Proceedings of IQAC Meeting along with All Faculty Members
At College Auditorium
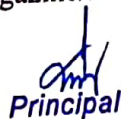**On 20th September 2021 at 1 p.m.**

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 faculty members

Proceedings

The principal presided over the meeting. Minutes of previous meeting were confirmed. The meeting was called by the IQAC Coordinator. It was mainly aimed at the preparedness of all the departments for NAAC. After the initial address by the TCS and the principal on some general issues, the IQAC Coordinator informed all the TC members about the documents required from the departments criteria wise. Consolidated lists of all those desired documents were:

Documents to be kept ready by Departments (Last 5 years)
- ✓ Yearly Departmental Routine
- ✓ Yearly Academic Calendar
- ✓ Syllabus (Old + CBCS)
- ✓ Modular plan (Old + CBCS)
- ✓ Lesson plan (Old + CBCS)
- ✓ Attendance Records (Register Copy + Online Record)
- ✓ Separate Attendance Records for Remedial Coaching (with student signature)
- ✓ Timing for Remedial and Tutorial Classes (Proper documentation)
- ✓ Internal Assessment Records and Schedule (Proper documentation)
- ✓ If lab based (updated Stock Register)
- ✓ For all departments (updated Asset Register)
- ✓ If departmental Seminar Library (updated Booklist and Book Lending Register)
- ✓ Admission data, Pass percentage data
- ✓ Departmental Meeting Minutes
- ✓ Wall magazine/E-Magazine/Publication (Supporting Documents)

Principal
Surendranath College
24/2, M. G. Road, Kolkata-9

IQAC Co-ordinator
Surendranath College
Kolkata - 700 009

- ✓ Departmental seminar/workshop/webinar (Activity Report, Supporting Documents: Flyer, Registration/Attendance Record, sample Certificate etc.)
- ✓ Student Seminar/Webinar/Co-curricular/Extracurricular Activities/Cultural Programs/Quiz/Competition (Activity Report, Photograph, other supporting documents)
- ✓ Student Projects/Review articles/Publications (Proper documentation)
- ✓ Student Achievement/Award (Proper Documentation)
- ✓ Student Progression & Placement (Proper Documentation)
- ✓ If departmental linkage/MOU (Copy of MOU, Activity Report and Supporting Documents)
- ✓ If department level extension activities (detailed activity report and supporting documents)
- ✓ If departmental field trip/excursion (detailed activity report and supporting documents)
- ✓ If departmental journal/tabloid (Proper documentation)
- ✓ If departmental certificate courses (Proper documentation as prescribed earlier)
- ✓ If any departmental Innovation (Proper documentation)
- ✓ Teaching Methodology (Proper documentation both offline and online)
- ✓ Study Material (Proper documentation, if uploaded proper link)
- ✓ Student Mentoring (Proper documentation as prescribed earlier)
- ✓ Updated CV and all supporting documents of each faculty member

Documents to be kept ready by All the Sub-Committees/Cells (Last 5 years)

- ✓ Policy (SOP) [Rule of functioning of the committee/cell]
- ✓ List of committee/cell members (changing with time)
- ✓ Yearly Plan of Action (Strategic)
- ✓ Yearly Action Taken Report
- ✓ All communication (Notice) with members, management, and other stakeholders
- ✓ Date wise Meeting Minutes
- ✓ Activity Report (Significant contribution during last 5 years with proper documentation)
- ✓ Posters/Signposts etc. (as desired)
- ✓ Future-Plan (for next five years)
- ✓ PPT (to be prepared)

Documents to be kept ready by Office (Last 5 years)

- ✓ MoM of all Committees
- ✓ All Govt Orders
- ✓ Statute of the Affiliating University
- ✓ Yearly Budget
- ✓ Yearly Internal Audit
- ✓ Yearly External Audit
- ✓ Yearly CAS Records

- ✓ IQAC Recommendations
- ✓ Record of Communication between Principal and Office staff
- ✓ All Purchase Orders
- ✓ Utilization of all Grants (If sent back, details)
- ✓ Office PPT (to be prepared)

Documents to be kept ready by IQAC (Last 5 years)

- ✓ List of team members (changing with time)
- ✓ Yearly Plan of Action (Strategic)
- ✓ Yearly Action Taken Report
- ✓ All communication (Notice) with management and other stakeholders
- ✓ Date wise Meeting Minutes
- ✓ Activities of last 5 years (should match with AQAR)
- ✓ Departmental data collection and preservation mechanism
- ✓ Contribution of IQAC for quality improvement in teaching learning, library, and infrastructure
- ✓ All Survey and Audit Reports (conduction mechanism, outcome, communication of outcome/action taken)
- ✓ CAS records
- ✓ Future-Plan (Long and Short Term) Vision 150 years
- ✓ PPT (to be prepared)

It was decided that IQAC will arrange for a presentation meeting for all the departments, where all the departments along with office and library will deliver a mock presentation for NAAC. All the members assured to help the IQAC team members in all aspects. The meeting ended with Principal sir's thanksgiving note

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