



SYAMAPRASAD COLLEGE  
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# SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"



**Main:** 92, SP Mukherjee Road, Kolkata -700026.

**Annex:** 5B, R Dasgupta Road, Kolkata -700026.



(033)-2455-1738

(033)-2455-7671

## Internal Quality Assurance Cell

### *Minutes*

#### Online Meeting-1 : 03/07/2021:

1. First meeting of the new IQAC team held.
2. Meet and Greet among all the new members of the committee.
3. The IQAC coordinator gave a speech on the importance of IQAC Cell for NAAC accreditation.
4. 7 point Criteria has been distributed among 7 members of the committee.
5. Key indicator chart and AQAR data collection excel sheet to be shared with the individual responsible person.
6. Link to the google sheet given for Transparent and synchronized data collection.

#### Online Meeting-2 : 17/07/2021:

1. An urgent meeting on Upcoming Exam was conducted by IQAC.
2. It was decided after verification that all list of candidates, if possible should be handed over to each department.
3. Portal management and nomination for tech support given to each department.
4. Admit Card—27th July-- 29th July, sem wise roll no wise distribution.
5. Portal Management to develop a one page website for each department, for uploading question papers.
6. IT cell to conduct google meet to train each department. Publish question access will be with the IT Cell.
7. Google space has to be bought/increased for some department if possible.
8. Exam Data has to be collected and shared with IQAC, IT Cell, Exam Control.

#### Online Meeting-3 : 03/11/2021:

Main Meeting Agenda: College Reopening and Safety Measures in offline mode

Meeting date: Nov 3, 2021



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Meeting time: 6.30 pm to 7.15 pm

Meeting Mode: Google meet

Following government guidelines, the college has to be reopened from 16th Nov, 2021. The vice-principal has informed the faculties about his plan for reopening the college as follows.

1. The college classes will be taken in blended mode.
2. For example Commerce Stream will take offline classes on Monday, Wednesday and Friday; and online mode on the rest of the working days.
3. The science and arts stream will follow the complementary path i.e. offline classes on Tuesday, Thursday and Saturday; and online mode on the rest of the working days.
4. Sunday will be reserved for sanitising.
5. The three days are reserved for three semesters individually.
6. A maximum of 3 hours should be scheduled for offline classes in the evening section, likely to be 6pm to 9pm.
7. Language classes will be taken solely on online mode.
8. Since the commerce section has a large student mass, sections may be increased. Details to be chalked out with HOD from approval of VP.
9. To avoid the unwanted student gathering inside the campus due to various office procedures, office staff will provide service through closed door windows.
10. Covid awareness posters and short videos to be displayed on the Web page as well as in college premises.
11. Between two classes there will be a gap of 15 mins for avoiding rush at the washrooms.
12. Whether Covid protocol and government guidelines are maintained, a committee will be formed to monitor on a regular basis.
13. The current condition of the classes and laboratories will be checked and ensured for hygiene.
14. Student Vaccination documents will be shared with HODs and students without a single dose vaccines are strictly not allowed for the offline classes.
15. To arrange for the online and offline class distribution for the students and work distribution for the teachers, individual stream wise academic meetings are recommended and a schedule of these classes have to be sent to the VP Sir by 10.11.21 and it will be subsequently put to the website.



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## IQAC Committee 2021

S.No	Designation		Name
1	Vice-Principal	Chairperson	Tanmoy Biswas
2	<b>Senior members</b>		
		Member – 1	Sandip Kumar Das
		Member – 2	Soumya Chakraborty
		Member – 3	Joydip Jana
		Member – 4	Sreeniwas Singh Yadava
		Member – 5	Tilottoma Mukherjee
		Member – 6	Debajyoti Mondal
		Member – 7	Sourab Chatterjee
3	Administrative Officer	Coordination	Bimalesh Manna
		Member – 1	Anirban Das, Microtalks, Country Head
		Member – 2	Barnali Das, Man Power, Senior HR
5	Team Director/Coordinator	Member Secretary	Avijit Sen



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