

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)



ESTD. 1998

ISO9001:2015

Minutes and resolutions of the 39th IQAC Meeting held on 30.11.2023

The 39th meeting of the IQAC is held today: 30.11.2023 at 12 noon in the IQAC room in the presence of the following members to discuss the notified agenda.

Agenda:

1. Confirmation of the resolutions of the previous meeting held on 26.08.2023
2. Green Audit and Academic and Administrative Audit of 2022-23
3. Feedback Analysis
4. Progress of SSR Preparation for cycle 2
5. Verification of CAS proposals of faculties (if any)
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. Dr. Aniruddha Palit, Associate Professor, Dept of Mathematics
6. Sri Sujay Chakrabarti, Assistant Professor, Dept of Commerce
7. Dr. Bhawna Rai, Assistant Professor, Dept of History
8. Dr. Ananya Guha Roy, G.B. Representative
9. Sri Biswajit Purohit, Head Clerk
10. Prof. (Dr.) Ranjita Chakraborty, Professor, Dept of Political Science and Director, IQAC, NBU
11. Sri Biswajay Chanda, Alumni Assn representative
12. Dr. Bablee Mandal, Associate Professor, Dept of Chemistry and Coordinator

MINUTES

At the outset, the Coordinator of the IQAC, welcomed all the members to the meeting. She then introduced Prof. (Dr.) Ranjita Chakraborty, Professor, Dept of Political Science and Director, IQAC, NBU to all the other members present. The members thereafter took part in the discussion concerning the various notified agenda and the following resolutions were taken.

Agenda 1:

Confirmation of the resolutions of the previous meeting held on 26.08.2023

Resolution:

All the resolutions adopted in the 38th meeting held on 26.08.2023 were unanimously confirmed.

Agenda 2:

Green Audit and Academic and Administrative Audit of 2022-23

Resolution:

The drafts of the Green and Energy Audit and Academic and Administrative Audit for the session 2022-23 were placed on the table for discussion. The members present approved both the reports. Prof. (Dr.) Ranjita Chakraborty suggested that in addition to the above audits the College can initiate the gender audit too. All the members approved of the suggestion and it was resolved that Women's Cell Coordinator can be given the responsibility for carrying out this audit and asked the Coordinator, IQAC to convey the decision.

Agenda 3:

Feedback Analysis

Resolution:

Feedback received from the various stakeholders of the institution namely Students, Teachers, Alumni and Management for the session 2022-23 were 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

- More syllabus oriented books in the library especially for Commerce - The Principal as well as Sri S.Chakraborty informed the house that the college library has already initiated phase wise purchase of books based on the revised syllabus.
- Ensuring water availability, cleanliness and hygiene for the toilets - The Principal informed that at present the toilets are regularly cleaned twice a day. The members present suggested cleaning the toilets at least thrice a day during the admission and examination period.
- Improving food quality of the canteen - The Principal informed that the Canteen Vendor has been replaced and specific instructions regarding the maintenance of food quality and hygiene as been given to the vendor
- Regular interactive sessions with the Principal - The Principal acquiesced to the suggestion and informed the house that he would renew regular his interactive sessions with the students
- Yoga classes, Basketball court, One foreign language class for every stream - The house requested the Principal to place the suggestion in the GB
- More courses like the language lab course - Dr. Baul informed the house that the Dept of English has contemplated starting a course on grooming where the students' communication skills, interview appearances etc. will be taken up. The members approved and requested the Principal to place the idea in GB to decide on the course fee, infrastructural facility etc.
- Improvement in the interaction of the office staff over the counter with the students - The members requested Sri Purohit to look into the matter and requested the Principal to place the matter before GB as it is a repeated suggestion every year from both students and alumni.
- Improvement in the quality of the uniform material - The house requested the Principal to place the suggestion in the GB
- Notification of class suspension / postponement well ahead of the scheduled class time - The members requested the Coordinator to issue instructions regarding the matter to the HoDs / DiCs of all the departments.
- Development of communication skill of some teachers - The coordinator informed the house that the TC has already been apprised of the matter with instruction of improvement.

