

**Proceedings of IQAC Meeting held in Zoom with all the TC members  
On 28<sup>th</sup> September 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  
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 of Surendranath College. In this meeting the convenor, IQAC introduced all the members to basic framework of new NAAC format. The points mentioned by her are given below:

**Criterion 1.** Curriculum Planning (Routine, Academic Calendar, Teachers Activities, Add on Courses, Project Work/Field Work/Internship) + Curriculum Feedback

**Criterion 2.** Teaching Learning (Student enrollment, Diversity of Students, Mentoring, Student teacher ratio, Unique methods adopted for teaching, ICT enabled teachers, Teachers with Ph.D., Remedial/Tutorial class records) + internal assessment records + Course/program outcome + pass %

**Criterion 3.** Research Innovation, Extension (Grants received teachers as research guide, workshop/seminar /webinar conducted, No of fellows enrolled, no of research papers, no of book chapters/books, awards of teacher for research + outreach activities + collaboration is research + functional MOUs

**Criterion 4.** Infrastructure & Learning Resources (no of classroom, lab, computers, ICT enabled classrooms, LMS used (Google Classroom/ MOODLE), e-resources, seminar Library, Study material, (Net connection/Wi-fi/band width)

**Criterion 5.** Student Support & progression, Soft/life skill development program, guidance for

competitive Examination, student progression, student placement, success in competitive exams, awards/medals, student participation in cultural/sports activities, alumni involvement

**Criteria 6. Governance & Leadership** (Details of Teachers and non-teaching staff members, attendance in RC/OP / FDP/ workshop training, Funds from other (non govt) sources


**Criterion 7. Values & Best Practices** (Waste management, green initiative, student sensitization on values/rights /duties, Event celebration, best practices, SWOT analysis)


All the doubts of different faculty members were cleared. All were requested to go through the new manual for both AQAR and SSR of NAAC. The importance of DVV process was clearly stated.

It was unanimously decided that all the faculty members should go through the manuals carefully. It was realized that before entering the process, all should know the process.

IQAC convenor promised to arrange for some orientation programs soon to enlighten all the faculty members about the process and the desired ICT training to manage the huge data.

The meeting ended with Principal expressing satisfaction at the eagerness of the teachers in terms of taking online classes and handling all the challenges of the digital era amidst series of lockdowns and his thanksgiving note.

  
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