

# SURENDRANATH EVENING COLLEGE

24/2, M.G.ROAD,KOLKATA-700009

Notice

Date: 12.06.2021

A meeting of the IQAC of Surendranath Evening College will be held on 19.06.2021 at 7.00 pm via Google Meet platform. All members are requested to attend the meeting.

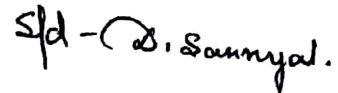
Agenda:

1. To read and confirm the proceedings of the last meeting.
2. To discuss about the formation of Digital Infrastructural Development Committee (DIDC).
3. To discuss about updating of faculty profile in the website.
4. To discuss academic affairs of the college.
5. To consider the applications of SACT to convert their category from SACT-II to SACT-I.
6. Miscellaneous if any with the permission of the chair.



Dr. Jafor Ali Akhan  
Principal

SNEC



Debapriya Sannyal  
IQAC Co-ordinator  
SNEC

## Surendranath Evening College

### Internal Quality Assurance Cell

Proceedings of last meeting held on 19.6.21

The proceeding of the last meeting were verbally reported by Sri Debapriya Sanyal, IQAC Coordinator. He informed that the report which was requested by the Governing Body on the affairs of IQAC had been submitted as a written document to the Principal. He elaborated for the benefit of all members that the report mainly consisted of a list of all webinars held in 2021 under the supervision of the Teacher in Charge, Dr. Supti Saha Roy and also his take from the webinar he attended on NAAC held by Ramakrishna Mission Residential College, Narendrapur at the behest of Dr. Supti Saha Roy. When Sri Sanyal informed the members about his inability to tackle the task of IQAC and the upcoming NAAC on his own, the members unanimously advised to appoint Dr. Tapas Paira as assistant or co-coordinator (to be ratified by the Governing Body) though with the relevant clause that all documentary submissions shall be signed by the coordinator only. Both Sri Sanyal and Dr. Paira pointed out that the term of the last IQAC has already expired and the reconstitution of the NAAC is in order and new appointment letters need to be given to IQAC members. Dr. Paira then pointed out that there can be up to eight appointments for internal teachers as also the necessity of inducting administrative officers in IQAC. The name of Dr. Shanti Ranjan Palchowdhury, the present principal of Sammilani Mahavidyalaya was proposed as Administrative Officer Inductee and Sri Ashok Chatterjee offered to have a conversation with him on this matter. Principal Dr. Jafor Ali A. Khan inquired whether registrars of universities would be eligible for this. DS taking the cue from Dr. Paira's suggestion of including more internal teacher members, proposed four names to be included in the IQAC. They were Dr. Supti Saha Roy, Dr. Amit Das, Dr. Sanjit Sarkar and the librarian Miss Satarupa Saha. Finally, DS pointed out the AQARs since 2018 were yet to be prepared and submitted and suggested that the priority for the upcoming NAAC should be action taken on the recommendations provided by the earlier NAAC peer team in its report.

2. To facilitate the functioning of the IQAC for the upcoming NAAC, a NAAC committee was set up consisting of the following members- Dr. Debashis Manna(Coordinator), All Head of departments, Sri Ashok Chatterjee, Sri Milan Mukherjee, Dr. Sanjit Sarkar (Teachers Council Secretary). It was decided that this NAAC committee shall supervise and execute all data management and logistical input which has to be submitted online in the SSR.
3. Dr Paira proposed that a complete overhaul of the website was urgently necessary. He lamented that our college website was not attractive and student friendly and had old and inaccurate information. He proposed that the faculty profile for the college must be updated immediately and

individual web mail for all teachers must be introduced. He added that necessary information about teachers regarding their publications, areas of special interest etc should be kept on the website. He added that a special portal for NAAC should also be maintained on the website. Overall he proposed a drastic facelift for the college website by virtue of which the website shall be a virtual complete picture of the college and its activities. Principal Dr Jafor Ali A. Khan said that he will send a notice to the teachers regarding their CV and Dr Himadri Nath Roy shall be approached to make the template for the CV. Finally a new committee was constituted to look after the website and the following names were proposed- Dr. Samit Bhowal (coordinator), Dr. Debashis Manna, Dr. Abhijit Poddar, Dr. Himadri Nath Roy, Dr. Anupam Debangshi and Sri Ashok Chatterjee.

4. Dr. Paira argued for putting e-routines for Semester II,IV,VI and I,III,V (as and when necessary) in the college website for purposes of transparency and easy access for students. Principal Dr Jafor Ali A. Khan proposed that documents of classes taken should be maintained in online format and heads of departments shall be asked to provide documentary evidence. Sri Sanyal then drew the attention of members to a practice of plagiarism pointed out by Ashutosh Roy of Skillhut. Mr. Roy had pointed out that some departments have put up copyrighted materials on the website and this could mean legal problems. Principal Dr Jafor Ali A. Khan then said that he would send a letter to all departments reminding them that sources should be quoted whenever possible for lectures and materials uploaded.

### Miscellaneous

1. The IQAC discussed the issue of upcoming admission for new semester and advised the admission committee to meet and figure out the parameters in due time.
2. There was discussion regarding internal examinations for semester II,IV and VI and it was decided that acting on the previous advisory of University of Calcutta the procedures followed before shall be maintained.
3. Sri Ashok Chatterjee pointed out that CAS for non-teaching staff has not been done in long time and is pending. Principal Dr Jafor Ali A. Khan promised to look into it and do the necessary.