLITICAL SCIENCE	2	2	4	2	1		2	
SOCIOLOGY							3	
PHYSICS	3	4	3	25	0	2	5	0
MATHS			1			2	6	
EVS				4			2	

During this Pandemic Situation, the institution has Published TWO Edited volumes of Books, entitled "Crises & Creativity: Contemporary Insights From The Field of Social and Basic Sciences" and " India and The Pandemic: The Trajectories of Covid -19 & It's Corollaries".

### FOCUS FOR THE ACADEMIC YEAR 2021-2022

Since on-campus cases have resumed, the IQAC in its meeting has framed a list of program for the current academic year which started from 1<sup>st</sup> October. The following proposed activities will be in focus for the current year:

- To increase research activities & publications of the faculties
- Publication of edited volume by the institution



- Conducting Add-on courses by all the departments.
- Teacher Exchange program with partner institution and also intra-departmental exchange
- Conducting Skill Development program
- Conducting International/National/Student-centric Seminars
- Invited Lectures by the eminent scholars
- Gender sensitization program
- Seminar on Intellectual Property Right
- Sending seminar/research proposals under the scheme 'Azadi ki Amrit Mahotsav'.
- Office automation

IQAC's focus during the year will be to conduct all the program on the campus with physical presence of teachers and students if the situation permits

**Agenda: 8**

Miscellaneous

**RESOLUTIONS:**

As there was no agenda for discussion, the meeting ended with thanks to the chair.

**Dr P.K.Mishra**  
Chairperson



**Dr A.Baul**  
Coordinator

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