

NAAC Prepararion Meeting No. 1 Dated 02.08.2016

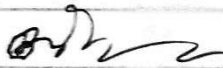
A staff meeting was held on 02.08.2016 in the Teachers' Common Room with a view to discussing the following agenda. All the Teaching, Non-teaching staff including library staff were invited. Many of them were present. The Principal chaired the meeting.

Agenda:

1. Apprising the staff about the necessity of inviting NAAC
2. Requesting the Principal to provide with some bare essentials for SSR preparation
3. Allocating criterion-wise duties

Resolutions taken:

1. All the staff agreed as to the necessity of inviting NAAC and getting the institution assessed and accredited. All resolved to work in unison.
2. The Principal assured that he will provide a separate furnished room with electricity connection, a Computer, Printer, Broadband connection and stationers for the IQAC to function.
3. The Co-ordinator, IQAC requested all the staff to share the burden of work. The following teachers and staff have agreed to shoulder their respective responsibilities pertaining to the Seven Point Criteria :

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|--|---------------------------------|
| 1.  | 17 Md Anwarul Korim. 02/08/16 |
| 2. Susanta Kumar Dolai 2/8/16 | 18 Dipak Mondal 02/08/16 |
| 3. Sebdas Pray 2.8.16 | 19 Goutam Chakraborty 02/08/16 |
| 4. Banodev Senapati 2.8.16 | 20 Arun K. Sarmal. 2.8.2016. |
| 5. Pratin Bhattachar 2.8.16. | 21 Munti Pasa Mata 2.8.16 |
| 6. Suxdi Kula 2.8.16 | 22. Rina Ghosh. - 02.08.16. |
| 7. Prasentit Khan 2.08.16 | 23. Animesh Pramanik - 02.08.16 |
| 8. Subhashis Bhattacharya. 2.8.16 | 24. Sayani Kar. - 02.08.16 |
| 9. Bapan Parua 2.8.16 | 25. Suparna Saha 2/8/16 |
| 10. Sampam Santra. 02.08.16 | 26. Rabin Dhal 2/8/16 |
| 11. Hafijuddin Mirza 02.08.16 | 27. Swadesh Kundu 2/8/16 |
| 12. Somena Mondal. 02.08.16 | |
| 13. Twishampati S. 02.08.16 | |
| 14. Asima Maiti. 02.08.16. | |
| 15. Nibedita Ghosh. 02.08.16 | |
| 16. Anusmita Singha. 2.8.16 | |

**Sukumar Sengupta Mahavidyalaya (Affiliated to Vidyasagar University)
State Highway 7, Dist : Paschim Medinipur, Keshpur, West Bengal 721150**

Notice IQAC

(Dated on 28.01.2019)

A meeting with all members of IQAC has been arranged on 06.02.2019 at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Formation of sub committees for working towards 7 criteria of NAAC SSR
3. Discussion on progress for applying NAAC 1st cycle
4. Any other miscellaneous


Bamadev Sengupta
Convenor

IQAC

Minutes of the Meeting held on 06.02.2019

IQAC

Members Present:

1. 
2. Banadev Senapati
3. Rajim Ali Mondal.
4. Ghose.
5. Geoutam Chakraborty
6. Suman Pratihar
7. Arun K. Sansmal.
8. MUKHI Pada meta

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on

Agenda2: IQAC committee approved the formation of 7 sub committees to work on the 7 criteria of NAAC SSR. This is as follows

workload distribution for filling up NAAC SSR/IQAC AQAR						
SUKUMAR SENGUPTA MAHYAVIDYALAYA						
Curricular Aspects	Teaching-learning and Evaluation	Research, Innovations and Extension	Infrastructure and Learning Resources	Student Support and Progression	Governance, Leadership and Management	Institutional Values and Best Practices
Bamadev Senapati	Sanju Bera	Rajim Ali Mondal	Sumantra Sarathi Biswas	Rita Shome	Principal	Anwesha Banerjee
Suman Pratihar	Raju Ghosh	Debajyoti De	Milan Barman	Aslamul Islam	Suman Mandal	Gangaram Murmu
Pratim Bhattacharya	Arun Kumar Sansmal	Kingshuk Ghosh	Arindam Barman	Najim Ahmed	Dipayan Chakraborty	Souvik Patra
Bapan Poria	Soma Das	Sudip Karmakar	Rina Ghosh	Swarnalata Panda		Anup Mahata
Anushua Chakraborty	Anoar Ali	Chanchal Deboxy	Arumita Singha	Mausumi Manna		Hafijuddin Mirza
	Nibedita Ghosh		Dipak Mondal			Shantanu Panda
			Sanghati Malty			Priyanka Jana
			Amit Bhuniya			
			Dipankar Dey			

