

# Meeting of the IQAC

Date; 19.08.2021.

Time: 3:00 PM

Venue: IQAC Room

## Members present.

1. ~~Raj~~
2. ~~M...~~
3. Sailat Chakraborty
4. Arpita Tripathy
5. Pami Kanti Sanjay
6. Jaydev D.
7. Biplob Dutta.
8. SK Sanjay Ali
9. Sulhadip Paul
10. Gubinda Das
11. Arjita Roy
12. Soma Mishra.
13. Manoj Chakraborty
14. Soumya Kanti Hota
15. Prasanta Dutta
16. Amita Sananta Ashya
17. Bipin Marmur
18. Laxmi Kanta Tudu
19. Bisal Das.
20. Pallabi Maity
21. Bhola Nath Das
22. Beeteshok Singh
23. Arishik Musib
24. Shatevghar Kahar.

## **Resolution of the Meeting dated 19.08.2021**

Dr. Rupa Dasgupta, Honourable Principal of the college, chairs the meeting and initiates discussions. After an exchange of views, the following decisions are taken

### **Agenda 1: Confirmation of the resolutions of the previous meeting.**

**Reso:** The resolutions of the previous meeting are read out and confirmed.

### **Agenda 2: Uploading study materials to the Learning Management System on the college website.**

**Reso:** As the online classes continue the HoDs and In-Charges will see to it that the study materials of each paper, uploaded to the Learning Management System, cover at least eighty percent of the total syllabus. It is noted that even when the offline classes resume the LMS can be used by the students for their benefit and that it would reduce their dependence on private tuition.

### **Agenda 3: Strengthening of the Mentor System.**

**Reso:** It is observed that the lockdown tells upon the mental condition of the students. It is resolved that the Mentor System be strengthened. The Mentor's report is to be submitted to the Principal on and before 31<sup>st</sup> August 2021.

### **Agenda 4: The preparation of the SSR for the NAAC evaluation.**

**Reso:** The various subcommittees to collect data and prepare self-study reports of different categories submitted their status reports. The progress is noted. The conveners of the different subcommittees are requested to accelerate their pace of work and submit the next status report in the month of September.

### **Agenda 5: To prepare a Plan of Action for the Academic Year 2021-22.**

**Reso:** Following Plan of Action is agreed upon and passed in the meeting:

- Repair of the old college building with the upgradation of classrooms
- Upgradation of laboratories and procurement of more books for the Central Library.
- Upgradation of Computer Laboratories.
- Procurement of various pieces of furniture for students including laboratory fixtures.
- Upgradation of classrooms with five more smart classrooms.
- Installation of one Studio Classroom.
- Installation of a Weather Station on the college campus.

### **Agenda 6: To consider the Gender Sensitization Action Plan for the Academic Year 2021-22.**

**Reso:** The following Action Plan for Gender Sensitization is approved:

Sl. No.	Strategic Goal	Target Participants	Action Plan
01.	Women's Health and Nutrition	Students and Staff	Observance of Nutrition Month by the Department of Nutrition and NSS Units 1, 2, 3 and online interactive session with the students and staff on health and Hygiene
02.	Women's Rights and Gender Equality	Students	Seminar (online/offline) on Gender issues on Women's Day
03.	Infrastructure and Supporting Facilities for women's health	Students and Staff	<ul style="list-style-type: none"> <li>• Use of Sanitary napkin Vending machine in Girls' Common Room</li> <li>• Use of the washroom for differently abled female students and staff</li> <li>• Separate hours for male and female students as well as male and female staff for the use of the gymnasium</li> </ul>
04.	Gender-based Violence	Students and Staff	<ul style="list-style-type: none"> <li>• A Certificate Course on Self Defence</li> <li>• A Seminar on Cyber Crime in collaboration with the Local Police Station</li> </ul>
05.	Women's Security	Students and Staff	<ul style="list-style-type: none"> <li>• Use of Grievance Box</li> <li>• Provision for</li> </ul>




			<p>Online submission of any complaint on the website</p> <ul style="list-style-type: none"> <li>• Display in prominent places of the names of the Conveners of the Sexual Harassment Cell and the Grievance Cell and their phone numbers</li> <li>• CC Cameras in Corridors and at the entrance of the ladies' hostel</li> <li>• Employing women's self-help groups in the ladies' hostel for maintenance and security</li> </ul>
06.	Entrepreneurship Opportunities	Students and local SC/ST women	Training on Mushroom Cultivation and production of vermicompost

#### Agenda 7: Misc.

**Reso:** It is decided that each Department will hold a Parents' meeting online and keep the record. The suggestions and issues raised in the meeting by the parents will have to be forwarded to the Principal.

