SURENDRANATH EVENING COLLEGE

[Established in 1961]

Affiliated to the University of Calcutta

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(NAAC Re-accredlated in 2016)

NOTICE   **Date: 04.05.2023**

A meeting of IQAC will be held on 10.05.2023 (Wednesday) at 5.30 pm. All members are requested to attend the meeting positively.

Venue: Principal's Chamber

Agenda:

1. To read and confirm the proceedings of the last meeting.
2. To discus about the distribution of remaining work to complete previous AQARs.
3. To discuss data collections process for the session 2020-2021 and 2021-2022 from the different stakeholders.
4. SSS and Feedback collections from different stakeholders by online mode for the session 2022-23.
5. Miscellaneous.

Debasis Manna
IQAC Convenor

Principal 04. 05. 202

Principal
Surendranath Evening College
Kolkata - 700 009

Members present at the IQAC meeting held on 10.05.2023

1. [signature] 10.05.2023.
2. Supti Saha Ry 10.5.23
3. Avcci Guha
4. Amit Das
5. Tapas K. Paira
6. Sanjit Sarkar.
7. Satarup x Saha

8. [signature]
9. Ranjit K r. Dey 10.5.23
10. Debasis Manna 10-5-23

Resolution of the meeting held on 10.05.2023

Agenda 1: The Coordinator read out the proceedings of the last meeting held on 10.04.2023 and it was duly confirmed by all the members.

Agenda 2: To complete AQAR submission within the stipulated time, seven groups were formed having a team leader in each group according to seven criteria of NAAC. The details of all groups are as follows:

TEAM – 1

Team Leader : Urmila Sen
Team Members : 1. Manjari Chakrabarti
2. Sudipa Chowdhury
3. Sankar Prasad Majhi
4. Sujata Kole
5. Himadri Nath Saha
6. Saubhik Datta
7. Amlan Mandal

TEAM – 2

Team Leader : Manabendra Saha
Team Members : 1. Anupam Debangshi
2. Debasis Singha
3. Amita Dhar
4. Sujata Kole
5. Peula Sinha Roy
6. Sunon Nandy
7. Gautam Hembram

TEAM – 3

Team Leader : Chirashree Lahiri
Team Members : 1. Sanjit Sarkar
2. Arghya Tarafder
3. Vivek Shaw
4. Sohini Gupta
5. Debarati Ray
6. Suranjit Chandra Roy

7. Sili Hansda

TEAM – 4

Team Leader : Amit Das
Team Members : 1. Shatarupa Saha
2. Arun Kumar Singh
3. Dibya Prasad
4. Sima Kumari Singh
5. Luxmi Jha
6. Chaitali Ghosh

TEAM – 5

Team Leader : Samit Bhowal
Team Members : 1. Nityananda Thakur
2. Abdul Lahil Safi
3. Madhulika Tiwary
4. Rajdeep Bhattacharyee
5. Sushobhan Purkait
6. Shreya Jaiswal
7. Toton Ghosh

TEAM – 6

Team Leader : Abhijit Poddar
Team Members : 1. Shukdeb Paul
2. Lopa De
3. Sufia Shireen
4. Md. Parvez Taher
5. Shabana Afrin Jawed
6. Satyajit Biswas
7. Nousheen Baba Khan

TEAM – 7

Team Leader : Nusrat Jahan
Team Members : 1. Debapriya Sanyal
2. Shyamal Pathak
3. Suparna Ghosh
4. Manik Das

5. Provat Dalal
6. Gopal Chandra Mana
7. Priyankar Modak

All the team leaders are then requested to complete their remaining work within 25.05.2023.

Agenda 3: All team leaders are requested to submit their criteria wise write up in word format and all related supporting documents in pdf format. In this regard IQAC co-ordinator told Dr. Averi Guha to make a team-wise AQAR work preparation plan and suggested to give a format. IQAC co-ordinator also suggested to make Google form and Google sheet to collect the data to make this process faster.

Agenda 4: It was decided to collect the feedback form from different stakeholders and Student Satisfaction Survey (SSS) in online mode for the session 2022-23. Questionnaire of SSS should be according to the NAAC guideline. After discussion, Questionnaires of feedback for different stakeholders are set as follows-

1. How much of the syllabus was covered in the class?
   a) 85 to 100% b) 70 to 84% c) 55 to 69% d) 30-54% e) Below 30%
2. How well did the teachers prepare for the classes?
   a) Thoroughly b) Satisfactorily c) Poorly d) Indifferently e) Won't teach at all
3. How well were the teachers able to communicate?
   a) Always effective b) Sometimes effective c) Just satisfactory d) Generally ineffective
   e) Very poor communication
4. The teachers illustrate the concepts through examples and applications
   a) Every time b) Usually c) Occasionally/Sometimes d) Rarely e) Never
5. The institute/ teachers use student centric methods, such as experimental learning, participative learning and problem solving methodologies for enhancing learning experiences
   a) To a great extent b) Moderate c) Some what d) Very little e) Not at all
6. What percentage of teachers uses ICT tools such as LCD Projector, Multimedia, etc. while teaching.
   a) Above 90% b) 70% c) 50% d) 30% e) Below 29%
7. The teachers approach to teaching can best be described as
   a) Excellent b) Very Good c) Good d) Fair e) Poor
8. Fairness of the internal evaluation process by the teachers
   a) Always fair b) Usually fair c) Sometimes unfair d) Usually unfair e) Unfair
9. Was your performance in assignments discussed with you?

a) Every time b) Usually c) Occasionally/Sometimes d) Rarely e) Never

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes

    a) Every time b) Usually c) Occasionally/Sometimes d) Rarely e) Never

11. The teaching and monitoring process in your institution facilitates you in cognitive, social and emotional growth

    a) Significantly b) Very Well c) Moderate d) Marginally e) Not at all

12. Your mentor does a necessary follow-up with an assigned task to you

    a) Every time b) Usually c) Occasionally/Sometimes d) Rarely e) I don't have a mentor

13. The teachers identify your strengths and encourage you with providing right level of challenges

    a) Fully b) Reasonably c) Partially d) Slightly e) Unable to

14. Teachers are able to identify your weakness and help you to overcome them

    a) Every time b) Usually c) Occasionally/Sometimes d) Rarely e) Never

15. The overall quality of teaching- learning process in your Institute us very good

    a) Strongly agree b) Agree c) Neutral d) Disagree e) Strongly disagree

All the Feedback should be collected by creating Google Form.

Miscellaneous:

IQAC co-coordinator asked Department of Computer Science and Department of Commerce to start Add-on Course for the session 2023-2024 .

He also said to take remedial class during the summer vacation.

Debanis Manna
IQAC Convenor

IQAC Coordinator
Surendranath Evening College
Kolkata-9

Principal

Principal
Surendranath Evening College
Kolkata - 700 009