

SIVANATH SASTRI COLLEGE  
23/49 Gariahat Road, Kolkata 700029

Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC) held on Thursday, the 11th May, 2017 at 9-00 a.m. in the Rector's Room of the college premises.

Members present

- |                                   |                        |
|-----------------------------------|------------------------|
| 1. Dr. Runa Biswas                | Principal: Chairperson |
| 2. Sm. Kumkum Banerjee            | G.B. Chairperson       |
| 3. Dr. Sudakshina Kundu Mukherjee | G.B. Member            |
| 4. Sri. Dipankar Bhattacharyya    | Bursar                 |
| 5. Dr. Sriparna Bose              | Coordinator            |
| 6. Sm. Jayanti Datta              |                        |
| 7. Dr. Seema Banerjee             |                        |
| 8. Dr. Sonali Chakraborty         |                        |
| 9. Dr. Dola Chattopadhyay         |                        |
| 10. Dr. Bhaswati Ray              |                        |
| 11. Sri. Ratan Sen                |                        |
| 12. Dr. Samata Biswas             |                        |
| 13. Sri Jayanta Chowdhury         | Head-clerk             |
| 14. Student representative        |                        |

By Invitation

15. Dr. Sipra Roy
16. Dr. Usha Keshan
17. Dr. Mousumi Bandyopadhyay
18. Sri Sukhendu Sarkar
19. Dr. Sudipta De

**Agenda 1. Confirmation of the proceedings of the IQAC Meeting dated 21.12.2016 and matters arising thereof.**

The proceedings of the IQAC meeting held on 21.12.2016 were read and in matters arising thereof Dr. Sudakshina Kundu Mukherjee said that "research centre on Brahmo studies" can be replaced by "research centre on Bengal Renaissance and Brahmo movement" in Agenda 3 of the proceedings. The proceedings were confirmed after incorporation of the above mentioned modification.

**Agenda 2. Proposal for reconstitution of the IQAC**

The coordinator informed the meeting that Dr Sudakshina Kundu Mukherjee had proposed in the earlier meeting that Mr. Arunabha Ghosh, Director and CEO of Blue Copper technologies Ltd be invited to join the IQAC as an external member.

The coordinator also said that there was another proposal for inviting TCS to nominate a member to the IQAC. Sri Ratan Sen, Head department of Commerce had been asked to take necessary action in this matter. Professor Sen said that he has already spoken to Ms. Sreemayee Chakrabarty, Senior Manager, Special Initiatives, CSR &AA of TCS and was awaiting her response.

The meeting proposed that there could be two nominated external members from the Industrialist category in the IQAC.

It was resolved that Sri Arunabha Ghosh be invited to join the IQAC as an external member subject to sanction by the Governing Body.

The meeting also discussed the possibility of including new members from among the teachers and resolved that the matter should be placed before Governing Body.

The meeting also proposed that there should be at least one member from each Honours department and teachers from general departments could be included as permanent invitee members.

### **Agenda 3. Action Plan for 2017-18**

Discussion on Action plan for the academic session 2017-18 included the following:

- Each department should prepare an annual report of their year round activities
- Integral policy regarding attendance and promotion shall be formed by the Academic subcommittee. The proposed policy will be circulated among the Departments and their suggestions will be included after further discussion. The suggestions from the departments should be given before the commencement of the admission procedure. This should be a permanent policy and clearly indicated in the college prospectus and website.
- Proposal for tie up of the college with groups or organisations for orientation of students regarding entrepreneurship development skills in addition to the existing collaborations on soft skill development /language skill development/internship and so on.
- The written suggestions placed by the Head, Department of English were:
  - Initiation of a multi-disciplinary project on an issue of burning interest and significance in India or the world as for example the *rise of fundamentalism* or the *tragedy of forced migration*. The teachers and students of all departments can be involved in this project which will include research, primary survey, statistical analysis, investigation of newspaper reports and so on resulting finally in a report in the form of a book/booklet. It could be a continuing project running for months and involving students from all years.
  - Sustained work in the neighbouring slum areas and taking up a project on issues like women's health, education, marriage which would require door to door survey, analysis of the survey results and action could be initiated on the basis of analysis.
  - The students will benefit if they can watch periodically, live lectures from classrooms in other universities such as JNU or Delhi University or even institutions outside our country.
  - Introduction of drama and dance classes instead of conducting workshops from time to time .This will help build up cultural skills in a more disciplined manner throughout the year resulting in even better productions. The budget involved will be more or less the same as the workshops but provide better value.
  - The cultural show held each year can become a part of the outreach programme of the college where a certain amount is collected from the students and the money so raised will cover the costs of the cultural programme as well as generate an

