

## **Proceedings of IQAC Meeting along with Academic Sub Committee**

**On 1<sup>st</sup> May 2020 at 12 p.m.**

### **Members present:**

Dr. Indranil Kar (Principal)  
Dr. Suchandra Chatterjee  
Dr. Tushar Kanti Saha  
Dr. Kausik Lahiri  
Dr. Nilansu Das  
Sri Tanmoy Mukhopadhyay  
Dr. Achintya Biswas  
Prof. Gautam Sinha  
Dr. Asis Basu  
Dr. Barnali Ray Basu  
Mr. Kousik Ghosh  
All the HODs

### **Proceedings**

The principal presided over the meeting. Minutes of previous meeting were confirmed. The meeting was called by the IQAC Coordinator of Surendranath College and was arranged by Dr. Kaushik Lahiri using SKYPE.

1. All the members of the academic subcommittee and the Departmental heads joined except **Sanskrit, Zoology.**
2. At the beginning of the meeting Principal reported that the salary for the month of April has already been credited to the respective accounts of all the teaching and non-teaching staffs of the college from the government. Salary of the ad-hoc staffs has also been disbursed timely. He mentioned that Prof. Koushik Ghosh deserves a huge credit for this along with Dr. Koushik Lahiri and Dr. Asis Basu. Principal stated that there is a possibility that the salary of the **month of August** (Next Pay Pkt.) may come in the enhanced scale.
3. Principal requested the members of the cultural subcommittee, especially to Prof. Amar Das Ghosh and Prof. Sumita Saha if they can encourage students to video shoot songs, dances and recitation of poems of Rabindranath Tagore which can be uploaded to the college website as a part of observation of the birth anniversary of the legend.
4. Principal individually asked all the HODs about their online classes and it turned out that more or less 75 % of the honours classes of both the semesters are complete. However the general classes of both the semesters are lagging behind. It was also reported that many of the pass students could not be contacted despite several attempts. It was said that in all the departments attendance of honours students are about 40 to 60 percent in online classes. Prof. Asis Basu said that similar presence is observed in regular classes also.
5. Prof. Koushik Ghosh pointed out there will be very less time this year for uploading of

marks. So, the departments have to stay prepared to respond quickly.

6. Dr. Nilansu Das pointed out that at this time it is very important to include the left out general stream students otherwise serious problems will be faced at the time of examinations and marks upload. For this purpose, he requested all the HODs to get the names and phone numbers of all the honours and general; students related to their department from Prof. Koushik Ghosh.
7. Several HODs from the science faculties expressed their concerns regarding the practical classes. It is impossible to conduct such classes without support of instruments, chemicals and specimens. In this regard, Dr. Suchandra Chatterjee suggested that as per UGC guideline, respective teachers may upload videos or u-tube links of such practical if available/possible.
8. Principal encouraged all the HODs to hold departmental meetings and co-opt him and IQAC coordinator to join the meeting. Individual issues pertinent to the department may be discussed in these meetings.
9. Some of the faculties said that they faced problems in uploading study materials at the college website. Prof. Koushik Ghosh said that there will be no problem in uploading provided the file size is within 4 Mb and the file name contains no special character in it.
10. Prof. Asis Basu stated that a tabular format will be uploaded in what's App group of the IQAC and academic subcommittee for preparing departmental report on online classes and uploading of study materials.
11. To answer a question of Prof. Ansumitra Mustafi regarding uploading of study materials, principal said that uploading modular study materials is a must for every department and all teaching faculties of the college.
12. Principal requested all the HODs to encourage honours students to prepare a presentation limited to 10 slides. He insisted that selected ones will be uploaded at the college website.
13. The meeting ended with Principal expressing satisfaction at the performance of the teachers in terms of taking online classes and uploading study materials. He requested to keep up the pace and wait for further instruction from University of Calcutta and Higher Education Directorate, Govt. of West Bengal.



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