



SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DISTANCE COLLEGE OF ARTS & COMMERCE
Affiliated to the University of Calcutta
Recognized by the University Grants Commission



Memo No.:

Date: 19 May 2022

NOTICE

A virtual meeting of the IQAC is being convened on **08/06/2022 at 11.00 a.m.** The meeting will be held on **Google Meet platform**. All the honorable members are requested to attend the meeting in time.

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 26/04/2022.
2. Preparation and data collection regarding Provisional Accreditation of College (PAC) by NAAC.
3. Discussion on the progress of Students Satisfaction Survey for the session 2021-22.
4. Miscellaneous.

(NIMAI PODDAR)
Co-Ordinator IQAC

Co-ordinator
IQAC
Saheed Anurup Chandra Mahavidyalaya

(Dr. SRABANTI BHATTACHARYA)
Principal/Chairperson

Principal
Saheed Anurup Chandra Mahavidyalaya
Bunul, South 24 Parganas



Proceedings of the IOAC meeting held on 08/6/22 (~~08/06/22~~) in the IOAC Room. at 11. a.m.

Signatures of the members present in the meeting

- 1) Senattacharya 8/6/22
- 2) Nimai Poddar 08/6/22
- 3) Faruk Millick 08/06/22
- 4) Debabrata Sarda 08/06/22
- 5) Raju Kumar 08/6/22
6. Avijit Ghosh 08/06/22
7. Chiranjit Ghosh, 08/06/22
- 8) Shyamini Mondal 08/06/22
9. Manisha Basu 8/6/22.
10. Lakshman Muthi 8.6.22
11. Gopaldeb Ranta 08/6/22
12. Pallab Saha Biswas 08/06/22
- 13 Madhuchhanda Saha 8/6/22
14. Dona Dewanji 8.6.22
- 15.



Ext. Officer (Mass Edn.) B.D.O. (Representative)

Chairperson Dr. Srabanti Bhattacharya presided over the meeting

① The proceedings of the previous meeting held on 26/4/22 was read out and confirmed.

② The co-ordinator presented the manual of PAC before the meeting. Quantitative and Qualitative questionnaires were discussed in detail. Resolved that both types of questionnaires would be grouped under 7 criteria and all the questionnaires related data and documents be collected by 30th June. 7 criteria based teams would get the proforma of questionnaire by 09th June, so that collection of data for PAC be commenced as early as possible.

③ Discussion on Students' Satisfaction Surveys

was initiated by the co-ordinator. Prof. Raja Pathak reported that in the 2nd round of feedback collection 189 more responses recorded and the total no. of students participated in the survey was 671. details of which was as follows: (The survey period :- 11-31st May, 2022)

Sem-II	323	(Hons.) - 106	(Gen) - 217
Sem-IV	180	(") - 86	(") - 94
Sem-VI	168	(") - 91	(") - 77

Resolved that the Feedback analysis report would be placed in the next meeting and the report would be prepared by Prof. Raja Pathak.

- (A) a) The issue of Rain water harvesting and preservation of water body in the College Campus was discussed in detail. The representative of Budge Budge Block Mr. Nabakumar Das suggested to send a letter to the BDO for financial assistance & implementation of the above project.
- b) Green Audit & Energy Audit project had also been discussed. The meeting was ended with a vote of Thanks to and from the chair.

Confirmed

Co-ordinator
IQAC

Saheed Anurup Chandra Mahapatra



Teacher-in-Charge

Saheed Anurup Chandra Mahapatra
Bural, South 24 Pgs.

Chairperson

Principal
Saheed Anurup Chandra Mahapatra
Bural, South 24 Parganas



SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

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Memo No. :



Date : 02/9/2022

Notice

A meeting of the IQAC is being convened on ~~23~~ ²⁴ September, 2022 at 12:15 p.m. in the Old IQAC room. All the honorable members are requested to attend the meeting on time.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Preparation for the AQAR for session 2021-22.
3. Preparation for the SSR regarding Reassessment and Re-accreditation of the college by NAAC.
4. Discussion on departmental co-curricular and extra-curricular activities.
5. Misc.

[Signature] 02/9/22
 Coordinator
 IQAC
 (NIMAI PODDAR)
 Saheed Anurup Chandra Mahavidyalaya

[Signature] 02/9/22
 (Dr. SRABANTI BHATTACHARYA)

Principal
 Saheed Anurup Chandra Mahavidyalaya
 Burul, South 24 Parganas

[Signature] 05/09/22
[Signature] 05/09/22

[Signature]

[Signature] 06/09/22

[Signature] 07/09/22

[Signature] 20/09/22

[Signature] 05/09/22

[Signature] 06/09/2021

[Signature] 9/9/22

[Signature] 7/9/22

[Signature] 7/9/22



Proceedings of the IQAC meeting held on 23rd September, 2022 at 12:15 p.m. in SB-11 (Old IQAC Room).