Agenda3: There was a detailed discussion on the NAAC SSR and IQAC preparation. All the members agreed to contribute meaningfully towards the SSR submission attempt.

Agenda4: The meeting ended with the vote of thanks of the Chair and Convenor.

Sukumar Sengupta Mahavidyalaya (Affiliated to Vidyasagar University)
State Highway 7, Dist : Paschim Medinipur, Keshpur, West Bengal 721150

Notice IQAC

(Dated on 12.03.2019)

A meeting with all members of IQAC has been arranged on 22.03.2019 at the hon'ble Principal's office to discuss the following agenda.


1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on budget for tentative NAAC visit
4. Any other miscellaneous

Dr. ~~Det~~
Bamadev Senapati
Convenor

IQAC

Minutes of the Meeting held on 22.03.2019 IQAC

Members Present:

1. 
2. Rajim Ali Mondal.
3. Ghose,
4. Sanjay Pratihar
5. Goutam Chakraborty
6. Arun Kr. Sasmal
7. Bamadev Senapati
8. MUMTI PANDA MATA

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 06.02.2019

Agenda2: The convenor of IQAC started a detailed review of SSR preparation and it was decided that the same will be continued in the follow up meetings. For the criteria 'Governance, Leadership and Management', the hon'ble Principal was requested to extend help in acquiring valuable data from office.

Agenda3: The house discussed the 'to do list' for tentative NAAC visit. It was decided that IQAC will propose the Principal regarding the total development of infrastructure of the college like development of Play Ground, Library, Common room, wash room, drinking water facility etc.

Agenda4: With the permission of the Chair, the house discussed the possibility of 'Green Audit'. It was proposed to be done with the help of Botany Department.

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Notice IQAC

(Dated on 12.01.2020)

A meeting with all members of IQAC has been arranged on 22.01.2020 at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on Feedback of students
4. Discussion on infrastructure development of the college
5. Any other miscellaneous



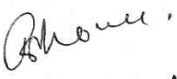
Rajin Aji Mondal

Convenor

IQAC

Minutes of the Meeting held on 22.01.2020 IQAC

Members Present:

1. 
2. 
3. Rajini Ahi Mondal.
4. 
5. Anura K. Sasmal.
6. Banadev Senapati
7. MURTI Pada Mata

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 22.03.2019

Agenda2: Progress of teams Curricular Aspect, Teaching-learning and Evaluation Research, Innovations and Extension, Infrastructure and Learning Resources Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices, were satisfactory. The convenor cleared any doubts in this regard.

Agenda3: A discussion was held on the student feedback. Suggestion was taken from the Principal to know whether and how action may be taken based on students' feedback.

Agenda4: The hon'ble Principal was requested by the house to see the progress of the development of infrastructure of the college. Principal agreed to discuss the same in upcoming GB.

Agenda5: The meeting ended with the Vote of thanks of the Chair.

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State Highway 7, Dist : Paschim Medinipur, Keshpur, West Bengal 721150

Notice IQAC

(Dated on 08.02.2020)

A meeting with all members of IQAC has been arranged on 18.02.2020 at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on Online Classes, Student Orientation Program
4. Discussion on introduction of certificate course
5. Any other miscellaneous


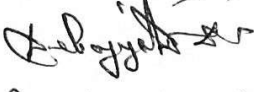
Rajim Ali Mondal.

Convenor

IQAC

Minutes of the Meeting held on 18.02.2020 IQAC

Members Present:

1. 
2. 
3. Rajin Ali Mondal.
4. Ghose.
5. Anon K. Sasmal.
6. Bamadev Senapati
7. MURTI pada mata

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 22.01.2020

Agenda2: Progress of teams Curricular Aspect, Teaching-learning and Evaluation, Research, Innovations and Extension, Infrastructure and Learning Resources Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices were satisfactory. The convenor cleared any doubts in this regard.

