



SURENDRANATH EVENING COLLEGE

[Established in 1961]

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(NAAC Re-accredited In 2016)




NOTICE

Dated: 10th September, 2021

A meeting of the IQAC of Surendranath Evening College will be held on 16.09.2021 (Thursday) at 3 p.m. in the staff room. All members of the committee and all the Head of the Departments are requested to attend the meeting positively.

S. Saha Roy 10.9.21
Dr. Supti Saha Roy
Coordinator, IQAC


Prof. Jafor Ali Akhan
Chairperson, IQAC

Members present at the IQAC meeting held on 16.9.21
at 3 PM

1. ~~1.~~ 16.09.21
2. S. Saha Ray 16.9.21
3. Tapas K. Paria 16.9.21
4. Manjari Chakrabarti 16/9/21
5. Urmilakern 16.9.21
6. Debapriya Sanyal 16.9.21
7. Nusrat Jahan 16.09.2021.
8. Saubhik Datta 16/9/2021
9. Debasis Manna 16.9.21
10. Toton Ghosh 16.09.21
11. Gautam Hambroo 16/09/2021.
12. Satanepa Saha 16/9/2021
13. Swjata Noh. 16/09/21
14. Anu Kumar Singh 16/09/21
15. Anindita Nath Saha 16/09/21
16. Guba 16/09/21
17. Abanish Danyal 16.9.21
18. ~~Abanish Danyal~~ 16-09-21
19. Ranjit K. Ray 16.09-21
20. Abhijit Poddar 16/09/2021.
21. Nousheen Buba Chan 16/9/21
22. Anupam Debangsh 16/09/21

Proceedings of the IQAC meeting held on 16.09.2021

1. The Coordinator read out the proceedings of the last meeting held on 09.09.2021 and it was duly confirmed by all the members.

2. The Coordinator Dr Supti Saha Roy displayed the printed copies of the Student, Faculty and Office Feedback form which were formulated in the last meeting and urged the members to formulate the two pending feedback forms for Parents and Alumni. This matter was taken up by the members at the end of the meeting and the two remaining feedback forms were formulated.

3. Dr Debasis Manna pointed out that along with the task of making the feedback forms, it was urgent to open an email account for the IQAC which would be the portal for submission of all these forms. Dr Tapas Paira informed the members that he has already had a talk with Skillhut on this issue and the service provider would start doing all necessary work on website and email ID for IQAC and individual teachers on and from the first week of October 2021.

4. The Coordinator Dr Saha Roy then addressed Dr Debasis Manna and Dr Tapas Paira and asked them to lay out the 7 criteria necessary to complete the AQAR and distribute the responsibility among the present HODs. Dr Paira initially proposed that separate departments be given single criteria to prepare and submit, but Dr Averil Guha said that since each criteria would involve data from all departments, it would be a better working method to go through each of the 7 criteria and assign work to the HODs wherever a department can process and prepare the data. Dr Guha further proposed that the Departmental Heads working in harmony with their departments should consult the office and collect data from this source when required. To facilitate the work of the HODs, Dr Paira offered a valuable help by promising to send to the HODs Excel sheets of the data of all students of all semesters as well as the 1+1+1 annual system students in which the subject combinations shall also be given to enable the identification of General as well as Honours students.

5. After all this discussion Dr Paira started going over the 7-point criteria with all members in a detailed manner and tasks were allotted. The entire list of assignments for the HODs is appended separately here for ready reference. One point which came up in the course of allotting assignments was the idea that it would be beneficial if some staff from the office was earmarked to help the teachers gather data, particularly regarding the pass percentage of students per semester and year.

6. While going through the various criteria it was found that SSS, Student Satisfaction Survey would have to be prepared for all the years starting from 2017. It was consensual that a new set of feedback forms would be generated for this and Dr Tapas Paira took on himself the responsibility of sending soft and hard copies of the feedback forms to the HODs. It was agreed that the hard copies will be available for the HODs on and from Monday 20th of September 2021 from the college office. At this point Dr Nusrat Jahan of the department of Urdu emphasized that in all cases effort must be made to get the genuine feedback of students even if it is difficult. The Coordinator Dr Saha Roy stressed the need to keep all data collection and data processing completely transparent reminding the members that not a single inaccurate or unsupported or dubious data shall be provided to NAAC.

7. The date for the submission of all assignments given to the HODs was fixed for 30th of September though Dr Avijit Poddar suggested that a few more days would have helped. Dr Jahan commented that without the cooperation of her Departmental colleagues it would be very difficult for her to complete her assignment within the stipulated time though she also assured the Coordinator that she will do her best to get the job done. The Coordinator informed all HODs that they have to submit their data in the form of a soft copy and also bring a printed hard copy of the submission in the next IQAC meeting which would be held on the 30th of September 2021.