

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)



ESTD.1998
ISO9001:2015

IQAC

(Internal Quality Assurance Cell)

29.11.2021

INTEGRATED ACTION TAKEN REPORTS OF THE MEETINGS HELD DURING THE ACADEMIC SESSION 2020-2021 STRETCHING FROM 01/11/2020 TO 30/09/2021

Total FOUR meetings were held by the IQAC during this academic session:

1. MEETING 27, HELD ON 23/03/2021
2. MEETING 28, HELD ON 29/06/2021
3. MEETING 29, HELD ON 30/08/2021
4. MEETING 30, HELD ON 23/09/2021

[A] Report on the action taken in compliance with the decision taken in the 26th meeting held on 09/11/2020. ATR as reflected in 27th meeting held on 23/03/2021

- ◆ 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).

[B] Report on the action taken in compliance with the decision taken in the 27th meeting held on 23/03/2021. ATR as reflected in 28th meeting held on 29/06/2021

- ◆ **AQAR 2019-2020 uploaded.** The Coordinator reported that the AQAR 2019-20, after being approved in the earlier IQAC meeting, was placed in the GB meeting for approval. The GB, after going through the AQAR had unanimously approved the AQAR 2019-20. The AQAR 2019-20 was then finally uploaded to the NAAC portal.
- ◆ **ON-LINE PROGRAMS TO BE CONTINUED:** It was unanimously resolved that for the current year all the departments and cells will continue arranging programs online for the benefit of the students. Many departments conducted self-designed value added courses, as per the guidelines and issued certificates to the participating

students after the completion of the course and clearing the course end exam. On the occasion of International Women's Day on 8th May, the Women's Cell organized National Webinar on the theme Women in Leadership where scholars all over the countries participated.

[c] Report on the action taken in compliance with the decision taken in the 28th meeting held on 29/06/2021.ATR as reflected in 29th meeting held on 30/08/2021

- ◆ **FORMATION OF NEW IQAC COMMITTEE** : Since the tenure of the erstwhile committee came to an end, the Principal formed a new AQAC Committee with the members as mentioned above. Four new members are included in this committee while the other members remained the same. The new members are:
 1. Dr Bikash Ranjan Deb [TCS]
 2. Dr Bhawna Rai [Teacher Member]
 3. Prof. (Dr) Debabrata Mitra, Professor, Dept of Commerce, UNB [Member, Local Society]
 4. Souvik Saha [Students' Representative]

Since the Governing Body is in the process of reformulation, the GB nominee to the IQAC will be included later on. Dr Arnab Baul is selected as the coordinator of the committee. Dr Baul welcomed the members of the newly formed IQAC and sought their cooperation in successfully running IQAC activities.

- ◆ **QUALITY INITIATIVES AS PER PREVIOUS DECISIONS:**
 - 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.
 - On 14th 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.
 - 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.
 - The 75th Independence day was celebrated with much pomp and gaiety where various competitions were held online among students

[D] Report on the action taken in compliance with the decision taken in the 29th meeting held on 30/08/2021.ATR as reflected in 30th meeting held on 23/09/2021

- ◆ **PPREPARATION OF THE AQAR 2020-2021:** The Coordinator reported to the house that the process of preparation of the AQAR 2020-21 is going on in full swing. The specially constituted AQAR sub-committee, constituted by the select few members of the IQAC meet virtually and plan out things and their time-bound execution. This year's AQAR report will incorporate all the online activities that the college carried out in collaboration with the IQAC, to maintain the quality aspects as in campus

classes was suspended during the lockdown. The coordinator assured the house that the report will be submitted to the NAAC before the deadline, which is 31st December 2021.

PLANNING OF PROGRAM AND STATUS OF EXECUTION IN A NUTSHELL

The IQAC throughout the year has attempted to materialize all the plans for the year AY 2020-2021, Some of the achievements are presented by the coordinator for the House .

PROPOSED PROGRAM	STATUS OF EXECUTION
Green Audit	Auditing process completed
NIRF participation	Yes
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	Yes, done. Throughout the year online academic and other activities continued. No government information yet for reopening of 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	Yes, such programs are conducted in online mode, except point 5
Organizing Gender Sensitization Program	Yes, conducted by the women's cell
Developing online e-learning portal Engage with added features	Yes, carried out successfully. The portal has a rich collection of study materials in various file formats
Opening up of carrier oriented courses in collaboration with external agencies	Yes, MOU signed with Anudip Foundation
Providing interactive board in all the rooms of the upcoming arts building, also adding the number of Smart Classes	A modern Conference Room with the provision 150 seating capacity is made fully operational in the library building. North Bengal Development Authority could not yet hand over the new Arts block because of COVID
Mandatory organization of student-centric seminar/webinars /organising National and International Webinars	Yes. Regularly National/International and student centric seminars are conducted
Making Psychological counselling a regular feature	Yes, conducted
Promotion of research activities and publication of books by the Research Cell	Yes. 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"
To aim for complete office automation and preparation of tailor-made software for this dedicated App for this.	Process started

MAJOR HIGHLIGHTS OF QUALITY INITIATIVES

▪ 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 8th February 2021.
- 2. INTER-NATIONAL WEBINAR DEPT. OF POLITICAL SCIENCE (ICSSR-ERC):** A two-day Inter-national 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 t of the pandemic.
- 6. FDP/ADD ON PROGRAMS:** 6 FDPs conducted by the IQAC for faculties and office staff
- 7. FACULTY INDUCTION PROGRAM:** On 19th 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 14th 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:


Chairperson


Coordinator

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