The meeting ends with a vote of thanks to all.

  
 19.08.21  
**Principal**  
**Debra Thana Sahid Kshudiram**  
**Smriti Mahavidyalaya**  
**P.O. Chakshyampur - 721124**  
**Paschim Medinipur**

Meeting of the IQAC dated 14.12.2021

1. ~~Dr.~~
2. Sanku Chandra
3. Pankaj
4. Dr.
5. Anupam
6. Jyoti
7. Anu
8. Pankaj
9. Das.
10. ~~Dr.~~
11. B. Das.
12. Sandipam
13. Prasanta Das
14. SK. Pankaj Das → Pankaj
15. Bishwanath Das
16. Anishk Musib
17. Mainak Kanti Sarker
18. Laxmikanta Das
19. SK Sarfaraj Ali
20. Subhadip Pal

#### Resolution of the IQAC Meeting dated 14.12.2021

Dr. Rupa Dasgupta, Hon'ble Principal of the college, presides over the meeting and initiates discussions. After exchanges of views among the members the following decisions are taken:

##### Agenda 1: Confirmation of the resolutions of the previous meeting.

**Reso:** The resolutions of the previous meeting are read out and confirmed by all present in the meeting.

##### Agenda 2: Submission of AQAR for the Academic Session 2020-21.

**Reso:** It is resolved that Dr. Pankoj Kanti Sarkar will assist the Coordinator Prof. Bipasha Majumdar (De) to submit the AQAR for the Academic Session 2020-21 in time. The data and documents needed from the various departments will promptly be forwarded to the IQAC Coordinator for timely submission of AQAR.

##### Agenda 3: The preparation of the SSR for the NAAC evaluation.

**Reso:** The various subcommittees to collect data and prepare self-study reports of different categories submitted their status reports. The progress is noted. It is resolved that the full draft reports are to be submitted on and before January 15, 2022.

##### Agenda 4: To note and approve the completion of Orientation/Refresher/Short Term Course and FDP by Dr. Pankoj Kanti Sarkar and Prof. Avishek Musib.

**Reso:** It is noted that the following teachers attended the Orientation/Refresher/Short Term Course/ FDP and completed them successfully.

Name of the Teacher	Course	Date of the Course	Universities/ Colleges/ Institutes of Higher Education
Dr. Pankoj Kanti Sarkar	Refresher Course in Changing Role of Use of ICT, Distance Learning, Open Source Resources, and Online Support System in Higher Education and Research	22-09-2021 - 07-10-2021	HRDC, University of North Bengal
Avishek Musib	Refresher Course in Environmental Studies and Disaster Management	17-11-2021 - 30-11-2021	HRDC, Ranchi University, Ranchi

##### Agenda 5: Misc


**Reso:** Overlapping of classes in Online and offline routines is pointed out by the HODs of the Bengali and the Education Departments. Dr. Mithun Banerjee and Prof Sk Sarfaraj Ali, conveners of the Routine and Examinations Subcommittee, are requested to look into it and work out the solutions.

Principal  
Dabra Thana Sahid Kshudiran  
Smti Mahavidyalaya

# Action Taken Report

14.12.21

Sl. No.	IQAC Resolution	Action Taken
01.	<b>Reso:</b> As the online classes continue the HoDs and In-Charges will see to it that the study materials of each paper, uploaded to the Learning Management System, cover at least eighty percent of the total syllabus. It is noted that even when the offline classes resume the LMS can be used by the students for their benefit and that it would reduce their dependence on private tuition.	It has been done.
02.	<b>Reso:</b> It is resolved that the Mentor System be strengthened. The Mentor's report is to be submitted to the Principal on and before 31st August 2021.	The Mentor System is functioning. The Mentor's Reports were submitted on time.
03.	<b>Agenda:</b> The preparation of the SSR for the NAAC evaluation. <b>Reso:</b> To prepare the SSR for the NAAC evaluation, the various subcommittees to collect data and prepare self-study reports of different categories submitted their status reports. The progress is noted. The conveners of the different subcommittees are requested to accelerate their pace of work and submit the next status report in the month of September.	It has been done.
04.	<b>Reso:</b> It is decided that each Department will hold a Parents' meeting online and keep the record. The suggestions and issues raised in the meeting by the parents will have to be forwarded to the Principal.	It has been done.