Suggestions based on Teachers' Feedback

- New substantive posts need to be created and a small Museum room can be organised - The members requested the Principal to place the matter in GB

- The college authority should be strict on student's discipline and attendance - The members requested the Principal to look into the matter
- Financial assistance is highly required for conducting different programs in department like study tour - The members requested the Principal to place the matter in GB
- A consolidated and basic experimental research infrastructure as a seed for procuring research grant - The members requested the Principal to place the matter in GB

Suggestions based on Alumni Feedback

- An auditorium for the student - The Principal informed the house that initiative has already been taken
- Introduction of a more career oriented course - The Principal informed that the institution is already offering a few career-oriented courses. However the possibility of introducing more courses would be explored in the Academic committee
- Placement opportunities after graduation - The coordinator informed that the Placement Cell of the college is quite active organizing numerous placement related events and the Placement Cell Convenor is trying to organize campus interviews

Suggestions based on Management Feedback

- Faculty exchange program as well as student exchange program - The Principal informed the house that a few programs are carried out and departments have already been instructed to increase the number of such events
- Focus on student-centered learning and teaching methodologies - The Coordinator informed the house that the various departments are already implementing the following methodologies namely, Student-centric seminars, wall magazine publication, exhibition, Field / Industrial/ Museum visit, poster presentations etc. The house requested the Principal to kindly seek specific suggestions from the GB regarding more innovations
- Implement outcome-based education (OBE) and continuous quality improvement (CQI) processes - The members requested the Principal to kindly seek exemplary clarification regarding the suggestion
- Have a robust system of assessment and evaluation, encourage faculty development, Promote student engagement in extracurricular activities and community service - The Coordinator informed the house that all these systems are already in force in the institution as reflected in the various AQARs of the institution.
- Incorporate performing art as an add on subject - The house resolved that since performing arts is a field which suits the criteria of a workshop rather than add-on course, the college can think of organizing one workshop every year

Agenda 4:

Progress of SSR Preparation for cycle 2

Resolution:

The Coordinator informed the house that the process of data collection from different departments, cells, office etc. for the session 2022-23 is going on and by January 2024 the first draft of the SSR will be ready for review.

Agenda 5:

Verification of CAS proposals of faculties (if any)

Resolutions:

The Coordinator informed the house that no new proposal for promotion under CAS has been received by IQAC.

Agenda 6:

Miscellaneous

Resolutions:

1. Result Analysis of 2022-23

The result for the session 2022-23 was analyzed and the members expressed satisfaction at the CGPA of the topper of different departments. But they expressed serious concern regarding the pass percentage of the students of some departments. The principal informed the house that the different departments have been asked to analyze their departmental result in detail and adopt corrective measures to improve the result of the forthcoming semesters.

2. Report of the events of the final phase of 2022-23

The coordinator placed the report of the various events conducted by the different departments and cells in the final phase of the session 2022-23 summarized as follows:

Department / Cell	Proposed Plan / Suggestion	Plan Executed	Additional Initiatives
Chemistry	Weekly news reading on Developments in Material Science	News reading on 28.08.2023 on “New epoxy resin resists flame and reduces waste - recycling the non recyclable”	1.Observing the Anti-Ragging Day on 12th August 2023, the Department organized Orientation program on Anti-Ragging with the 1st semester Major and Minor Students. 2. Interactional meeting with all odd semester students on 25.08.2023 where the academic plan of the department was discussed in detail with them
Commerce	Student seminar	Student Seminar organized on 28.04.2023 and 29.04.2023	
English	Orientation of 1st-semester students	An orientation program was organized for the 1st sem Major students under the new NEP system on 08.08.2023	Anti-ragging awareness program titled “Ragging and its Consequences” was conducted on 12.08.2023
Environmental studies	Wall magazine	Wall magazine published on Wetland Day on 02.02.2023 by the semester I students	
Geography	1.Invited Talk 2. Student Seminar	1.Invited talk organized on “Recent Advancement in Geography” on 26.08.2023. 84 students participated 2.Students seminar for 2nd semester students has been organised on 11.05.2023. 62 students attended and 28 students presented.	
History	1.Faculty Exchange 2.Program Farewell program 3. Add-on	1.Faculty exchange program was organised on 05.06.2023 with dept of sociology and lecture was delivered on the topic “Origin of Caste system in India” 2.Various cultural programs and	

