

**Proceedings of IQAC Meeting along with All Faculty Members
At College Auditorium
On 8th November 2021 at 11 a.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
Mr. Gautam Sinha
Dr. Asis Basu
Dr. Barnali Ray Basu
Dr. Amit Saha
Mr. Kousik Ghosh
Dr. Adity Sarbajna
Dr. Dipasree Roychoudhury
Dr. Sourav Mitra
Dr. Prasanna Kumar Mondal
Dr. Harisadhan Ghosh
Dr. Apurba Biswas
Dr. Ujjal Biswas
All other faculty members


Proceedings

The principal presided over the meeting. Minutes of previous meeting were confirmed. The meeting was called by the IQAC Coordinator and the principal jointly. It was mainly aimed at the preparedness of all the departments for presenting before the NAAC team. All the departments along with NCC, library and college office made their own presentations. An external member Dr. Shyamalendu Chatterjee, Principal, Chittaranjan College, Kolkata was also present at the meeting to assess all the presentations. The observations off the external member were as follows:

Bengali: Not up to the mark. Need to work on it
English: Good presentation
Botany: Good but need to do better
Journalism: Not up to the mark
Microbiology: Needs improvement
Geography: Need to work more on it
Political Science: Data presentation style should be improved
Sanskrit: Needs improvement
Hindi: Need to think
Urdu: Good presentation

Philosophy: Needs improvement
Sociology: Fair presentation
History: Good presentation
Chemistry: Good presentation
Physics: Good but need to do better
Mathematics: Good but need to do better
Physiology: Data presentation style should be changed
Zoology: Good presentation
Psychology: Good presentation
Commerce: Needs improvement regarding data collection and presentation
Statistics: Needs improvement
Economics: Presentation good but more data required
NSS; Very good presentation
Library: Needs much improvement
Office: A proper ppt presentation is desired

The meeting ended with Principal sir expressing satisfaction at the performance of all the departments and his thanksgiving note. It was decided that IQAC will provide a common ppt format shortly, helping all the departments understand properly the requirements of NAAC. It was also decided that there will be an Academic Audit following the attached schedule. All the departments were requested to get prepared with all the required data for the ensuing audit process.


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


IQAC Co-ordinator
Surendranath College
Kolkata - 700 009

Schedule for Academic Audit, various departments, Surendranath College

Date / Time	Serial No	Department	Internal Auditors
20.12.2021 12 Noon	1	Bengali	Dr Asis Basu & Prof Ujjal Biswas
	2	English	
	3	Hindi	
	4	Sanskrit	
	5	Urdu	
20.12.2021 12 Noon	1	History	Dr. Tushar Kanti Saha & Dr Achintya Biswas
	2	Philosophy	
	3	Political Science	
	4	Sociology	
21.12.2021 12 Noon	1	Commerce	Dr Asis Basu & Dr Kausik Lahiri
	2	Geography	
	3	Physics	
	4	Computer Science	
22.12.2021 12 Noon	1	Chemistry	Dr Tushar Kanti Saha, Dr Asis Basu & Dr Kausik Lahiri
	2	Botany	
	3	Physiology	
	4	Zoology	
	5	Micro Biology	
22.12.2021 12 Noon	1	Mathematics	Dr Achintya Biswas & Prof Ujjal Biswas
	2	Statistics	
	3	Economics	
	4	Journalism & Mass Comm	
	5	Psychology	

All the departments are requested to be prepared with the following criteria:

Curriculum planning, Teaching Learning, Research, Innovation & Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance and Leadership, Values and Best Practices

Details of each criterion to be checked is attached herewith