



SURENDRANATH EVENING COLLEGE

[Established in 1961]

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(NAAC Re-accredited in 2016)




NOTICE


Dated: 2nd September, 2021

A meeting of the IQAC of Surendranath Evening College will be held on 09.09.2021 (Thursday) at 4 p.m. in the Principal's chamber. All members are requested to attend the meeting positively.

S. Saha Roy 2.9.21
Dr. Supti Saha Roy
Coordinator, IQAC

 02.09.21
Prof. Jafor Ali Akhan
Chairperson, IQAC

Members Present at the IQAC meeting held on
9.9.2021

1.  09.09.2021
2. Dr. S. Saha Roy 9.9.21
3. Narmalaben 9.9.21
4. Debapriya Sanyal
5. Sanjit Sanyal
6. Debasia Manna 9.9.21
7. Subarna Saha 9.9.21
8. Averi Guha 9.9.21
9. Tapas K. Paik 09.09.21
10. Debanik Bandyopadhyay 9.9.21

Proceedings of IQAC Meeting held on 09.09.2021

1. The proceedings of the last IQAC meeting held virtually via Google Meet on 12.06.2021 were confirmed.

2. It was clear to the members of the IQAC that a great deal of effort was needed to put the NAAC accreditation preparation on track after the existing accreditation would expire on the 5th of November 2021. The new Coordinator of the IQAC, Dr Supti Saha Roy, taking over responsibility from the former Coordinator Mr Debapriya Sanyal under whose tenure many of the necessary routine IQAC work was not done, stressed the need to put in monumental effort as time was too short. At the very beginning she pointed out that yearly AQARs to be submitted to NAAC have not been submitted since 2017 and this must be considered the topmost priority of the newly constituted IQAC towards the upcoming NAAC accreditation. She then proposed that a letter be written to NAAC informing them about this non-submission as well requesting at least a year's time before beginning the protocols for the 3rd cycle of accreditation for the college. At this point Dr Tapas Paira pointed out that it would be a better idea to complete the pending work of the AQARs and then write to NAAC. All the members agreed to this.

2. Dr Debasis Manna informed all members that regarding the AQARs, two different templates have to followed: the old format for the years 2018 - 2020 and the new template for 2020-21 since a fresh set of guidelines have come into effect from NAAC since July 2020. The Coordinator then asked Mr Debapriya Sanyal to read out relevant portions from his report regarding planning for the accreditation based on seminar attended on NAAC. During this reading and subsequent discussion the members were made aware of 7 key areas of evaluation, the procedures of submitting IIQA and SSR, the importance of independent DVV, the Student Satisfaction Survey to be conducted by NAAC, the utmost importance of giving accurate information without any distortion and the implementation of Student Feedback templates.

3. The Coordinator along with Dr Tapas Paira and Dr Averi Guha expressed the opinion that the issue of Student Feedback templates should be addressed immediately along with all other feedback templates involving teachers, parents and alumni. Together all members jointly formulated templates for all these categories which is attached to this report separately. All the templates were made in conformity to the latest NAAC guidelines.

4. Dr Tapas Paira informed all members that the work of overhauling the college website adding Faculty Profiles and individual webmail's was being done and will be complete in a short time.

5. After consulting with the members the coordinator expressed her wish to invite all Heads of Departments in the next IQAC meeting with the purpose of allotting specific tasks relevant to the 7 key evaluation areas necessary for compiling the AQARs. She stated all of this will be time bound programmes and the HODs have to submit their given task within specified limit of time and they have to do the work with the help taken from all faculty members of the department, and the college office and may consult Dr Debasis Manna if necessary.

6. After discussion with all members and acting on a suggestion by Dr Averi Guha, the Coordinator decided to request all HODs to submit a detailed plan of the Teaching-Learning Mechanism for Semesters 1,3 and 5 in which they shall give a break up of assigned syllabus against each teacher of the department along with a tentative figure of number of classes taken.

7. The meeting concluded with the decision to hold the next IQAC meeting on the 16th of September 2021.