



Ref. No. SSM./NOTICE/OIA/2023-24

Date 15.05.23....

NOTICE

This for information to all concerned that that 1st (Re) meeting of the Internal Quality Assurance Cell (IQAC) of Shyampur Siddheswari Mahavidyalaya will be held on 22-05-2023 at 2.30 p.m. in the Room No. 5.

Agenda of the meeting are as follows:

1. Submission of Institutional Information for Quality Assessment (IIQA) by 15/12/23: Present Status
2. Preparation of Self-study Report (SSR) & Submission Annual Quality Assurance Report (AQAR), 2021-2022
 - a) Meeting at 2:30 pm everyday (except Holidays and Weekly off-days) and preparation of Criterion wise schedule of discussion
 - b) Minor adjustments in Criterion wise teams; Responsibility of every member of extended NAAC Committee
 - c) Status of preparation of Qualitative Matrices: Study Reference Write Ups
 - d) AQAR 21-22 to be submitted by 30/11/23: Related target and problems

3. Miscellaneous

All the members are cordially requested to attend the meeting.

Principal, Shyampur
Siddheswari
Mahavidyalaya

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.




Director IQAC (Joint)
Shyampur Siddheswari
Mahavidyalaya

Joint Director, IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

Item No.2**Action Taken Report (ATR) on the resolutions taken in the last IQAC Meeting (30/04/23)**

Sl	Agenda No.	Resolution	Action Taken
1	Academic performance of Students in Odd Semester 2022-23	The IQAC on improvement of performance in specific streams like Geography, all BA General students, Political Science, English, B.Com. (Genl.).	HoD meeting organized to share the information. Class room and attendance monitoring on regular basis done by the HoI
2	Formation of Examination Cell and activating Examination Cell for entire examination purpose	The initiative was approved and appreciated	Already implemented
3	Status of preparation of assessment by NAAC: i) Submission of AQAR 2021-22 ii) Submission of IIQA of 2 nd cycle NAAC visit iii) Submission of SSR of 2 nd cycle NAAC visit iv) Tentative Performance Score (as submitted to HED) v) Reconstruction of the IQAC as per NAAC guideline vi) FDP to sensitize teachers about Outcome Based Education as prescribed by NAAC. vii) Conduction of Certificate Course by each Department viii) Purchase of standard Licence Software ix) Enhancement in Bandwidth x) Green audit, Energy audit and ISO 14000	Necessary actions to be taken against each point if needed IQAC need to be rejuvenated with new members.	IQAC has been reconstructed
4	Change in AISHE Coordinator	Notice would be issued for selecting the new AISHE coordinator.	In process


Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.



SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

**1st (Re) meeting of the Internal Quality Assurance Cell (IQAC)
Year 2022-23**

Venue: Principal Room

Date : 22-05-2023

Time : 2.30pm

MINUTES

Members Present:

1. Dr. Sabyasachi Sen, Chairman
2. Dr. Dhruva Chandra Dhali, Director, IQAC
3. Mr. Rajarshi Mukherjee, Jt. Coordinator IQAC
4. Mr. Saikat Sundar Manna, Jt. Coordinator IQAC
5. Dr. Deepshikha
6. Dr. Arun Kumar Maiti
7. Dr. Soumen Teli
8. Mr. Surajit Mondal
9. Dr. Sanjoy De
10. Dr. Nurul Alam
11. Dr. Shibani Saha
12. Mr. Susanta Kumar Mandal
13. Dr. Mridul Ghosh
14. Mr. Samiran Samanta
15. Mr. Animesh Manna
16. Mr. Prasenjit Sarkar
17. Mr. Prosenjit Dawn
18. Mr. Gobinda Prasad Barman
19. Dr. Manish Baidya

Item No. 1.00: Introduction of the Meeting (Welcoming the members):

The Chairman at the outset welcomed all the Members.

The Chairman confirmed the Quorum of the Meeting from and delivered a small address and asked Coordinator to continue the meeting agenda wise.

Previous Meeting

Item No. 1 Confirmation of Minutes of last Meeting

To confirm of minutes of the previous meeting held on 30.04.2023

Notes & Discussion-The minute was circulated. As no comments were received, the same may be confirmed by the IQAC.

Resolved:The minutes IQAC meeting held on 30.04.23 is confirmed as proposed.

Item No. 2 Action Taken Report

To review the action taken on different items of the IQAC held on 30.04.2023

Resolved: The Action Taken Report on the decisions of the previous meeting is noted and accepted by the Board.

Item No. 3 Submission of Institutional Information for Quality Assessment (IIQA) by 15/03/24: Present Status

Resolved:

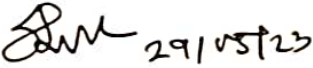
It was resolved that the new and revived Team will put forward full effort to submit IIQA by March 24.

Item No. 4 Preparation of Self-study Report (SSR) & Submission Annual Quality Assurance Report (AQAR), 2021-2022

Resolved: Following resolutions were taken

- a) Meeting at 2:30 pm everyday and preparation of Criterion wise schedule of discussion was prepared.
- b) Minor adjustments in Criterion wise teams; Responsibility of every member of extended NAAC Committee to be clarified in a separate meeting.
- c) Status of preparation of Qualitative Matrices: Study Reference SSR of other Institutes and SOP provided by NAAC was made mandatory by all members.
- d) AQAR 21-22 to be submitted by 30/11/23: Related target and problems

The meeting ended with thanks to the Chair.


(Dr. Sabyasachi Sen)
Principal & Secretary-GB
Shyampur Siddheswari Mahavidyalaya

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