additional amount which can be donated in the name of Sivanath Sastri College or used for constructive charitable purposes, involving health or education. This will involve the students in cultural activities and social awareness activities simultaneously

- Most of the students of our college are very weak in English, both in the basic conception of the language and in speaking skills which seriously hampers them both in examination performance as well as career advancement. Hence the students would benefit if English classes were held for the students outside of college hours, but within the college campus.

#### **Agenda 4 Infrastructure and learning resources**

The coordinator informed the meeting that the college has set up a virtual classroom recently and requested the Bursar to speak about the details.

The Bursar said that room No. 27 has been set up as a virtual classroom which will provide facilities for streaming live as well as stored lectures for the students. However, he also said that the set up has not been completed yet.

The meeting proposed that a demonstration of the facilities shall be arranged for all teachers so that they become conversant regarding use of the virtual classroom.

It was also proposed that some lectures shall be developed and kept stored which can be accessed by the students at their convenience.

The bursar further informed the meeting that facilities for live screening of papers presented by our teachers in other institutions/ universities would also be available.

The meeting also discussed the matter of use of the mezzanine floor in the library as a reading room by teachers and students. The structure was completed before NAAC peer team visit but the facility remains unutilised due to lack of lighting and sitting arrangements. The meeting resolved that the management should be requested to take necessary action in this regard.

#### **Agenda 5 Research activities**

The meeting discussed the matter of the formation and functioning of a cell for research studies on the Bengal Renaissance and the Brahmo movement.

It was proposed that the research could be a multi-disciplinary and the research material generated could be made available for Ph. D. Students and other research workers.

It was further proposed that the management would be requested to sanction the post of a research assistant for the research cell.

#### **Agenda 6 Feedback response from students**

The meeting discussed the matter of online student feedback and the coordinator reported that the count of students submitting feedback online showed an upward trend and this year both Honours and General students have submitted online feedback. However the number is still not satisfactory and a

major section of the students did not submit their feedback. The meeting resolved that orientation of the students would begin after the puja holidays and submission of feedback should be completed before commencement of the third year selection test. The meeting also proposed that submission of feedback should be made compulsory not optional. To ensure participation of all students a challan/receipt/code number should be generated on submission of the feedback.

#### **Agenda 7 Extra-curricular activities**

The cultural committee convenor informed the meeting that dance and drama workshops in collaboration with dancer Raktim Guha and theatre group Bahuroopee respectively has been completed successfully and stage performances of the productions of these workshops were held on April 25<sup>th</sup>, 2017.

The meeting discussed the need for awareness and orientation of the students for the success of any project. This can be done most effectively by the Students' Union.

#### **Agenda 8 Miscellaneous**

Professor Ratan Sen informed the meeting that a MOU has been signed with Price Waterhouse on April 24<sup>th</sup>, 2017 for three years regarding internship of students.

He also said that a week long workshop on soft skill development in collaboration with Tata Consultancy Services from 24.04.17 to 05.05.17 has been completed and 200 students participated in the workshop and 106 students were selected.

The Bursar informed the meeting that the college has also undertaken a project in collaboration with Brainware for a course on communicative English for the students

There being no other matter to discuss the meeting was concluded.

#### Authenticated

Sd/- Dr. Runa Biswas  
Chairperson  
IQAC

Sd/- Dr. Sriparna Bose  
Co-ordinator  
IQAC

Confirmed on .....

Chairperson  
IQAC  
Memo No..... /SNSC/2015- 2016

Co-ordinator  
IQAC  
dated : .....

Draft proceedings forwarded to members, inaccuracies, if any are to be reported within a week.

Co-ordinator  
Internal Quality Assurance Cell (IQAC)