Agenda3: The house discussed on the possibilities of making 'online classes' more authentic, meaningful and interesting for the students and the teachers. Procedure of taking and validating attendance in the Online class were discussed in the class.

Agenda4: Regarding introduction of certificate course the house proposed to introduce 'women safety' and 'computer basics' courses.

Agenda5: The meeting ended with the Vote of thanks of the Chair.

**Sukumar Sengupta Mahavidyalaya (Affiliated to Vidyasagar University)
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Notice IQAC

(Dated on 06.11.2021)

A meeting with all members of IQAC has been arranged on **16.11.2021** at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on introduction of Best Practice
4. Discussion on working of Anti Ragging Cell and Grievance cell
5. Discussion on formation of NAAC Preparation Committee
6. Any other miscellaneous



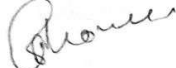
Rajim Ali Mondal

Convenor

IQAC

Minutes of the Meeting held on 16.11.2021 IQAC

Members Present:

1. 
2. 
3. Goutam Chakraborty
4. Rajin Aii Mondal
5. 
6. Arun Kr. Sarmal.
7. Bamadev Sengupta
8. M. Ukti Pouda Maier

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 18.02.2020

Agenda2: Team 'Research, Innovations and Extension' proposed introducing 'Incubation Center'. The matter was discussed in the house. Also it was decided that it will work parallelly with 'Central Research Cell',

Agenda3: The house discussed several best practices. It was decided to introduce 'computer literacy' as best practice in the college.

Agenda4: The method of working of Anti Ragging Cell and Grievance cell were discussed in the house. The house requested both the cells to show the last one year action taken report.

Agenda5: The IQAC house requested the Principal to formulate a 'NAAC Preparation Committee' which will work solely for the NAAC preparation.

Agenda6: The meeting ended with the Vote of thanks of the Chair.

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Notice IQAC

(Dated on 08.12.2021)

A meeting will all members of IQAC has been arranged on 18.12.2021 at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on organizing programs/seminars on crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment
4. Any other miscellaneous

Rajini Ali Mondal.



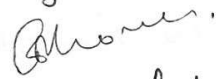
Convenor

IQAC

Minutes of the Meeting held on 18.12.2021

IQAC

Members Present:

1. 
2. 
3. Goutam Chakraborty
4. Arun Kr. Sasmal
5. Rajini An Mondal
6. 
7. Banadee Senapati
8. MURTI pada mata

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 16.11.2021

Agenda2: The members of the 7 teams working on 7 SSR criteria were requested to open the present of SSR preparation. The convenor cleared any doubts regarding the same. Preparation was found satisfactory. The importance of coordination between different teams was discussed.

Agenda3: The IQAC house requested the Principal to see the provision of organizing programs/seminars on crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment. It was discussed to organize at least one program in each mode annually.

Agenda4: The meeting ended with vote of thanks of the convenor.

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Notice IQAC

(Dated on 02.05.2022)

A meeting with all members of IQAC has been arranged on 11.05.2022 at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on implementation of Students' Uniform.
4. Discussion on opening of new wing of NSS.
5. Any other miscellaneous



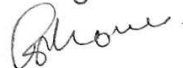

Convenor

IQAC

Minutes of the Meeting held on 11.05.2022

IQAC

Members Present:

1. 
2. 
3. Rajim Ali Mondal.
4. 
5. Goutam Chakraborty
6. Anus Kr. Sarmal.
7. Banadev Senapati
8. Anwesha Banerjee.
9. MUKTI PANDAMITA

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 18.12.2021

Agenda2: The members of the 7 teams working on 7 SSR criteria were requested to open the present of SSR preparation. The convenor cleared any doubts regarding the same. Preparation was found satisfactory. The importance of coordination between different teams was discussed.

Agenda3: The IQAC house discussed the possibility of implementation of uniform for the students. Slow but steady implantation of uniform was suggested by the house.

Agenda4: The house discussed the possibility of opening new wing of IQAC. The present condition of NSS was discussed in the house and improvement suggested.

Agenda5: The meeting ended with vote of thanks of the convenor.