Signatures of the members present in the meeting

- ① Subhattacharya 23/9/22
- ② Nimai Poddar, 23/9/22
- ③ Arjit Ghosh 23/09/22
- ④ Debanjali Bera
- ⑤ Shyamoli Mondal 23/09/22
- ⑥ Raja Kumar 23/9/22
- ⑦ Kamalavanta Das 23.09.22
- ⑧ Anup Gayen 23.09.22
- ⑨ Richa Chatterjee 23.09.22
- ⑩ Chiranjit Ghosh 23.09.22
- ⑪ Barun Mallick 23.09.22
- ⑫ Gopaldeb Kanha 23.09.22.



Chairperson Dr. Srabanti Bhattacharyya presided over the meeting.

- ① The minutes of the previous meeting held on 03/6/2022 was read out in the meeting and confirmed.
- ② Co-ordinator reported that all the criteria based team were in the process of required data collection & processing.
Resolved that the process should be completed within puja vacation and AQAR be finalized as early as possible for uploading in the NAAC site.
- ③ The issue of reassessment of the college was raised in the meeting. All members suggested that a criteria based detail discussion regarding preparation of SSR

major changes in the framework of assessment be discussed in detail.

Resolved that a meeting of NATE steering committee in extended form would be convened after puja vacation.

- 4) Resolved that Co-curricular & Extra curricular activities be started.
- 5a) It was also reported in the meeting that the analysis report of student's feedback collected during May-June 2022 has been completed and was placed in the IQA meeting for discussion.

Coordinator placed the meeting Feedback analysis report which was as follows:

a) The feedback on Teaching learning and Evaluation was collected from students of Even Semester in two phases.

b) No. of students participated in the first phase - 482 & in the second phase it was 189. - A total of 671 students of Semester - II, IV & VI participated in the survey.

c) In the six Honored programme total students 283 & in the three General programme total no. of students 288

d) Semesterwise students no. including all programmes was:

Semester - II	-	323
Semester - IV	-	180
Semester - VI	-	168

e) A total of 21 questions out of which 20 were set on a four point scale as per NATE guidelines regarding Student Satisfaction Survey.

Some important observation regarding teaching learning & evaluation process was noted and forwarded to the concerned department and section of the administrative office for correction and improvement.

5b) Resolved that NIRF registration should be completed



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SAHEED ANURUP CHANDRA MAHAVIDYALAYA

BURUL, SOUTH 24 PARGANAS, PIN- 743318

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Memo No. :


Date :

Notice

A meeting of the IQAC will be held on 14th March, 2023 at 12.30 p.m. in the IQAC room to discuss the following agenda. All the members are requested to attend the meeting on time.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Reporting of the coordinator regarding preparation for NAAC-SSR.
3. Planning for Seminar-Workshop.
4. Report on AQAR for 2021-22.
5. Planning for Inter -College and Inter -departmental faculty exchange.
6. Misc.


03/03/2023
Coordinator
IQAC


03/03/23
Teacher-in-charge
Saheed Anurup Chandra Mahavidyalaya
Teacher-in-Charge
Saheed Anurupchandra Mahavidyalaya
Burul, South 24 Pgs.



Proceedings of the IOAC Meeting held on 14th March, 2023 at 12:30 p.m. to discuss the following agenda. All members are requested to attend the meeting.

Signatures of the members present in the meeting

- ① Nirmal Poddar 14/03/23
- ② Chiranjit Ghosh 14.03.23
- ③ Anupam 14.03.23
- ④ Richa Chaudhary 14/03/23
- ⑤ Ishan Bera - ~~14.03.23~~ Shyamshri Mondal 14/03/23
- ⑥ Meenalini Bera 14.3.23.
- ⑦ Gopal Deb Kantha 14.3.23
- ⑧ Raja Pathak 14/3/23
- ⑨ Debabrata Sarda 14/03/23
- ⑩ Pallab Saha Biswas 14/03/23
- ⑪ Nabin Kumar 14/03/23
- ⑫ Ishan Bera 14.3.23
- ⑬ Arundhati Bhadra 14.3.23.



Teacher-in-charge Nirmal Poddar presided over the meeting.

- ① The proceedings of the previous meeting held on 23/9/22 was read out in the meeting and was confirmed.
- ② Coordinator reported that the cultural competition for Students (Inter-college) was held on 28th & 29th September. The men Kho Kho team of the College has been declared runner up at Calcutta University inter college Kho Kho Championship.

Coordinator also reported that the Principal of the College resigned and transferred to another College on

and from 29/9/2023. ~~and~~ The process of NAAC ~~re-~~ reassessment was hampered due to the change of Head of Institution. IQAC Coordinator Mr. Nimai Poddar was given charge of Teacher-in-charge & Mr. Gopal Deb Kantha was given charge of IQAC co-ordinator.

* The College has been registered for NIRF-2023

* The data for Students in Bangla Uchhasiksha Portal (BUS) had been partially completed.

* As per C.I. circular Sem-III & IV Internal & Tutorial Examination has been completed during the period 09/12/22 to 16/12/2022.

* As per C.I. circular Sem-I/ Internal & Tutorial Examination has been completed during the period 20/12/22 to 23/12/22.

* Preparation work for NAAC-SSR should be expedited so that submission of IOA would be done within middle of June.

* Annual Sports meet was held on 21/2/2023.

