



SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calicut
University of Calicut



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Memo No.:

Date: 2 September 2021

NOTICE

A virtual meeting of the IQAC is being convened on **07/09/2021 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 20/5/2021.
2. Reporting on Teaching Learning & Evaluation by the Co-ordinator.
3. Decision regarding commencement of the new academic session (2021-22).
4. Decision regarding conduct of Online Training Programme on Career Advancement Scheme for Faculty members.
5. Preparation of AQAR for the Session 2020-21.
6. Decision regarding Workshop on Preparation for IIQA & SSR for NAAC re-assessment of the College.
7. Miscellaneous.

(NIMAI PODDAR)

Co-Ordinator IQAC

(Dr. SRABANTI BHATTACHARYA)

Principal/Chairperson

Proceedings of the IOAC meeting held on 07/9/2021 at 11 a.m. on "Google Meet" platform.

Signatures of the members present in the meeting.

- ① Dr. Srabanti Bhattacharya (Chairperson/Principal)
- ② Prof. Nimai Poddar (Co-ordinator, IOAC)
- ③ Dr. Somnath De
- ④ Dr. Anundhati Bhadra
- ⑤ Dr. Shyamashree Mondal
- ⑥ Prof. Debasis Berg
- ⑦ Prof. Debabrata Sarda
- ⑧ Prof. Richa Chawasta
- ⑨ Prof. Faruk Mallick
- ⑩ Sni Pallab Sahe Biswas
- ⑪ Sni Kamal Kant Das
- ⑫ Sni Rajkumar Pramerik
- ⑬ Sni Naba kumar Das, BDO, Budge Budge-II Block.
- ⑭ Dr. Subrata Sar - (Invitee) -
- ⑮ Prof. Raja Pathak - (Invitee) -
- ⑯ Prof. Arijit Ghosh - (Invitee) -

Principal & Chairperson Dr. Srabanti Bhattacharya presided over the meeting.

Chairperson initiated the meeting with a welcome note to all members & the new member Mr. Nabakumar Das, BDO, Budge Budge-II Block. Before commencing the discussion, Co-ordinator briefly stated the importance and activity of the IOAC of the college.

- ① The proceedings of the previous meeting held on 20/5/2021 was read out and confirmed.
- ② The Co-ordinator placed a report on the activity of IOAC during the last three and half months.

(a) IQAC conducted a "Student Satisfaction Survey" as per deeds of the last meeting from 21/5/21 to 31/5/2021 through online mode. A total of 828 Students from Sem-2/4/6 participated in the Survey. Analysis of Survey showed a Score of 3.41 on a 0-4 scale.

(b) An online Quiz Contest was organized ~~and~~ in collaboration with Geography department on World Environment Day, 05th June, 2021. 185 Students participated in the competition.

(c) A ~~co~~ State level webinar was organized in collaboration with Adamas University on "Environmental Restoration: Issues and Challenges" on 15th June, 2021. 334 Students/faculty members were participated in the programme.

(d) A State level webinar was organized in collaboration with NSS unit of the College on "Awareness on Covid-19 Vaccination and ~~the~~ Health Concerns in Post-Covid Situations" on 30/6/2021. 112 Participants actively joined in the programme.

(e) Training Sessions for Students and Staff were organized by the IQAC on newly introduced online Examination Portals for Students on 19/7 and 20/7 and for faculty members on 18/7/2021.

(f) Four faculty ~~members~~ members completed their O.P.s. as necessary requirement for CAS. during the time.

(3) Co-ordinator reported that online examination and evaluation of answer scripts for Semester 2/4/6 had been completed by 03/9/2021.

The chairperson stated that class routine for Sem-3 & 5 was almost ready & ~~the~~ classes would be commenced on and from 15th September. The admission process for Sem-3/5 would be continued upto 14/9/2021. Resolved that classes for Sem-3 & 5 be commenced from 15/9. and ~~it~~ it should be through ~~the~~ online mode.

(4) The issue of conducting a workshop on Career Advancement Scheme for newly recruited faculty members was discussed and it was resolved that one such

programme might be organized on the 4th week of this month, where chairperson Dr. Snabanti Bhattacharya would be the main resource person.

⑤ Co-ordinator raised the issue of preparation of AQAR for 2020-21. After necessary discussion on the collection and compilation of data for the report it was resolved that 8-Sectional specific format of AQAR would be mailed to the convener/co-convenor of Seven Criteria based team by ~~before~~ the coordinators. The last date was fixed on 30/9/2021, for submission of filled-in-format with appropriate data to the Coordinator.

⑥ The need for an workshop on the preparation for IQA and SSR was discussed in the meeting. The difficulties of submitting IQA by 4th November 21 (Last date of validity period of NAAC's Accreditation) ^{during} the pandemic closure of the campus was also discussed in details.

