



Ref. No. SSM/INTN/53/2023-24

Date 27.09.23

## NOTICE

This is for information to all concerned that as resolved in the Governing Body (GB) meeting held on 09.09.23 the Internal Quality Assurance Cell (IQAC) of the Institute is hereby reconstituted and expanded in consonance with NAAC guidelines with its primary focus on developing a system for conscious, consistent, and catalytic improvement in the overall performance of the Institution.

The composition of the reconstituted IQAC is as follows:

1. Dr. Sabyasachi Sen, Chairman
2. Dr. Dhruva Chandra Dhali, Jt. Director, IQAC
3. Dr. Manish Baidya, Jt. Director, IQAC, Bursar
4. Mr. Rajarshi Mukherjee, Jt. Coordinator IQAC
5. Mr. Saikat Sundar Manna, Jt. Coordinator IQAC
6. Dr. Deepshikha, HoD, Senior Administrative Officer
7. Dr. Arun Kumar Maiti, Member of GB
8. Mr. Surajit Mondal, Teacher Member
9. Mr. Ashish Bera, Teacher Member
10. Dr. Sanjoy De, HoD, Senior Administrative Officer
11. Dr. Nurul Alam, HoD, Senior Administrative Officer
12. Dr. Soumen Teli, Librarian
13. Dr. Mridul Ghosh, HoD, Senior Administrative Officer
14. Mr. Susanta Kumar Mandal, Member of GB
15. Dr. Shibani Saha, HoD, Senior Administrative Officer
16. Mr. Samiran Samanta, Teacher Member
17. Mr. Animesh Manna, Teacher Member
18. Mr. Prasenjit Sarkar, Teacher Member
19. Mr. Prosenjit Dawn, Teacher Member
20. Mr. Gobinda Prasad Barman, Teacher Member
21. Dr. Ananda Gopal Gupta, HoD, Senior Administrative Officer
22. Mr. Islam Uddin Khan, HoD, Senior Administrative Officer
23. Mr. Mafijur Rahman, Office In-Charge, Senior Administrative Officer
24. Dr. N. C. Dey, Nominee from local society
25. Mr. Sahidul Islam Khan, Nominee from Alumni
26. Mr. Debkumar Ghoshal, Parent (Stakeholder)
27. One nominee from Students
28. One nominee from Employers
29. One nominee from Industrialists





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This committee will meet 4 times in a year to discuss and resolve quality initiatives of the Institute (as attached herein); with primary goal of IIQA submission by December 2023.

The role of Director IQAC (Joint) will be to guide Coordinators (Joint) as per the IQAC guideline published by NAAC (also presented in brief as an attachment here). Directors IQAC (Joint) will be responsible for the timely submission of AQAR, IIQA, SSR and work incoherence with the coordinators (Joint) as well NAAC team. They will arrange regular meetings as stated below and preserve all minutes as per standard protocol with a pinpointed view on ensuring highest degree of quality in overall academic, R&D and administrative process.

The 1<sup>st</sup> meeting of the reconstituted Committee should be organized on or before 04/10/2023. Director and Coordinators should fix and notify that in consultation with the HoI.

A separate and extended list of criterion wise NAAC committee is also attached herewith. The NAAC criterion wise committee will meet every working day at 2:30 pm in Room No. 5 in presence of one of the IQAC Directors and Coordinators and entire team with the Principal on every Friday at 2:30 pm (immediate next day in case of Friday is a holiday) until the submission of SSR.

*Sen* 27/09/23

( DR. SABYASACHI SEN )  
Principal

Principal  
Shyampur Siddheswari Mahavidyalaya  
Ajodhya, Howrah.



CC:

1. All Members
2. Director(s), IQAC
3. Guard File



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**NAAC Criterion Wise Teams (revised on 26/09/23):**

| Criterion 1:<br>Curricular<br>Aspects (100) | Criterion 2:<br>Teaching<br>Learning and<br>Evaluation<br>(350) | Criterion 3:<br>Research,<br>Innovations<br>and<br>Extension<br>(120) | Criterion 4:<br>Infrastructure<br>and Learning<br>Resources<br>(100) | Criterion 5:<br>Student<br>Support<br>and<br>Progression<br>(130) | Criterion 6: .<br>Governance,<br>Leadership<br>and<br>Management<br>(100) | Criterion 7:<br>Institutional<br>Values and<br>Best<br>Practices<br>(100) |
|---|---|---|--|---|---|---|
| Dr. Arun<br>Kumar Maiti                     | Mr. Surajit<br>Mandal   | Dr. Sanjoy<br>De  | Dr. Mridul<br>Ghosh  | Dr. Shibani<br>Saha   | Mr. Prasenjit<br>Sarkar   | Dr. Manish<br>Baidya  |
| Dr.<br>Deepshikha                           | Mr. Ashish Bera   | Mr. Soumen<br>Teli  | Mr. Sustanta<br>Kr Mandal  | Mr.<br>Animesh<br>Manna   | Mr. Islam<br>Uddin Khan   | Mr. Gobinda<br>Prasad<br>Barman   |
| Dr. Ananda<br>Gopal Gupta                   | Mr. Saikat<br>Sundar Manna                                      | Dr. Nurul<br>Alam   | Mr. Debasis Rej  | Mr.<br>Samiran<br>Samanta   | Mr. Rajarshi<br>Mukherjee   | Mr.<br>Prosenjit<br>Dawn  |
| Ms. Mau<br>Datta                            | Mr. Debkumar<br>Ghoshal   | Dr. Dhurba<br>Ch Dhali  | Mr. Bilu Purkait   | Mr. Tapas<br>Pramanik   | Dr. Satarupa<br>Dey   | Mr. Debashis<br>Pramanik  |
| Swastika<br>Samanta                         | Ms. Rituparna<br>Roy Chowdhury                                  | Dr. Bedhas<br>Ujjal<br>Mondal   | Mr. Meghnad<br>Mondal  | Ms.<br>Debasree<br>Sarkar   | Mr. Tushar<br>Kanti<br>Mainan   | Mr.<br>Debojyoti<br>Bajani  |
| Ms. Kakali<br>Sett                          | Mr. Soumen Mal  | Dr. Mohua<br>Das  | Ms. Annapurna<br>Roy   | Mr.<br>Abinash<br>Palangdar                                       | Ms. Chaitali<br>Chakraborty   | Mr. Rabindra<br>Mani<br>Pradhan   |
| Dr. Somnath<br>Chatterpadhyay               | Ms. Soumita<br>Chatterjee                                       | Ms. Arpita<br>Pal   | Ms. Gita Sarkar  | Ms. Jharna<br>Shee  |   | Ms. Swati<br>Seth   |

*Sen* 27/09/23

(DR. SABYASACHI SEN)  
Principal

Principal  
Shyampur Siddheswari Mahavidyalaya  
Ajodhya, Howrah.

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**Important issues for the IQAC to consider:**

The Executive Committee of NAAC has decided that regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:

The following are the pre-requisites for submission of IQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A&A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders

**Role of IQAC:**

- The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning. The coordinator of the IQAC will have a major role in implementing these functions.
- During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.
- The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR

*Sen*  
27/09/23

