



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

(Affiliated to University of Calcutta) [Registered under 2(F) & 12(B) of UGC Act]

Accredited by NAAC

33/6/1, BiplabiBarin Ghosh Sarani, Muraripukur, Ultadanga, Kolkata – 700 067

Website [www.sirgurudasmahavidyalaya.com](http://www.sirgurudasmahavidyalaya.com)

Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting-1/ 18-19

Date: 06.07-2018

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on 12.07.2018, Thursday, at 2-00 PM in the Principal's Room. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 4<sup>th</sup> May, 2018
2. Implementation of CBCS in Humanities and Science as prescribed by The University of Calcutta vide Notification No. CSR/3/2018 dated 07.05.2018.
3. Continuation of UGC-sponsored course on computer hardware-networking.
4. Celebration of the completion of the Golden Jubilee Year of the college
5. Organising orientation programmes for students, special lectures, international seminar, students' seminars and exhibitions.
6. Matters related to Faculty Development Programmes and Career Advancement of teachers.
7. Proposals of students for Renovation of Student Toilets.
8. Publication of Academic Calendar 2018-19.
9. Proposal of different Add-on Course and Value added Course.
10. Misc.

All the Members of IQAC are requested to be present in the meeting.

*Ratna Lodh*

DR. RATNA LODH

Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

*Manishankar Roy*

DR. MANISHANKAR ROY

Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067

Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 12.07.2018,  
Thursday, at 2-00 PM in Room No. 10

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *[Signature]* 12/07/18
2. DR. RATNA LODH (COORDINATOR, IQAC) *[Signature]*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER) *[Signature]*
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *[Signature]* 12/07/2018
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *[Signature]* Paramita Halder
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER)
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *[Signature]* S. Majumdar
9. DR. SHINJINI BASU (TEACHER MEMBER) *[Signature]* Shinjini Basu
10. DR. MINAKSHI GOSWAMI (TEACHER MEMBER) *[Signature]* Minakshi Goswami
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL) *[Signature]*
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *[Signature]* Jyotirmoy Mishra
13. STUDENT MEMBER: *[Signature]* Sunny Satpati 12.07.2018.  
[SUNNY SATPATI]

**Resolution 1**

The minutes of the meeting held on 4<sup>th</sup> May, 2018 are read and confirmed.

**Resolution 2**

As prescribed by The University of Calcutta and HEI, Implementation of CBCS in Humanities and Science vide Notification No. CSR/3/2018 dated 07.05.2018 is taken into effect. For the same, it is resolved that the following steps should be taken immediately:

- a) Orientation Programme for both the faculty and the students should be arranged to accustom them to the new system.
- b) A workshop pertaining to the same should be arranged.
- c) It is noted that there is a shortage of faculty especially in the department of Mathematics. Principal is requested to take necessary actions.
- d) Renovation of the smart classrooms pertaining to audio-visual system is recommended. Principal is requested to take necessary actions.

**Resolution 3**

It is resolved that new session of UGC-sponsored course on computer hardware-networking will continue in the academic session 2018-2019. Students will be imparted with the basic knowledge of electronic circuits. Shri Sibnath Guchait, faculty, Department of Physics will act as the co-ordinator of the same.

**Resolution 4**

IQAC is pleased to note that this year the college will complete fifty years. It is noted that a celebration programme of the completion of the Golden Jubilee Year of the college will be arranged. The Convenor of the Cultural Committee of the college Dr. Suchismita Majumdar, requested to take necessary step to organize the closing ceremony.



# MINUTE BOOK - 20

## Resolution 5

It is resolved that Special Lectures, National and International Seminar, Students' Seminars and Exhibitions will be arranged. Departmental heads are requested to take necessary actions.

## Resolution 6

It is resolved that Teachers whose promotion is due under CAS are requested prepare and submit their Self Appraisal in prescribed PBAS Format. IQAC co-ordinator and the Principal are requested to facilitate the process.

## Resolution 7

It is resolved that a proposal from the students end is received regarding the Renovation of the Student Toilet in the college. Building Committee will take care of this matter and will place a fresh proposal to GB of the College.

## Resolution 8

It is resolved that the Academic Calendar (2018-19) is prepared and will be readily published and uploaded in the college Website.

## Resolution 9

It is resolved that Add-on Courses and Value added Courses will be introduced to supplement the Core-Curriculum. All the departments of the college are requested to submit their proposals to the IQAC. It will be endeavoured that maximum number of students will be enrolled for the said courses.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.



Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

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Ref. No: IQAC/SGM/Meeting/2 (18-19)


Date: 02-11-2018

### NOTICE


It is hereby notified that, a meeting of IQAC is going to be held on 09.11.2018, Friday, at 2-00 PM in the Principal's Room. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 12<sup>th</sup> July, 2018
2. Preparation of AQAR, 2018-2019
3. Matters pertaining to Mentor-Mentee system
4. Remedial Classes to the weak students
5. Promotion of faculty under CAS
6. Procurement of text and reference books pertaining to CBCS syllabus
7. To set-up a new Gymnasium in the college for the students and staff member.
8. Misc.