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Notice IQAC

(Dated on 10.07.2022)

A meeting with all members of IQAC has been arranged on 20.07.2022 at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on opening of NCC wing in the institution.
4. Discussion on measures to be taken on improvement of Students' attendance.
5. Any other miscellaneous


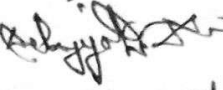
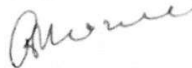

Convenor

IQAC

Minutes of the Meeting held on 20.07.2022

IQAC

Members Present:

1. 
2. 
3. Goutam Chakraborty
4. 
5. Rajim Ali Mondal.
6. Ansum Kri. Sasmal.
7. Bamadev Swapnita
8. Anwesha Banerjee
9. MURTI pada meta

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 11.05.2022

Agenda2: The members of the 7 teams working on 7 SSR criteria were requested to open the present of SSR preparation. The convenor cleared any doubts regarding the same. Preparation was found satisfactory. The importance of coordination between different teams was discussed.

Agenda3: The house discussed the possibility of opening of NCC wing in the institution. House suggested the convenor to proceed for applying through for the same through proper channel.

Agenda4: The house discussed the reason of poor attendance of the students in recent past. The house discussed the possibility of implantation of biometry for students.

Agenda5: The meeting ended with vote of thanks of the convenor.

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Notice IQAC

(Dated on 04.03.2023)

A meeting with all members of IQAC has been arranged on 14.03.2023 at the hon'ble Principal's office to discuss the following agenda.

1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on harvesting medicinal plants.
4. Discussion on waste management in the institution campus.
5. Any other miscellaneous



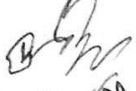

Convenor

IQAC

Minutes of the Meeting held on 14.03.2023

IQAC

Members Present:

1. 
2. 
3. Goutam Chakraborty
4. Rajim Ali Mondal.
5. Ghosh.
6. Arun Kr. Dasgupta.
7. Banerjee Senapati
8. Anwesha Banerjee.
9. MUKTI PANDA Maita

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 20.07.2022

Agenda2: The members of the 7 teams working on 7 SSR criteria were requested to open the present of SSR preparation. The convenor cleared any doubts regarding the same. Preparation was found satisfactory. The importance of coordination between different teams was discussed.

Agenda3: The IQAC house discussed the possibility of starting harvest of medicinal plant with coordination of Botany Department.

Agenda4: The IQAC house discussed to implement plastic free green campus and waste management in the campus. House suggested to proceed for the same with help of NSS.

Agenda5: The meeting ended with vote of thanks of the convenor.

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Notice IQAC

(Dated on 08.04.2023)

A meeting with all members of IQAC has been arranged on 18.04.2023 at the hon'ble Principal's office to discuss the following agenda.



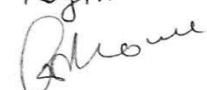
1. Approval of the minutes of the previous meeting of IQAC
2. Review of progress of 7 sub committees towards preparation of SSR
3. Discussion on implementation of the course file.
4. Discussion on PO, CO and Question Bank for different courses.
5. Any other miscellaneous


Convenor

IQAC

Minutes of the Meeting held on 18.04.2023 IQAC

Members Present:

1. 
2. 
3. Goutam Chakraborty
4. Rajim Ali Mondal
5. 
6. Arun K. Samal.
7. Sanadev Senapati
8. Anvesha Banerjee.
9. MUKTI PADA MOTA

Agenda1: The meeting started with the welcome notes of the Chair. All the members approved the minutes of the previous meeting of IQAC held on 14.03.2023

Agenda2: The members of the 7 teams working on 7 SSR criteria were requested to open the present of SSR preparation. The convenor cleared any doubts regarding the same. Preparation was found satisfactory. The importance of coordination between different teams was discussed.

Agenda3: The IQAC house discussed the importance of Course file which will contain lesson plan, course module, syllabus, expected outcome, lab manuals, internal assessment details (question papers, doubt clearing, assessment reports etc.), academic calendar etc. Implantation was suggested.

Agenda4: The house discussed the importance of Programme Outcomes (POs) and Course Outcomes (COs) for different courses/programs. Implantation was suggested.

Agenda5: The meeting ended with vote of thanks of the convenor.