

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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ISO9001:2015

Minutes and resolutions of the 35th IQAC Meeting held on 01.12.2022

The 35th meeting of the IQAC is held today, on 01.12.2022, at 2pm, in the IQAC room to discuss the notified agenda.

Agenda:

1. Confirmation of the resolutions of the previous meeting
2. Approval of draft AQAR of the session 2021-22
3. Verification of CAS proposal of faculties (if any)
4. Discussion and approval of the Academic and Administrative Audit
5. Discussion and approval of the Green Audit / Energy Audit
6. Miscellaneous

Members Present:

1. Dr. Pranab Kumar Mishra, Principal, Chairperson
2. Dr. Arnab Baul, Associate Professor, Dept of English
3. Dr. Romyani Goswami, Associate Professor, Dept of Physics
4. Dr. Suphal Biswas, Associate Professor, Dept of Bengali
5. Sri Sujay Chakrabarti, Assistant Professor, Dept of Commerce
6. Dr. Aniruddha Palit, Assistant Professor, Dept of Mathematics
7. Dr. Bhawna Rai, Assistant Professor, Dept of History
8. Sri Biswajit Purohit, Head Clerk
9. Prof. (Dr.) Debabrata Mitra, Professor, Dept of Commerce, UNB
10. Sri Biswajay Chanda, Alumni Assn representative
11. Dr. Bablee Mandal, Coordinator

MINUTES

At the outset, the Coordinator of the IQAC, Dr. Bablee Mandal, welcomed all the members in the meeting. All the members present thereafter took part in the discussion concerning the various notified agenda and the following resolutions were taken.

Agenda

Agenda 1:

Confirmation of the resolutions of the previous meeting

Resolution:

All the resolutions adopted in the 34th meeting held on 06.08.22 were unanimously confirmed.

Agenda 2:

Approval of draft AQAR of the session 2021-22

Resolution:

Resolved that the IQAC unanimously accepted the draft AQAR with minor modifications and forwarded to the Governing Body for necessary action.

Agenda 3:

Verification of CAS proposal of faculties (if any)

Resolution:

The documents of the CAS proposal of Dr. Tuhin Kanti Ray for promotion under CAS from Assistant Professor (Stage I) to Assistant Professor (Stage II) due on 06.06.21, were submitted for verification. The Coordinator informed the house that as Dr. Ray was transferred to Vidyasagar College, the tenure of his service in Surya Sen Mahavidyalaya was from 06.06.2017 to 26.02.21 and the documents submitted for verification pertains to the same period. The members after scrutinizing the documents found the papers in conformity with the applicable Government Order for promotion and placed the proposal before the Principal for further processing.

Agenda 4:

Discussion and Approval of the Academic and Administrative Audit

Resolution:

The Academic and Administrative Audit report of 2021-22 was unanimously approved after discussion of its various aspects and recommendations and forwarded to the Governing Body for necessary action.

Agenda 5:

Discussion and Approval of the Green Audit / Energy Audit

Resolution:

The Green / Energy Audit report for the session 2021-22 conducted by the Environmental Health and Safety Audit Agency (ESHAA) was placed by the Coordinator and was unanimously approved after discussion and forwarded to the Governing Body for necessary action.

Agenda 6:

Miscellaneous

Resolution:

1. Feedback received from the various stakeholders of the institution namely Students, Teachers, Alumni and Management for the session 2021-22 was placed by the Coordinator in the meeting for analysis. The members present analyzed the feedback obtained from the various stakeholders, based on which the following suggestions are forwarded to the Principal for further action:

Suggestions based on Students' Feedback

- As the college class hours extend from 9 am to 5 pm, both the boys' and girls' common room toilets should be cleaned two to three times a day for maintaining proper hygiene.
- The number of chairs / benches in both the boys' and girls' common room should be increased.
- The quality of canteen food should be improved.
- Water filter facility should be installed in the new arts faculty building
- The number of Hindi books in library should be increased
- The present library time of lending books should be increased from 2 to 3 pm.
- There are gross complaints regarding the attitude and behavior of both the office as well library staff which requires management intervention.