All the Members of IQAC are requested to be present in the meeting.

  
DR. RATNA LODH  
Co-ordinator, IQAC



  
DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 09.11.2018, Friday at 2-00 PM in room 10.

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN)
2. DR. RATNA LODH (COORDINATOR, IQAC) *Rlodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER) *09/11/2018*
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *Shattopadhyay 09/11/2018*
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER)
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *S. Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER) *Shinjin Basu*
10. DR. MINAKSHI GOSWAMI (TEACHER MEMBER) *Minakshi Goswami*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL) *Partha Chakraborty*
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. STUDENT MEMBER: *Sunny Satpati 09.11.2018.*  
[SUNNY SATPATI]

**Resolution 1**

The minutes of the meeting held on 12<sup>th</sup> July, 2018 are read and confirmed.

**Resolution 2**

Preparation of AQAR, 2018-2019 should be taken up. Various committees should collect data from the college office, departments and respective committees. IQAC Co-ordinator will look after the matter.

**Resolution 3**

It is reported that the mentoring system has been put in place specially for the newly enrolled students of the First Year in order to provide them guidance in terms of their curricular assignments, overall academic output as well as their involvement in the activities of the college. Head of the Departments are requested to take all required actions.

**Resolution 4**

It is resolved that Remedial Classes should be allotted to the weak students. Department should identify weak students through a well chalked out plan based on the internal evaluation and the result of latest available end-semester examination and allot special classes to them. A separate routine for the remedial classes should be drawn by the departments.

#### **Resolution 5**

Dr. Suchismita Majumdar and Shri Jayanta Baidya, whose promotion is due under CAS are requested to prepare and submit Self Appraisal in prescribed PBAS. Teachers are requested orientation/ Refresher courses/ Short Term Course under UGC-HRDC. IQAC co-ordinator and the Principal are requested to facilitate the process.

#### **Resolution 6**

Immediate procurement of books pertaining to the new CBCS syllabus is needed. The Central library will take all required action. The librarian is requested to expedite the process.

#### **Misc:**

On the proposal of Principal, IQAC coordinator will talk with the college authorities of different colleges within Kolkata and other district to sign a Memorandum of Understanding for more effective academic and administrative activities.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.

  
Principal  
Str Gurudas Mahavidyalaya  
Kolkata-700067





# SIR GURUDAS MAHAVIDYALAYA

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Ref. No: IQAC/SGM/Meeting/3/(18-19)

Date: 04-01-2019

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on 11.01.2019, Friday, at 2-00 PM in the Principal's Room. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 9.11.2018
2. Preparation of AQAR, 2018-2019
3. Collection and analysis of students and teachers' feedback.
4. Matters pertaining to the science laboratories
5. Recruitment of substantive teachers.
6. To approve Dr. Shinjini Basu as the Jt. Co-ordinator of IQAC.
7. Misc.

All the Members of IQAC are requested to present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067

Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 11.1.2019, Friday at 2-00 PM in room 10.

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy 11/1/2019*
2. DR. RATNA LODH (COORDINATOR, IQAC) *R. Lodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER) *Purna Chandra Maity 11/01/2019*
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *Shyamalendu Chattopadhyay*
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder 11.1.19*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER)
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *Suchismita Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER) *Shinjini Basu*
10. DR. MINAKSHI GOSWAMI (TEACHER MEMBER) *Minakshi Goswami*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. STUDENT MEMBER: [SUNNY SARPATI] *Sunny Sarpati 11.01.2019.*

**Resolution 1**

The minutes of the meeting held on 9.11.2018 are read and confirmed.

**Resolution 2**

It is reported that preparation of AQAR, 2018-2019 is going on. There are some problems regarding the availability of data from college office. Infrastructure and a proper way should be chalked out so that from now on data regarding admission, result is preserved in a handy manner. Principal and IQAC co-ordinator are requested to look after the matter.

**Resolution 3**

It is resolved that a system of generating students' and teachers' feedback regarding the academic and administrative structure of the college should be initiated. Dr. Shinjini Basu and Dr. Suvra Kanti Chakroborty will look after the matter.



**Resolution 4**

Physics and Chemistry Laboratory need to be spruced up. Immediate procurement of lab instruments, chemicals, and apparatus is needed. Authority and the respective departments are requested to look after the matter with no delay.

