

## **Proceedings of Exclusive IQAC Meeting held in Zoom on 11<sup>th</sup> July 2020 at 3 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

### **Proceedings**

The principal presided over the meeting. Minutes of previous meeting were confirmed. Then all the college activities done after announcement of lockdown were all chronologically recorded as declared by the IQAC coordinator. The activities were:

- 16<sup>th</sup> to 21<sup>st</sup> March Sanitizer preparation and distribution by Department of Chemistry in their departmental laboratory.
- 24<sup>th</sup> March posting of an IQAC Advisory for uploading study materials by the faculty of all the departments.
- A link of oxford e-books provided by the librarian on 27<sup>th</sup> March and a PPT presentation on Covid 19 prepared by Dr. Nilansu Das was uploaded in the college website under a separate window, Lock Down Activity.
- Principal initiated talks on online classes on 1<sup>st</sup> of April and on 4<sup>th</sup> April Academic Sub Committee & IQAC discussed about the feasibility of taking such online classes (especially for Honours core courses) in an online meeting through Skype.
- On 5<sup>th</sup> April Dr. Sourav Mitra of Physics uploaded a statistical study on Covid Predictions.
- All the central govt. links like Arogya setu app, different MHRD directives and information about different online courses and e learning study materials (MOOCs); SWAYAM, NPTEL etc. were uploaded regularly in the college website time to time.
- On 27<sup>th</sup> April came the UGC guidelines (tentative Academic Calendar) and a meeting academic subcommittee and IQAC members was held on 29<sup>th</sup> April to review the progress of online classes and all the HODs were requested to submit a report on the percentage of Hons. Course covered. Initiation was taken to cover all general courses, SEC and AECC. Online submission and consequent evaluation of ENVS projects and seminar

ppts by the students were also recommended.

- On 30<sup>th</sup> April Botany and later Chemistry department prepared and produced motivational videos that were later uploaded in the college You Tube Channel.
- On 2<sup>nd</sup> May, the college Youtube channel was created, and the online Rabindra Jayanti program videos prepared by students, teachers and non-teaching staff were all uploaded successfully on 9<sup>th</sup> May in that channel. Sociology and Journalism also produced their own videos, these were also uploaded.
- From 8<sup>th</sup> May to 16<sup>th</sup> May all the departments held meeting with TCS, Principal & IQAC Coordinator to discuss their individual progress and problems.
- On 12<sup>th</sup> May Journalism uploaded its Tabloid named Darpan. Psychology formed a Counseling Cell to help all the students during lockdown and the details were put in the College Website.
- On 2<sup>nd</sup> June ROPA work completed successfully. A special mention to Koushik Ghosh, Koushik Lahiri and Asis Basu for this.
- On 6<sup>th</sup> June the first meeting for college webinars was conducted with physiology, sociology, psychology and economics and a technical committee was formed. The ZOOM platform was purchased for 1 month on 10<sup>th</sup> June and during 15<sup>th</sup> to 18<sup>th</sup> June the first webinar series was held in this platform successfully.
- On 5<sup>th</sup> June Botany produced a video to celebrate the World Environment Day, on 6<sup>th</sup> Psychology made one to beat the stress, on 7<sup>th</sup> Zoology produced one to celebrate Najrul Jatanti and on 9<sup>th</sup> Microbiology also presented one on Rabindra Smaran. All these were uploaded in the college channel.
- On 9<sup>th</sup> June an Interdepartmental Online Competition in four categories: drawing, poster, creative writing & photography was organised on Covid situation by IQAC, and the results were published on 1<sup>st</sup> of July.
- On 18<sup>th</sup> July Principal requested all the departments to come forward and organise webinars and as a result, in total 27 [6 (IQAC) + 13 (Dept.) + 8 (DBT)] webinars were held successfully under the supervision of the technical committee by 8<sup>th</sup> of July. [A special mention to Sourav, Dipasree, Harisadhan, Prasanna, Jayanta & Koushik Ghosh]
- On 21<sup>st</sup> June NCC celebrated the international yoga Day by preparing a video and on 23<sup>rd</sup> June Journalism published a photo magazine.
- On 27<sup>th</sup> June letter of approval came for most of the SACTs and the required actions were taken by Dr. T. K. Saha.
- On 3<sup>rd</sup> July, a meeting was held to form a committee. to upload marks for Hons. and General for outgoing 3<sup>rd</sup> year as per CU notification. Different teams were formed and on 10<sup>th</sup> July this uploading work completed successfully.

Principal reiterated that he feels proud for his team for all the activities done during lock down period. N.D. proposed that a note of appreciation for all these lockdown activities be made and sent to the GB. IQAC Coordinator then proposed to purchase the zoom platform for one year



for online events, meetings, and classes. It was approved. N.D. proposed to teach the art of presentation. IQAC formed a new technical committee under leadership of Dr. Barnali Ray Basu and included Ishani, Nilofer, Reni, Ujjwal, Jahira and Rima for supervising all the programmes to be held hence forth in Zoom. It was decided that a logbook will be maintained by K.G. For twice a week slot would be allotted among all the departments on first come first serve basis. Proposal should come through proper channel through HOD to the committee. N.D. wanted a recheck of the material of the program/webinar for quality assurance. Shibasis Banerjee proposed official feedbacks from all the participants should always be taken for all these programs and preserved.

IQAC coordinator acknowledged the grant of Rs. 54 lacs received through DBT Star College Scheme out of 84 lacs sanctioned.

The Advisory committee was formed for DBT as per their rule:

1. Dr. D. P. Duari & Dr. Asutosh Ghosh [External]
2. Principal & DBT Coordinator (chairman & member secretary)
3. Harishadhan, Prasanna, Sourav, Manish, Dipasree, Aditi and another one member from Botany (to be decided)

College website should contain a separate button for DBT STAR that will open the exclusive page for DBT. This page would be created, designed, and maintained by the departmental coordinators of DBT. Principal approved it. IQAC Coordinator then asked for the report of SACT. K.G. said that altogether 45 (Guest) and 20 (CWTT & PTT) applications were sent among which  $24 + 20 = 44$  has already been approved. Reminder has been sent about other 21 guest lecturers who have not been placed to the relevant authority in H.E. Dept.

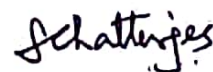
Principal said that headship rotation in case of SACT posts will be routed through T.C. meet. Physics and Economics Dept. H.O.D post will be rotated naturally to the next incumbent from 1<sup>st</sup> of August.

It was next decided that regarding online classes for 3<sup>rd</sup> & 5<sup>th</sup> semester, those have to be initiated from 3<sup>rd</sup> of August. It was decided that a notice will be served from the desk of IQAC to the Academic Sub Committee, to finalize the course distribution regarding core courses and DSE. Preparation of a common routine for general stream courses by the routine committee was proposed. In case of RUSA purchase status, K.G. reported that almost 70 lakhs have already been spent and utilization certificate submitted. Some purchased items could not be received due to lockdown. N.D. reiterated that the admission committee will meet on 3<sup>rd</sup> of August to formulate guidelines for admission from 10<sup>th</sup> of August.

Barnali madam reported that her DST project scholar has been selected in Vidyasagar College as SACT. So, she needs to recruit a fresh one. IQAC approved it and advised her to proceed according to the norms. The meeting ended with a thanksgiving note from the principal.



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



IQAC Co-ordinator  
Surendranath College  
Kolkata - 700 009