- A section of teachers use Bengali as the only medium of instruction during class, which creates difficulty for the non-bengali students. Bilingual (English and Bengali) mode of instruction should be made mandatory for the teachers.
- The leave or non-availability of a teacher due to any official work should be informed to the students via notice well-in-advance as many students come from far-off places.
- Complaints are there regarding note-based teaching without explanation. Innovative teaching practices should be inculcated by teachers to make the learning experience enjoyable and effective. At the same time a student's regularity in the class must be ensured by the authority. A digital attendance recording mechanism may be introduced for the students.

Suggestions based on Teachers' Feedback

- Steps should be taken for availability of past examination questions on the website. In this connection, the members of IQAC mentioned the difficulties in accessing the library portal online. Steps should be taken to resolve it.
- Statistics should be introduced as a new subject
- The student-teacher ratio should be improved
- The students' attendance should be digitised as a mechanism for checking attendance.
- Library should be open upto 4.30 pm and the reading habit of the students should be supported and encouraged by the library staff.
- Course-wise books according to new the CBCS curriculum are still inefficient. Their number and availability should be increased.
- Steps should be taken to introduce Certificate courses in BDPT, Bengali typing and News-writing.
- Development of elementary lab-based infrastructure conducive to science faculty research can be considered.

Suggestions based on Alumni Feedback

- The passed-out students coming to collect past marksheets / certificate face problem at the college gate for not being in uniform, despite their production of college ID card. Steps should be taken to instruct the guard accordingly.
- Even the alumni complain of the behaviour of office staff which should be improved.
- Crowd management during result distribution is an issue which needs to be taken care of.
- According to some suggestions, the college authority might consider the introduction of graduation ceremony for the students
- There is a suggestion of a Bio-science subject from the alumni which the college authority can consider.
- A few passed-out students sincerely feel the lack of a Physical Chemistry specialized teacher, which the management can consider if there is any scope.
- Some alumni members have pointed out the need of a washroom in the commerce block, which has already been taken care of by the management and the construction is nearly complete.

Suggestions based on Management Feedback

- For improving the extra-curricular aspect of the students, an add-on course on performing arts was suggested. The cultural committee has already organized a workshop in collaboration with IQAC to that effect.
 - More computers should be introduced in the existing Lab; alternatively a spacious central computer laboratory can be thought of where some basic training courses can be conducted for students.
 - Regular assessment of students based on class tests, viva, assignment etc has been suggested in the feedback. All these mechanisms of internal assessment are regularly carried out by the teachers of different departments and in addition seminar presentation, poster presentation, wall magazine publication are a part of the regular activity of our students which are also used as a mechanism of continuous evaluation.
 - There are suggestions to improve the research activities of the teachers. The R & D cell regularly encourages the teachers to write research projects, applying for Seminar funds from national agencies, publishing articles / book chapters etc. The cell has already introduced “Rostra” – a platform for in-house faculty deliberation and discussion on current research topics.
2. The coordinator, IQAC informed the house that a 30 hour Faculty Development Program on “Publication and Professional Development” was successfully organized from 15.06.2022 to 21.06.2022 by Dr. Bhawna Rai as the Convenor, according to a proposal in the 33rd IQAC Meeting.
 3. The Coordinator also informed that another 30 hour Faculty Development Program on “Teaching and Learning in Higher Education: Challenges And Opportunities” has been initiated from 29.11.2022 and will continue up to 03.12.22. The program is being coordinated by Dr. Tamali Mustafi as proposed in the 34th IQAC meeting.
 4. The coordinator further informed that an awareness program “on Achieving Moral Excellence” was organized by the Coordinator of Disciplinary Committee, Dr. Arnab Baul as proposed in the 34th Meeting
 5. It was further resolved that an Action Taken Report for the session 2021-22 be prepared by the Coordinator, IQAC for uploading on the Institution’s Website.

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



Chairperson
IQAC



Coordinator
IQAC