Resolved that preparation work for SSR should be started and a workshop for the purpose would be organized in the college campus on 27th September 2021.

⑦ The coordinator placed a plan of Action regarding different academic and physical project/programmes which should be completed as early as possible during the Session-2021-22. (Copy Enclosed).

Following decisions had been taken in this respect:

- a) A meeting of the Enrichment Courses Sub-Committee would be convened as early as possible to finalise the modalities of 4 courses i) certificate course in Computer Application ii) certificate courses in Communicative English iii) certificate course in Physiotherapy (New) and iv) Certificate Course in Yoga (New), so that all the courses might be commenced from this Session-2021-22.
- b) Solar Energy project - Two proposals would be prepared for the purpose, a) proposal for financial assistance from BEUP fund

to be submitted to the Local MLA. (2) Re-submission of proposal to the concerned department of Govt. of WB for major projects. Sri Pallab Saha Biswas and Prof. Gopal Deb Kantha would be the person in charge for preparing and submitting the projects.

(3) Regarding ILMS it was decided that Librarian, Sri Pallab Saha Biswas, ^{should} prepare an estimate of the outsourcing of the major part of pending work of automation so that the total work might be completed by the end of this year.

d) Mr. Nabakumar Das, BDO of BB-II Block, newly joined with the IDAC ^{and agreed} for providing technical & financial assistance for water body restoration, solid waste management and also for Rain water Harvesting project.

(4) Initiatives for Green Audit, Academic & Administrative Audit, introduction of Mentoring System, & Feedback from Staff and Guardians would be taken by the Chairperson Principal as early as possible.

(5) Regarding completion of the process for MOU on academic collaboration with neighboring colleges it was resolved that initiatives would immediately be taken for signing MOU with Vidyanagar College, Garia DA. College and East Calcutta Girls' College. Chairperson and Coordinator was entrusted to expedite the matter.

(6) Prof. Faruk Mallick & Prof. Debabrata Sarda were entrusted to expedite the initiation of the process for establishing Alumni Association of the College. Alumni faculty member and ^{Alumni} Non-Teaching Staff should be consulted for the purpose and assistance in this regard.

The meeting was ended with a vote of thanks to the chair.

S Bhattacharya
Chairperson



Memo No.:

Date: January 7, 2022

NOTICE

A virtual meeting of the IQAC is being convened on **14/1/2022 at 11.00 a.m.** All the honorable members are requested to attend the meeting in time. Meeting link will be shared before the scheduled date & time.

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 07/9/2021.
2. Reporting on Teaching Learning & Evaluation by the Co-ordinator.
3. Finalization and approval of AQAR – 2020-21.
4. Preparation for submission of information/data for assessment under NIRF.
5. Miscellaneous

(NIMAI PODDAR)
Co-Ordinator IQAC

(Dr. SRABANTI BHATTACHARYA)
Principal/Chairperson

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Proceedings of the IOAC meeting held on 14th January, 2022 at 11 a.m Zoom Platform.

Signatures of the members present in the meeting

- ① Dr. Srabanti Bhattacharyya (Chairperson)
- ② Prof. Himai Poddar (Co-ordinator)
- ③ Dr. Somnath De
- ④ Dr. Anundhati Bhadra
- ⑤ Dr. Shyamasi Mondal
- ⑥ Prof. Debashish Bere
- ⑦ Prof. Debabrata Sardar
- ⑧ Prof. Richa Chaurasia
- ⑨ Prof. Faruk Mallik
- ⑩ Sri Pallab Saha Biswas
- ⑪ Sri Kamalakanta Das
- ⑫ Sri Rajkumar Pramanik
- ⑬ Prof. Raja Pathak (Invitee)
- ⑭ Prof. Arijit Ghosh (Invitee)

Chairperson initiated the meeting with a welcome note.

- ① The proceedings of the previous meeting held on 07/01/2021 was read out by the Co-ordinator and was confirmed.

Some points of plan of Actions (placed in the IOAC meeting dated 07/01/2021 Item no: 7) were discussed in the meeting and it was unanimously resolved that following steps be taken immediately to expedite the process of implementation.

① Certificate Courses in Physiotherapy & Yoga would be commenced after opening of the college campus for offline classes.

② Prof. Gopal Deb Kanthe would be assisted for preparing a proposal for ^{NEW} Solar Energy project for the college

and would be submitted as early as possible to the ~~concerned~~ department of Government of West Bengal.