② (i) As per decision of the IQAC and Career Counseling cell a workshop on TCS Youth Employment Programme was held on 20/12/22. The passout batch of 2021, 2022 and Sem-3/5 students were participated in the programme. Resolved that a batch should be ready for TCS-YEP training.

(ii) Observation of Students' week was held in between 02/1/23 to 07/1/23 - where Seminar on all Scholarship scheme was held on 02/1 & 06/1 - Cultural competition including Recitation, Singing, drawing and creative writing was also organised.

(iii) A Seminar for observation of International Mother Language Day was held on 21st February.

* It was resolved that all faculty members should use ICT facilities while taking classes particularly in smart class room facility.



* TCS-YEP. training was taken place during February. -near about 64 students have registered for the training. (100 hours employability Training)

(3) The AOA for 2021-22 was submitted on 28 the February.

Resolved that all criteria based team under NAAC steering committee should put their extra effort for preparation of NAAC - SR for the coming reassessment of the college for 3rd cycle.

The draft Code of Conduct policy was placed in the meeting and was approved after discussion.

Resolved that MOU should be renewed and new MOU with neighbouring colleges should be signed immediately for academic collaboration.

(4) Resolved that each department should prepare a plan for faculty exchange with neighboring & other colleges for betterment of the learning experiences of the students.

* Resolved that a prog. should be organised for ~~best~~ promotion of social harmony in the title of 'Basant Utsav' as early as possible.

* Resolved that all department should organize student centric programme. like debate, Quiz, Students Seminar so that students might be ready for facing interviews in the job market.



Confirmed

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Memo No. :


Date :

Notice

A meeting of the IQAC will be held on 15th May, 2023 at 12.00 noon in the IQAC room to discuss the following agenda. All the members are requested to attend the meeting on time.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Criteria-wise detail reporting for QIM and QnM regarding NAAC-SSR.
3. Discussion on the NEP-2022 and major changes in under graduate course of studies.
4. Planning for Students feedback and feedback from other stakeholders.
5. Misc.


Coordinator
IQAC

02/05/2023


Teacher-in-charge

Saheed Anurup Chandra Mahavidyalaya

Saheed Anurupchandra Mahavidyalaya
Burul, South 24 Pgs.



Proceedings of the IOAC meeting held on 15th May, 2023 at 1 p.m. in the IOAC Room.

Signatures of the members present in the meeting.

- 1) Nimai Poddar
- 2) Ishani Basu 15.5.23
- 3) Rooha Chakravarti 15.5.23
- 4) Gopaldeb Kantha 15.05.23
- 5) Shyamoli Mondy 15.05.2023
- 6) Anup Gayen 15.05.2023
- 7) Chiranjit Ghosh 15.05.2023
- 8)
- 9)
- 10)



Teacher-in-charge Nimai Poddar presided over the meeting.

① The proceedings of the previous meeting held on 14th March, 2023 was read in the meeting and was confirmed.

② Co-ordinator reported that data & documents for NAAC assessment of the college had been going on and he requested to the criteria conveners to present their report in brief for discussion.

All the conveners presented their report on the respective criteria.

Detail discussion was held particularly on # 34 - Quantitative metrics and the gap & issues regarding data collection was pointed out.

Resolved that a draft SSR be prepared as early as possible during June-July.

③ Teacher-in-charge raised the issue of implementation of NEP from the next academic session as per discussion in various sections of the University. A major change would be take place in the duration of the Major/Honoured programmes.

a) Major Prog - would be for ① four years without research
b) Four year Major with research.

b) MDC/General Programme would be for three years as before.

c) Multiple entry and edit facility would be given to the students.

d) New courses like IDE, CVAC & internship project would be implemented.

Resolved that all academic departments should be aware of this changes and should study and collect documents for their knowledge updation regarding the new system.

④ The issue of ~~the~~ Collection of Feedback from different stakeholders was discussed in detail in the meetings.

Resolved that Students feedback on Teaching learning & Ambience of the College be taken within this month. and other feedback from TS/NTS, Parents, & Alumni should also be collected as far as possible.

Resolved that after collection of Students Feedback through online mode it should be analysed and the Analysis report be placed

(5) It was reported in the meeting that TCS-YEP employability training was completed successfully. 48 students who have transformed themselves and are job ready in true sense. They were given TCS employability certificates on a programme held on 05/4/2023. 11 students were selected in TCS. Resolved that in the coming session more such programme should be organized.

A MOU was signed on 11/4/23 with Vidyavanagar College.

It was reported that the department of History organized one state level workshop on 'Skill Enhancement with special reference of Temple Architecture and Historical Communique' on 25/4/23. Also a study tour conducted by the Department of History at Chandraketu Fort on 13/5/2023.

It was also reported that a seminar on 'Soil Erosion & Conservation' was organized by the Department of Geography on 15/5/23 for Sem-4 students.

Resolved that Add on certificate course should be conducted by different department as early as possible within May, 2023. Plans for different department was discussed in the meeting.

Resolved further seminar/workshop in collaboration with other colleges should be organized. Some proposal was placed and approved in the meeting.

