



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

MINUTES OF IQAC MEETING - 1

Date: 04/08/2018

Venue: Principal's room

Time: 5.00 pm

Members Present: All IQAC college committee member, Sri Swapan Chhatui, Smt. Anjana Deb, Dr. Sharmila Mitra (External member in administrative capacity)

1. Confirmation of the proceedings of the last meeting
2. Prof. Bela Bose suggested by external expert as social worker. Industrialist category needs to be fulfilled. Dr. Sharmila Mitra suggested that Member from management category can be inducted from office staff such as head clerk and or accountant. Alumni representative also has to be inducted.
3. Academic audit – internal total audit compulsory. At least two years audit, 2015-2016, 2016-17 should be conducted. Format for academic audit to be shared by Dr. Sharmila Mitra.
4. All documentations regarding remedial classes, tutorials etc should be maintained by college
5. College should apply for NAAC accreditation in 2019 under cycle II
6. Every department should use ICT-ppt for teaching and should indicate the period allotted for ICT teaching in the year-wise routine.
7. Student's feedback has to be online.
8. All recommendations of IQAC should be passed in GB/administrator. IQAC recommendations should be second on GB agenda
9. Ensure different ways of providing student support- e.g. Giving training for entry in service, career counselling, Improving language laboratory.
10. Seminars/workshops/special lectures to be organised.
11. Virtual class room can be used to tag with other colleges and educational institutions for viewing seminars in other places
12. Team for internal audit-
 - a. Nibedita Roy
 - b. Selim Rez
 - c. Mithun Gayen
 - d. SoumyaChakraborty
 - e. Tilottama Mukherjee
10. IQAC member should meet once in 7/10 days to take count of progress
11. IQAC room must, table, computer etc
12. Contingency fund- how it was utilised
13. The following sub-committees will be have new convenors who will form them own committees within seven days of receiving a letter from the Vice-principal
 - a. Academic, sexual harassment prevention cell, Service book, Teacher welfare, IT , Prospectus, Placement and career counselling, Leave, Environment cell and club, SC, ST, OBC, Minority Cell, Anti –Ragging Cell, Grievance Redressal Cell, Cultural Cell, Cultural Committee, Publication Cell, library, Sports



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MINUTES OF IQAC MEETING-2

HELD ON 08-12-2018

1. Minutes of previous meeting ratified
2. Academic Audit will be held for 2017-2018
3. Prof. Pratip Choudhury said format for green audit and academic audit will be provided by him.
4. Add on courses to be started and to note what percentage of our students are participating in those courses.
5. Environmental club must be created
6. Photographic society suggested
7. English training
8. Library upgradation – Sri Sourav Chatterjee will work with Mr. Sudipta Biswas & Mr. Debashish Mahapatra. Internet in the library must be set up
9. PPT – classes every week is a must
10. Online student feed back`
11. Revamping the college website
12. Students participation & rewards outside college must be documented
13. Library induction meet of students (booklet- know your library)
14. Journals, ebooks, e-journals to be procured
15. Created website spc environmental club
16. Student placement cell to be reinstated
17. Management Information System – HOD to inform principal. Current data to be given to Administrator
18. Alumni association to be formed
19. Parent – teacher meeting
20. Development support for staff
21. Yadavji inducted as member of IQAC



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MINUTES IQAC MEETING - 3

19-03-2019

FOLLOW UP ACTION

1. Internet connection set up in the Library as part of library up gradation.
2. Assignment of call number has started
3. Spoken English and personality development classes (of 20 hrs) started in collaboration with George Telegraph
4. Work has been started on preparing online student feedback which will be implemented in the academic session of 2019-2020
5. E-journals have been subscribed to and will be available from April-May 2019
6. Students' participation and Rewards records are being documented by Dr. Selim Reza
7. Academic audit format sent by Dr. Pratip Chaudhury has been downloaded and reformatted to start the audit from 2017-2018

1. Minutes of previous meeting (08-12-2018) ratified

It was resolved that

- a. academic audit and green audit of year 2017-2018 will be conducted
 - b. Environmental club will be made more active under the guidance of Dr, Sarmishtha Saha
 - c. Software KOHA will be
 - d. Campus journal will be started
 - e. Bahumatrik to be transformed to e-journal on the college website
 - f. College website will be further developed
 - g. Routine committee will hold a meeting on 26-03-2019 to discuss Sem 3 routine
 - h. Student member of IQAC, Sri Siddhant Tiwari has taken charge of updating college with data regarding student achievements since 2014
1. It was suggested that student ID card with RFID should be introduced
 2. Student placement cell should become more active and keep updated information on student placement

MINUTES OF IQAC MEETING HELD

Date: 13/05/2019
Venue: SEMINAR ROOM
Time: 5.00 pm

Members Present: All IQAC college committee member, Sri Swapan Chhatui, Smt. Anjana Deb

13. Confirmation of the proceedings of the last meeting
14. College has identified a room for Alumni Association Meeting and necessary follow-up action to be set up in the month of June.



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15. Academic Calendar 2019-2020 session is being made. Departmental routine must include remedial classes and tutorial classes. This session's tutorial classes will be held before end-semester examination – 27th-29th May 2019. Departmental heads should maintain a record of students attending them.
16. A register of internal marks to be maintained
17. E-prospectus almost ready
18. E-book almost complete.
19. Anti-ragging cell has been functioning well
20. PPT classroom to be taken more regularly
21. Add-on course committee had met and taken the following decision: That add-on courses will be started in the following areas- French, data entry, agro –ecology, yoga and self-defense.
22. Google-classroom training will be held by Dr. Partha Das in June
23. There will be a full website development in the next session