  
 14.12.21  
 Principal  
 Debra Thana Sahid Kshudiram  
 Smriti Mahavidyalaya  
 P.O. Chakshyanpura - 721124  
 Paschim Medinipur

# Meeting of the IOWC

Date: 25.03.2022

Time: 2-15 PM

Venue: IOWC Room

## Members present:

1. Roy 25/03/2022

2. Silit Cont

3. Phansen

4. ~~Phansen~~ 25.03.22

5. ~~Phansen~~

6. ~~Phansen~~ 25.3.22

7. ~~Phansen~~



## Resolutions of the IQAC Meeting dated 25.03.2022

Dr. Rupa Dasgupta, Hon'ble Principal of the college, presides over the meeting and initiates discussions. After exchanges of views among the members the following decisions are taken:

### Agenda 1: Confirmation of the resolutions of the previous meeting.

**Reso:** The resolutions of the previous meeting are read out and confirmed by all present in the meeting.

### Agenda 2: To consider the final version of the SSR to be submitted to the NAAC portal.

**Reso:** The final version of the Self-study Report is considered. The Conveners of various Subcommittees for the preparation of the Category-wise Self-study Reports are asked to be ready for uploading to the NAAC portal.

### Agenda 3: To consider the submission of IIQA.

**Reso:** As the SSR is more or less ready for uploading it is resolved that the IQAC may go for IIQA submission. The permission of the Governing Body is sought in this regard.


### Agenda 4: To note and approve the completion of Orientation/Refresher/Short Term Course and FDP by several teachers.

**Reso:** It is noted that the following teachers attended the Orientation/Refresher/Short Term Course/ FDP and completed them successfully.

Name of the Teacher	Course	Date of the Course	Universities/ Colleges/ Institutes of Higher Education
Dr. Pankaj Kanti Sarkar	Workshop on Vedanta Paribhasha	10-01-2022 – 30-01-2022	Indian Council of Philosophical Research, Academic Center Lucknow
Koyel Ghosh	Short Term Course entitled "Violence against Women: Family, Community, State"	15-02-2022 – 21-02-2022	HRDC, Jadavpur University
Dr. Biplab Dutta	Faculty Induction Programme	01-02-2022 – 08-03-2022	HRDC, University of Calcutta

### Agenda 5: Misc.

There is no issue raised on this agenda.


  
Principal  
Debra Thana Sahid Kshudiram  
Smriti Mahavidyalaya  
P.O. Chakshyampur - 721124  
Paschim Medinipur  
25.3.22



# Action Taken Report

25.03.22

Sl. No.	IQAC Resolution	Action Taken
01.	<b>Reso:</b> It is resolved that Dr. Pankoj Kanti Sarkar will assist the Coordinator Prof. Bipasha Majumdar (De) to submit the AQAR for the Academic Session 2020-21 in time. The data and documents needed from the various departments will promptly be forwarded to the IQAC Coordinator for timely submission of AQAR.	It has been done.
02.	<b>Reso:</b> To prepare the SSR for the NAAC evaluation the various subcommittees to collect data and prepare self-study reports of different categories submitted their status reports. The progress is noted. It is resolved that the full draft reports are to be submitted on and before January 15, 2022.	The full draft Self-Study reports have been submitted in March 07, 2022.
03.	<b>Reso:</b> Overlapping of classes in Online and offline routines is pointed out by the HODs of the Bengali and the Education Departments. Dr. Mithun Ranerjee and Prof Sk Sarfaraj Ali, Conveners of the Routine and Examinations Subcommittee, are requested to look into it and work out the solutions.	It has been done.

