



SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"

Address: 92, S P Mukherjee Road (Main) & 5/B R Das Gupta Road, Kolkata-700026 (Annex)

Contact: (033) - 2455-7671, (033) - 2486-3914, Telefax: (033) - 2455-1738

Email: syamaprasadcollege@gmail.com, Official Website: www.syamaprasadcollege.in

Internal Quality Assurance Cell

MEETING -1- 29-07-2017

1. Minutes of last meeting ratified
2. It was resolved that every effort will be made to ensure a seamless change from annual system to CBCS system as required by University Norms
3. Lots of questions were raised by the HOD of commerce regarding the newly introduced CBCS system. Some of them were as follows:
 - a. Should attendance be calculated on a per paper basis?
 - b. If a student does not appear for an examination will he be allowed to continue with the next semester?
 - c. In which case(s) will a student not be allowed to continue with the next semester?

It was resolved that a team including the Teacher council Secretary, HOD of Commerce and IQAC coordinator will visit University and meet Inspector of colleges to clarify all queries.

MEETING-2 AND FOLLOW- UP ACTION TO MEETING ON 29-07-2017

A meeting was held on 27-10-2017 to discuss and analyse follow-up action taken based on resolution of the meeting held on 29-07-2017

1. A team of 3 members including the Teachers council Secretary, HOD of Commerce department and Coordinator of IQAC met with the Inspector of colleges to seek clarification for the questions raised regarding the CBCS in the department of commerce
2. Anti-ragging cell was reconstituted with Dr. Selim Reza as convenor who said he was working on posters and notices to be put up at different parts of the campus building
3. An AIDS Awareness lecture was decided upon in collaboration with a NGO



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MEETING-3- 09/01/2018

MINUTES OF IQAC MEETING HELD ON 09/01/2018

1. Confirmation of the proceedings of the last meeting
2. Mid-term tests were held in November 2017 as decided in the previous meeting
3. Some departments are yet to submit their academic calendars.
4. Core committee for NAAC (suggested, pending approval of Chairman)
 - a. Prof. Indranil Ghosh
 - b. Prof. Ajay Kumar Ganguly
 - c. Prof. Shyam Kishore Mondal
 - d. Prof. Mriganka Chakraborty
 - e. Dr. Nibedita Roy
 - f. Sri Bimallesh Manna
5. Strategies to be adopted for NAAC.
 - a. By end-feb, submit to the NAAC committee departmental proposals for seminars, symposiums, workshops to be organised before November 2018. Decisions regarding funding of all these to be followed up with Chairman and discussed in next meeting.
 - b. Revival of Bahumatik
 - c. Stress on NSS activities such as Swachh Bharat, gender Awareness, Aids awareness, Environment issues along with student participations.
 - d. Expansion of IQAC (pending approval of chairman) according to new NAAC guidelines
6. NSS Notice board required.
7. Creation of NCC proposal
8. Convenors of all committees and subcommittees to hold regular meetings and keep documents.
12. Appointment of RTI officer
13. Career counselling lectures (details of resource person to be provided by Dr. Ahana Chakraborty.
14. Sexual Harassment Cell – change of convenor
15. Regularity of teachers to be enforced
16. LIBRARY- a. Automation, b. Cataloguing, Purchase of e-books



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MEETING-4 AND FOLLOW UP ACTION OF MEETING 2 (HELD ON 09/01/2018)

A meeting was held on 10-03-2017 to discuss and analyse follow-up action taken based on resolution of the meeting held on 09-01-2018

1. The IQAC was expanded to include new members to adhere to the new NAAC guidelines for constitution of IQAC. This decision was ratified by the Administrator of the college and the Vice-Principal
2. The following members were appointed to the Cell: Dr. Sharmila Mitra, Swami Tattesarananda and Prof. Pratip Chaudhuri as External members, Prof. Bela Bose (social worker), Dr. Ashis Ghosh as Employer's Nominee, Sri Siddhant Tiwari (student nominee), Sri Dilip Saha and Sri Bimalesh Manna as management.
3. E-journals had been decided upon by the librarian Sri Saurav Chatterjee.

MEETING -5 Minutes of meeting on 25/04/2018

The meeting was held with the restructured IQAC as per new NAAC guidelines

1. It was discussed that members from Alumni and Industrialist will have to be inducted to respond to stipulations of NAAC
2. It was resolved that
 - a. Anti-ragging squad Anti-ragging cell will be strengthened and established in the session 2018-2019
 - b. Admission committee meeting will be held to discuss the admission process and decide on subject combination in the B.A. Programme after the introduction of the semester system.
 - c. Routine committee will hold its meeting to frame a new routine to cater to the new Semester system.
 - d. 2018-2019 session will see a new revised syllabus for value education for students
 - e. Academic audit will be done in a new format keeping in mind
 - f. Students' Grievance Redressal to be systematised and RTI officer appointed for the session 2018-2019



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FOLLOW-UP ACTION (Evaluated on 22/06/2018)

1. Routine committee held its meeting on 4th May, 2018 and 12th June, 2018 to finalise the routine for the B.A. program under the new semester system and reviewed that of B.Com Program and B.Sc program too.
2. Admission committee held its meeting on 8th June, 2018 to discuss the details of admission