	Course	games were organised on the eve of farewell program on 11.06.2023 3. Add-on course organised from 06.05.2023 to 13.05.2023 on Heritage of India. 200 students completed the course	
Mathematics	1. Wall Magazine 2. Student Seminar	1. Published wall magazine "MathMinds" Vol I under the theme "Wonders in Number Theory" on 12.05.2023 2. Student seminar Presentation was conducted on 10.05.2023 and 12.05.2023 for 4th and 6th Semester students	
Physics	1. Invited Lecture 2. Student seminar 3. Orientation Program for newly admitted students regarding syllabus and course structure	1. Special lecture organized on 15.02.2023 on "Black Holes: Are they Real?" 107 students participated 2. Student seminar delivered by semester 6th students on 10.06.2023 on statistical mechanics 3. Orientation program of semester I students on FYUGP carried out on 31.08.2023	
Political science	Screening of Documentary	Dr. Shashi Tharoor's lecture 'Britain does owe Reparations' was screened for the 5 th Semester Students on 22.08.2023	
Sociology	1. Field work for the 6 th semester	1. Field work for the 6 th semester was organized from 06.04.2023 to 15.04.2023 in Surya sen Colony. 63 students participated	1. An outreach Program was organized by Department of Sociology at Shantiniketan from 17.03.23 to 20.03.2023. 44 students participated. 2. Memory making activity involving a photography competition was organized on 04.04.2023. 100 students participated.
Eco Club	World Environment day	World Environment Day, on the theme "Beat plastic pollution, Ecosystem Restoration" was observed on 05.06.2023 by Eco Club in collaboration with the Department of Environmental Studies, NSS Unit I & II. 156 students participated. Special lectures were delivered on the theme followed by tree plantation	
ICC		A Two-day Workshop on "Safeguarding Life, Mind And	

		Health” was organized in collaboration with Women’s Cell and NCC on 18.07.2023 and 19.07.2023	
Life-Skill and Well-being and Alumni association	Self defense course for Girl students	The 1st phase of the self-defense course for the session 2023-24 has been successfully completed	
NSS I	1.Independence day observed 2.Tree Plantation Programme in College Campus	1. Independence day observed with 36 children of the adopted village of Porajhar 2.20 plants planted in college campus on 29.08.2023 and 50 plants planted in Porajhar village on 31.05.2023	1.Dengue Awareness Rally Organized by NSS Unit I of Surya Sen Mahavidyalaya on 28.01.2019. 43 volunteers participated 2. 32 Volunteers took the “Panch Pran Pledge” on 14.08.2023 under the aegis of “Meri Matti Mera Desh” campaign
NSS II	1.Literacy Mission at Adopted village Jabravita 2. Tree plantation 3. Orientation of New Volunteers 4. Meri Mati Mera Desh plantation	1.Volunteers carried out the literacy mission throughout the year where 50 students attend regularly 2. 75 saplings were planted in Nilnolini Vidyamandir by the volunteers on 27.08.2023. Volunteers also undertook tree plantation in Siliguri correctional home on 14.07.2023. Plantation program was also carried out in NBU (06.07.2023), NJP Army 137 MC/MF DET Campus (07.07.23) 3. First group of volunteer’s orientation was done on 25.08.2023 4. Observed Meri Maati Mera Desh by planting 75 saplings of 41 varieties, took Panch Pran pledge, and felicitated a defense personal	1.Volunteers celebrated Raksha Bandhan with BSF on 30.08.2023 2. Organized various sports events in college campus on the eve of National Sports Day on 29.08.2023 3. Blood donation camp organized on 05.08.2023 and 28.08.2023 4. Volunteers helped in immunization center and spread awareness on 24.08.2023 5. Observed Independence Day with wall painting 6. Motivated 75 people to pledge to donate their body after their death on Ang-Dan Mahotsav on 03.08.2023 7. A few volunteers helped farmers in agricultural activities on 18.07.2023 and 19.07.2023 8. Volunteers were felicitated by Dabgam 9 Forest Division on the occasion of Van Mahotsav on 18.07.2023. 9. Celebrated paper bag day on 12.07.2023 by distributing paper bags to vendors 10. Street Play performed on 26.06.2023 on the occasion of International Day against Drug Abuse 11. Performed Yoga on International Yoga Day on 21.06.2023 12. One Volunteer participated in National Integration Camp at Kaziranga from 09.06.23 to 15.06.23