  
25.03.2022  
**Principal**  
**Debra Thana Sahid Kshudiram**  
Smriti Mahavidyalaya  
P.O. Chaket rampur - 721124  
Paschim Medinipur

## Meeting of the IQAC

Date: 18.06.2022

Time: 3-00 pm

Venue: IQAC Room

### Members present:

1. ~~Raj~~ 18.6.2022
2. Saitat Chugh
3. Phannan
4. ~~Raj~~ 18.6.22
5. ~~Amrinder~~ 18.06.22.
6. ~~Yogesh~~ 18.6.22
7. ~~Chauhan~~

## Resolutions of the Meeting dated 18.06.2022

### Agenda 1: Confirmation of the resolutions of the previous meeting.

**Reso:** The resolutions of the last meeting are read out and confirmed by all present in the meeting.

### Agenda 2: To consider the preparation for Data Verification and Validation for NAAC evaluation.

**Reso:** It is noted that SSR has been successfully submitted for the NAAC evaluation of the institution for the 2<sup>nd</sup> cycle. For Data Verification and Validation for NAAC evaluation, Prof. Soumyokanti Hota, HOD of the Department of Mathematics, and the faculty of the Computer Science and BCA Departments are requested to extend technical help. As it is a time-bound process the teachers and non-teaching staff are requested to work beyond college hours.

### Agenda 3: To consider the outcome of the Plan of Action for the Academic Year 2021-22.

**Reso:** The outcome of the Plan of Action for the Academic Year 2021-22 is considered and approved. Following is the outcome of the Plan of Action:

Plan of Action	Outcome
<ul style="list-style-type: none"><li>• Repair of the old college building with the upgradation of classrooms</li><li>• Upgradation of laboratories and procurement of more books for the Central Library.</li><li>• Upgradation of Computer Laboratories.</li><li>• Procurement of various pieces of furniture for students including laboratory fixtures.</li><li>• Upgradation of classrooms with five more smart classrooms.</li><li>• Installation of one Studio Classroom.</li><li>• Installation of a Weather Station on the college campus.</li></ul>	<ul style="list-style-type: none"><li>• Repair of the old college building with upgradation of classrooms from a grant allocated by the Department of Higher Education, Govt. of West Bengal, amounting to Rs 16,42,489.00/- and from College Fund amounting to Rs. 4,01,447.00/-</li><li>• Upgradation of laboratories with the procurement of equipment and purchase of books for the Central Library from grants received from the Department of Higher Education, Govt. of West Bengal amounting to Rs. 18,27,111.00/- and from the College Fund amounting to Rs. 16,35,790.00/-</li><li>• Upgradation of Computer laboratories amounting to Rs. 9,26,401.00/- from the College Fund.</li></ul>




	<ul style="list-style-type: none"> <li>• Procurement of pieces of furniture including laboratory fixtures amounting to 10,70,707.00/- from the College Fund.</li> <li>• Upgradation of Classrooms with 05 more smart classrooms and allied ICT devices amounting to Rs. 11,45,920.00/- from College Fund.</li> <li>• Studio Classroom installed.</li> <li>• A Weather Station under the Department of Geography installed.</li> </ul>
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**Agenda 4: To consider the Action Taken Report on the Plan for Gender Sensitization for the Academic Year 2021-22.**

**Reso:** The Action Taken Report of the Plan for Gender Sensitization for the Academic Year 2021-22 is considered and approved. Following is the outcome of the Plan of Action:

