Proceedings of IQAC Meeting along with Academic Sub Committee
At Darwin Hall, Dept. of Zoology
25ᵗʰ August 2021 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. AsisBasu
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. It was mainly aimed at the preparedness of ensuing NAAC. The to do lists were given by her to all the stakeholders as given below.

To Do List (For All Departments)

• Making the list of all Repair and Renovation works required by the department and submit to surendranathcollege.iqac@gmail.com by *27th August '2021.*

• Reading the *AQAR 2020-21* format and SSR format carefully and *current SSR* of other colleges (available in the websites of those colleges)

• Distributing responsibilities of different Criterions among all the members of the department *(as reflected in the SSR)*

• Collecting the AQAR data (as mentioned in the SSR) for the last 5 years *(starting from 1st June 2016)* and supporting documents for SSR preparation within *30th September '2021*

• Submission of reports for last five years *(starting from 1st June 2016)* by all the subcommittees along with required documents (Meeting Notice, Agenda, Minutes, Action Taken Report etc.) within *15th September '2021 to* surendranathcollege.iqac@gmail.com

Guidance about SSR (Data for last five years starting from 1.6.2016)

Remember: Everything you write in SSR should accompany supported documents like AQAR 2020-21 you have just finished which will also undergo DVV process by NAAC

Criterion I Main Focus: (Departmental Routine, Study Material, Departmental Academic Calendar, CU Activity list (BOS member, Question Setter, Moderator, Scrutineer, Examiner), Add on Certificate Course data (if there), internship/field trip records, employer & alumni feedback,)

Criterion II Main Focus: (Mentoring: Differential treating of slow & advanced learners, student centric learning (micro teaching/participative learning), faculty teaching experience (joining letter), Ph.D. (certificate), internal assessment (record), discussion about performance/exam marks with students, program & course outcome, SSS survey report analysis and the action taken report)

Criterion III Main Focus: (Research grant, research guidance, scholars enrolled), all **arranged** seminar data (if going to arrange a new one, please try to do it on *Research Methodology, Intellectual Property Rights (IPR,) job opportunity, and entrepreneurship)*, publications (journal, Book chapter as many as possible), awards received for extension activity, NCC, NSS activity), (collaboration/linkage/MOU records)

Criterion IV Main Focus: (Seminar Library Record), (Computer and other IT related available facility details)

Criterion V *Main Focus: Students'* (skill building, job training, helping in competitive exams), grievance redressal, progression to higher studies, placement, participation in Sports, cultural activities, awards, medals (details and documents can be collected through Google forms), ALUMNI connect, meet, feedback, engagement & contribution (cash and kinds)

Criterion VI FDP (arrangement, participation and financial assistance details and documentation)
Appraisal of Teaching and Non-Teaching staff
Criterion VII (Best practices, Future plan)

To Do List (For Office/Sub Committees)

- Completion of all Financial Audits (external)
- Effective mobilization of funds
- Expenditure in different sectors
- Funds from other sources (non-government)
- Resolving all pending UGC issues with the help of KL & NR
- Student Enrollment Data
- Last year and this year's Part III, Sem VI college results (when available)
- All Students' free ship, scholarship details (with the help of respective sub-committee)
- Computer, Wi-Fi, Bandwidth, Maintenance, AMC records (with the help of IT subcommittee)

To Do List (For Library)

(Library-Automation and all other requisites according to Criterion IV)

To Do List (For Administration)

• Implementation of e-governance in areas of operation (invoice, date of implementation, other records)

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Gym/Yoga centre/field/media centre/more smart classrooms

Green Campus (solar panel, rainwater harvesting, waste management)

Rails in all Washrooms

New Room for IQAC

Environmental Audit by External Agency

1. Green audit

2. Energy audit

3. Environment audit

• Registration of Alumni Association

After issuance of the to do list, all the doubts of different HODs were cleared by the IQAC coordinator. It was generally agreed that every department will do the needful beside their normal academic activities.

The Meeting ended with thanksgiving by the convener and the principal.

Principal
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