			<p>13. Distributed 350 glasses of mango juice to public on 07.06.2023 to beat the unbearable heat</p> <p>14. Two volunteers and PO were invited to five days Leadership Training Camp at Harijan Sevak Sangh New Delhi from 18th to 22nd May 2023.</p> <p>15. 13 Volunteers participated in National Integration Youth Camp in Arunachal Pradesh from 28.04.23 to 03.05.23</p> <p>16. Two volunteers received the NSS State Award 2021-22 on 28.04.23</p> <p>16. Health Check Up camp organized on 07.04.2023 on the occasion of World Health Day</p>
NCC			<p>1. Cadets volunteered Service to the Marathon Rally organized by PashimBanga Vigyan Mancha (Darjeeling District Committee) on 04.06.2023</p> <p>2. 160 cadets participated in an interactive session with the cadets of the college with Brig Jaydeep Yadav, Group Commander, Darjeeling & Sikkim Group on 24.04.2023</p>
Student Support and Placement Cell	Career Counseling	<ul style="list-style-type: none"> • Career counseling seminar on George Telegraph Institute on 21.08.2023 to crack jobs in Govt. and Non-Govt sectors • Career counseling seminar organized by Careerograph on 23.08.2023 to crack jobs in pharmaceutical field • Career counseling seminar organized by NIIT on 23.08.2023 to crack jobs in banking sector 	

The members expressed their satisfaction in the nature of academic and extra-curricular events organized by the institution.

3. Departmental Feedback, Analysis and action taken

It was resolved that each department should start taking feedback from all of their students, analyze and take action accordingly every semester beginning with the current odd semester of 2023-24.

4. A Faculty Development Program entitled “Lifetime Money Monitoring Policy” was successfully organized from 23.05.2023 to 27.05.2023 whose objective was to make the teachers aware of management of their wealth in a smart and secure way and counsel the students whenever required. 63 teachers participated giving an overwhelming feedback for another elaborate program on “Finance Management”.

5. The coordinator informed the house that 6 faculties of the institution are acting as Ph.D.

supervisors with 9 registered scholars (under University of North Bengal) and 9 unregistered scholars working under them as follows:

Dr. P. K. Mishra (Principal, Sociology) - 3 registered

Dr. B. R. Deb (Associate Professor in Political Science) - 2 registered and 1 unregistered

Dr. A. Baul (Associate Professor in English) - 5 unregistered

Dr. S. Biswas (Associate Professor in Bengali) - 1 registered and 3 unregistered

Dr. B. Rai (Assistant Professor in History) - 2 registered

Dr. A. Karmakar (Assistant Professor in Physics) - 1 registered

The house expressed deep appreciation for the scholars for embarking on their PhD projects and wished best of luck to the supervisors for a meaningful academic engagement in the coming years.

6. Proposal for organizing a camp for the recruitment of LIC agents

The Principal placed a proposal from LIC for a recruitment drive for prospective LIC agents. The house, after going through the detailed proposal, has approved the same request of the Placement Cell Convenor, Sri S Chakrabarti to take steps for materializing the proposal.

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



Chairperson
IQAC



Coordinator
IQAC

ESTD. 1998
ISO 9001:2015