<b>Plan for Gender Sensitization</b>	<b>Action taken</b>
<p><b>Reso:</b> The following Action Plan f</p> <ul style="list-style-type: none"> <li>• Observance of Nutrition Month by the Department of Nutrition and NSS Units 1, 2, 3 and online interactive session with the students and staff on health and Hygiene</li> <li>• Seminar (online/offline) on Gender issues on Women's Day</li> <li>• Use of Sanitary napkin Vending machine in Girls' Common Room</li> <li>• Use of washroom for differently abled female students and staff</li> <li>• Separate hours for male and female students as well as male and female staff for the use of gymnasium</li> <li>• A Certificate Course on Self Defence</li> <li>• A Seminar on Cyber Crime in collaboration with the Local Police Station</li> <li>• Use of Grievance Box</li> <li>• Provision for Online submission of any complaint on the website</li> <li>• Display in prominent places of the names of the Conveners of the Sexual Harassment Cell and the Grievance Cell</li> </ul>	<ul style="list-style-type: none"> <li>• Nutrition Month observed.</li> <li>• Seminar on Women's Rights organised on 21.12.21 and 08.03.22.</li> <li>• Sanitary Napkin Vending Machine in the Girls' Common Room is functioning.</li> <li>• Washroom for the differently able women is in use.</li> <li>• Separate hours for male and female students as well as male and female staff for the use of gymnasium are maintained.</li> <li>• A Certificate Course on Self-Defence is conducted in collaboration with 'Jeet Kune Do Martial Art Training Institute.'</li> <li>• A Seminar on Cyber Crime is organized in collaboration with the Debra Police Station.</li> <li>• Grievance Box, Provision for online submission of complaints on the college website, CC cameras in corridors and at the entrance of the Girls' Hostel are operational.</li> </ul>


<p>and their phone numbers</p> <ul style="list-style-type: none"> <li>• CC Cameras in Corridors and at the entrance of the ladies' hostel</li> <li>• Employing women's self-help groups in the ladies' hostel for maintenance and security</li> <li>• Training on Mushroom Cultivation and production of vermicompost</li> </ul>	<ul style="list-style-type: none"> <li>• The names and phone numbers of the Conveners of the Sexual Harassment Cell and Grievance Cell are displayed.</li> <li>• Women's self-help groups are employed in the ladies' hostel for maintenance and security.</li> <li>• Training on Mushroom Cultivation and production of vermicompost is being conducted.</li> </ul>
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 18.06.2022  
 Principal  
 Debra Thana Sahid Kshudiram  
 Smriti Mahavidyalaya  
 P.O. Chakshyampur - 721124  
 Paschim Medinipur

# Action Taken Report

18.06.2022

IQAC Resolution	Action Taken
<b>Reso:</b> The final version of the Self-study Report is considered. The Conveners of various Subcommittees for the preparation of the Category-wise Self-study Reports are asked to be ready for uploading to the NAAC portal.	IIQA submitted On 20.04.22 and SSR uploaded in June 2022.
<b>Reso:</b> As the SSR is more or less ready for uploading it is resolved that the IQAC may go for IIQA submission. The permission of the Governing Body is sought in this regard.	IIQA submitted On 20.04.22 and SSR uploaded in June 2022.

  
18.6.22  
Principal  
Debra Thana Sahid Kshudiram  
Smriti Mahavidyalaya  
P.O. Chakshyampur - 721124  
Paschim Medinipur



# Meeting of the IQAC

Date: 29.08.2022

Time: 2-45 PM

Venue: IQAC Room

## Members present


1. Pr. 29/08/22
2. Smt. Chandra
3. Phankon
4. Koyal Ghosh
5. Pradipt K. Paul
6. Anup Singh
7. Soniya Kanti Hota

Dr. Rupa Dasgupta, Hon'ble Principal of the college, presides over the meeting and initiates the discussion. The following resolutions are taken in the meeting.

1. The resolutions of the previous meeting are read out and confirmed by all present in the meeting.
2. It is noted that our college has successfully completed the data validation and verification part of the NAAC reaccreditation process. The proposed dates for NAAC Peer Team Visit for onsite verification are fixed. They are September 27-28, October 18-19, and November 10-11, 2022.
3. All the administrative sections and the academic departments will be asked to be ready for the NAAC Peer Team visit by September 15, 2022.
4. It is noted that the following teachers attended the FDP and completed them successfully.

Name of the Teacher	Course	Date of the Course	University/Colleges/Institutes of Higher Education
Sandipan Maity	International Faculty Development Program on Machine Learning and the Internet of Things	06.06.2022 - 10.06.2022	Global Institute of Science and Technology, Haldia, West Bengal
Dr. Gobindo Das	National Faculty Development Programme on Design and Develop: Assessment	04.07.2022 - 08.07.2022	Shri Lal Bahadur Shastri National Sanskrit University

The meeting ends with a vote of thanks to all.

  
29/08/2022  
Principal  
Debra Thana Sahid Kshudiram  
Smriti Mahavidyalaya  
P.O. Chakshyampur - 721124  
Paschim Medinipur