- ③ A concrete proposal with financial estimate for a) Outsourcing of completion of ILMIS implementation, b) Green Audit would be prepared and quotation would be invited by Sri Pallab Saha Biswas, Librarian.
- ④ B.D.O. - Budget II would be approached by the Chairperson for initiating i) water body preservation & ii) Solid waste management with financial assistance and technical supervision by the BDO's office.
- ⑤ Co-ordinator & Chairperson would take necessary initiatives immediately for signing MOU on academic exchange with neighbouring colleges.
- ⑥ Prof. Debabrata Sardar and Prof. Faruk Mallik would convene one meeting with ed-Student/Teacher and NT staff for initiating the process of ~~organise~~ formation of Alumni Association of the College.
- ⑦ One All Staff meeting would be convened as early as possible for discussion & Introduction of Mentoring System.
- ⑧ Co-ordinator reported the progress of Teaching Learning and evaluation process for Semester - I/III & V. Internal & Tutorial assessment for Semester III & V was completed & evaluation was going on. Semester-end Examination would be commenced on and from - 15th January for Sem-III/V & Part-I & Part-II (Old System - 1+1+1).
- ⑨ As directed by the Chairperson, Co-ordinator presented the ~~draft~~ draft ADAR for discussion and approval. Resolved unanimously that a Soft Copy

of the AAR would be circulated among all members for their suggestions and finalization of the Report before placing it in the ensuing meeting of the Governing Body for its approval. The report was unanimously approved.

④ As directed by the chairperson, Sri Pallab Sar Biswas, nodal officer for NIRF presented the draft format for Assessment of the College under NIRF. It was unanimously resolved that Sri Saha would be assisted for preparation of report of NIRF for timely submission to the concerned authority.

⑤ Nothing was discussed in this agenda.

The meeting was ended with a vote of thanks to the Chair.

Confirmed

Souattenujel
Chairperson



Memo No. :

Date :

23rd April, 2022

NOTICE

A meeting of the IQAC is being convened on **26/4/2022, Tuesday at 12.15 p.m.** All the honorable members are requested to attend the meeting in the IQAC room.

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 14/01/2022.
2. Reporting on the different activities of the IQAC by the Co-ordinator.
3. Decision regarding Provisional Accreditation of College (PAC) by NAAC.
4. Misc.

(NIMAI PODDAR)
Co-Ordinator IQAC

(Dr. SRABANTI BHATTACHARYA)
Principal/Chairperson

(11)

Proceedings of the meeting of the IBAC held on 26th April 2022 at 12.15 pm. in the Principal's Room.

Signatures of the member present in the meeting.

- ① Souhatchaya 26/4/22
- ② Nimai Poddar 26/4/20
- ③ Raja Pathak 26/4/20
- ④ Alankari Pun 26/4/22
- ⑤ Shyamasri Mondal 26/04/22
- ⑥ Debabrata Sarda 26/04/22
- ⑦ Chiranjit Ghosh. 26.04.22.
- ⑧ Pallab Saha Biswas 26.04.22
- ⑨ Kamalavante Das 26.04.22
- 10) Arjit Ghosh 26/04/22
- 11) Rakumari Maity 26/04/22
- 12) Anjumanal. 26/4/22

Chairperson Dr. Srabanti Bhattacharya initiated the meeting.

1. The proceedings of the previous meeting was read out and confirmed. The meeting was held on 14th January 2022.

2. Chairperson reported that classes in offline mode in the department of Enrichment courses was started in
① Computer Application and ② Communicative English. In Yoga classes not started due to admission of insufficient number of students. All members are requested to advise students for taking admission in i) Communicative English & ii) Yoga.

Co-ordinator reiterated for expediting following pending works:

a) Prepare a plan for Solar energy project and submission to the appropriate authority for its

Implementation

b) Immediate completion of MOU with neighbouring colleges and also with Calcutta Business School.

c) prepare one proposal for water Body preservation and submission to the BDO for its implementation.

d) Introduction of Mentoring system in Honours core programmes and upcoming Sem-I (General programme). Resolved that a Teachers' Council meeting would be convened as early as possible for taking decision in this regard.

③ Coordinator placed the proposal of Provisional accreditation of the College by NAAC. The salient features and structure of the evaluation process was discussed in detail.

Resolved that the preparation process would be started during Summer Vacation so that in the first week of July, the proposal for PAC be submitted to NAAC for the session- 2021-22.

④ Co-ordinator reported the AQAR for the 2020-21 was re-submitted to NAAC after modification according to the review report of NAAC on 25/4/2022.

Resolved that the following feedback would be taken within the Summer vacation.

a) Student Satisfaction Survey from Sem VI Students within May, 22

b) Parents' Feedback within May, 22.

c) Staff Feedback " May, 22.

The format for Staff feedback would be prepared by the Chairperson & Parent's Feedback form would be prepared by Prof. N. Palder & Prof. Raja Pathak.

The meeting was ended with a vote of thanks to the Chair

Continued

Sincerely,
[Signature]