

Meeting Date: 17.12.2019

An IQAC meeting is held today on 17.12.2019 at 2p.m in Principal's room in presence of the members signed above where the agenda given in the Notice dated 6.12.2019 were discussed. The resolutions of the meeting were as below:

Agenda 1: The minutes of the meeting dated 24.05.2019 were read and confirmed.

Agenda 2: It has been resolved that NAAC, Third Cycle should be done within the next year. All Conveners are requested to collect data till date so that SSR could be prepared.

Agenda 3: To do some kind of academic as well as administrative audits internally.

- a) Regarding internal methods of Academic audit IQAC verifies whether teacher wise classes distributed in the time table are taken properly with study materials supply and other supporting helps by every faculty member concerned. If any lacking of duty found the Principal according to the advice of IQAC meets the concerned faculty to rectify the same by mentioning his or her duty. A complete account of classes taken and presence in the college are required to maintain every faculty member as it is an unavoidable part of their promotion to hire stages and each one has to make a study plan as well as performance sheet.

Individual academic diaries/accounts self-appraisals maintained by every teachers showing classes taken and attendance which to be prepared in promotional papers may be taken as approve of documents of Academic Audit. The alternative documentation is the teachers' attendance registers where day to day classes taken and arrival/ departure timings of faculty members according to time table are reflected properly which is verified by the principal and IQAC regularly. Moreover, departmental meetings are regularly held where HOD's distribute classes according to parts of syllabi to their faculty members which may be a helpful documents of academic audit.

A committee to serve this purpose is formed by the Principal in IQAC meeting dated 24-05-2019 comprises the Principal, IQAC coordinator and secretary of teachers council.

- b) Regarding internal type of Administrative Audit the principal himself with the help of IQAC coordinator and members verify the office registers of different types whether the day to day activities of support staff are upto the mark with the students and teachers and others who meet the office counters in regular manner for different needs and activities. The Principal keeps his eyes regularly in all types of official activities which are of various kinds. For administrative Audit, Support staffs' attendance registers may be considered a vital source of documents to perform their daily workloads which is regularly checked by the principal and the IQAC coordinator. A committee to serve the purpose is formed in the IQAC meeting comprising of Principal, IQAC coordinator and to senior members of The GB. The Committee decided that all the support staff should be acquainted with the changes made by the government like the introduction of PFMS, HRMS, CBCS system of examinations. For this purpose, the support staffs were given training by HE department, government of West Bengal and universities as an when arranged.

*[Handwritten signature]*  
COORDINATOR  
Susil Koir College  
Champanali, 24 P.S. (S)

*[Handwritten signature]*  
Dmit Basu

*[Handwritten signature]*  
Shampan B.

*[Handwritten signature]*  
HOD

*[Handwritten signature]*  
Principal

*[Handwritten signature]*  
Principal  
Susil Koir College  
Champanali, 24 P.S. (S)

*[Handwritten signature]*  
P. Bose

*[Handwritten signature]*  
S. Chatterjee

Meeting No.27<sup>th</sup> Place: Principal's Room

Date: 24-11-2020 Time: 2.00 P.M.

Resolutions:

All IQAC members along with the principal have assembled in college for a meeting maintaining all Covid norms on 24-11-2020 at 1PM in principals' Room where the following resolutions have been taken against the agenda stated in the notice of date 16-11-2020.

Agenda 1:

Minutes of the previous meeting of 17-12 -2019 are read and confirmed.

Agenda 2:

Faculty members informed that whatsapp groups for different semesters had been formed where online classes along with voice mails and study materials were sent in a regular manner. Arrangement of online examinations was also done according to the initiative and suggestions of the IQAC. The performance of the cell thus could be justified during the pandemic situation.

Agenda 3:

- a) Principal informed that some relief in the form of food grains were distributed to the five adopted villages with proper guideline of the authority out of college fund which was according to the initiative taken by the IQAC .
- b) A central government scheme meant for assistance for awareness and improvement of the socio-economic well being of the rural community. The college received Rs50000 under UBA scheme and adopted five villages named kamalpur, Naridana(C.T.), Haral, China & Begampur. In the Pandemic situation the college authority thought to utilize the fund for providing reliefs to the people of the villages. The college distributed food items, sanitary goods to 100 families (approx.). In this way the out reach programmes suggested by the IQAC were met.
- c) Principal informed that the office had been shifted to the new building to provide more infrastructure facilities.

Agenda 4: Miscellaneous..

- a) Due to covid situation Academic Audit sub-committee as well as Administrative sub-committee formed earlier could not function properly.

Furthermore, Financial audit of the College could not be done. However, Principal and IQAC jointly verified whether classes taken by the different faculty members of all departments were regular. Faculty members have conducted Internal Assessments, Tutorials and Theory examinations in online mode. Different Departments have prepared academic calendars, as well as, teaching plans to take proper online classes.

Moreover, shifting of the office in the new building was done in the period and the Principal had visited the college in regular manner to supervise and support the college staffs. Those were the performances of the IQAC as well as college during the Lock Down period.

- b) Fund received in the period  
1) Unnat Bharat project: Rs 50000.

Meeting ended with a vote of thanks to the chair and members.

COORDINATOR  
IQAC  
Susil Kar College  
Champahali, 24 Pgs. (S)