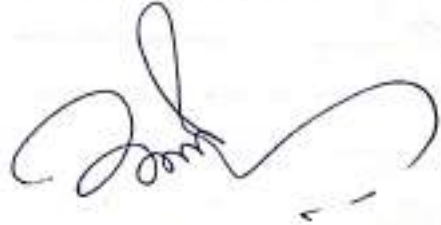
**Resolution 5**

Substantive post in Political Science Department and Computer Science Department are vacant. Necessary papers will be sent to Higher Education Department and the West Bengal College Service Commission with no delay.

**Resolution 6**

It is resolved that Dr. Shinjini Basu, Assistant Professor of Department of English, will act as Jt. Co-ordinator of IQAC along with Dr. Ratna Lodh.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.



Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

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Ref. No: IQAC/SGM/Meeting/ 4(18-19)

Date: 30-04-2019

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on 6.5.19 to discuss the following agenda.

1. To read and confirm the minutes of the meeting held on 11.1.2019
2. Preparation of AQAR, 2018-2019
3. Purchasing of various teaching learning aid for the departments.
4. Matters related to Add-on-Courses.
5. Recruitment of substantive teachers.
6. Initiative of Green-Campus and observation of important Days of National Importance.
7. Misc.

All the Members of IQAC are requested to present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 06.05.2019, Monday at 2-00 PM in room 10.

Signature of the Members Present:

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy 06/05/19*
2. DR. RATNA LODH (COORDINATOR, IQAC) *headh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *Shyama*
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder 6.5.19*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) *P. K. Dey*
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *S. Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER) *Shinjini Basu*
10. DR. MINAKSHI GOSWAMI (TEACHER MEMBER) *Minakshi Goswami 6.5.2019*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL) *Partha*
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. STUDENT MEMBER: [SUNNY SAIPATI] *Sunny Saipati 06.05.2019*

#### Resolution 1

Minutes of the meeting held on 11.01.19 are read and confirmed.

#### Resolution 2

Preparation of AQAR is being taken up. Dr. Shinjini Basu, Dr. Suvra Kanti Chakravorty and Dr. Prasanta Kumar De will prepare the AQAR and they will collect the concerned data from teachers and college office.

#### Resolution 3

It is noted that there is an immediate need of purchasing computers, software and ICT teaching facilities. Finance Committee and Purchase committee are requested to see to the matter.

#### Resolution 4

Value Added Courses and Add on Courses are to be continued by the departments for the up-coming sessions. Data should be preserved and an activity report be prepared and submitted to IQAC.

#### Resolution 5

It is noted that, the requisition of 2 (Two) Substantive posts in Bengali Department has been sent to WBCSC.

**Resolution 6**

Green campus drive will continue. Awareness programs as well as celebration of World Day, Environment Day will be carried on. In this connection, Dr. Suchismita Majumdar, Shri Subhashis Das and Smt. Moumita Auddy will prepare a descriptive planning and the budget for the same. They are requested to submit it within 15 days.

**Misc.**

Teachers whose CAS is due are requested to submit requisite papers.

There being no other Agenda, the meeting ended with a vote of thanks to the Chair.



Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700007





# SIR GURUDAS MAHAVIDYALAYA

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### IQAC ACTION TAKEN REPORT: 2018-2019

#### SIR GURUDAS MAHAVIDYALAYA

- Effective implementation of CBCS System Orientation programme for both the Arts and Science students was arranged to accustom them to the new system. A workshop pertaining to the same has been arranged.
- New session of UGC-sponsored course on computer hardware-networking has been successfully completed. Students will be imparted with the basic knowledge of electronic circuits.
- Inspired by the success of UGC Sponsored Add-on Course, college arranged 2 (Two) more Add-on-Courses in this Academic Session. Effort has been done to include maximum number of students. Certificates have been issued.
- Golden Jubilee Year of the collegewas celebrated. Cultural Program was arranged Mohit Moitro Mancho Auditorium. The students were trained for days to perform in the function.
- Special Lectures and Departmental Seminars were arranged.
- The process of Data Collection for AQAR preparation and submission by the IQAC has been undertaken.
- Steps have been taken to carry on mentoring system and remedial classes.
- Special lectures, departmental seminars and workshops were arranged. One international seminar was arranged by the Political Science Department.
- Teachers joined Refresher Course, Orientation Course and other FDPs.
- New books were purchased in accordance the new CBCS syllabus. The Central library will take all required action. The librarian is requested to expedite the process.
- The system of Students' feedback was generated and the feed-back report analyzed.

- Substantive Posts of Political Science Department and Computer Science Department were filled up.
- Physics and Chemistry Laboratory were spruced up. Lab instruments, chemicals, apparatus were procured.
- Computers, software and ICT teaching facilities were purchases/installed.
- As a part of Green Campus, Awareness programs and observation of important days related to environmental issues were arranged by the NSS Unit of the college.
- Academic Activities are carried out as a part of the MoU Signed with P.N Das College.
- It is noted that there is a shortage of faculty especially in the department of Mathematics. Principal is requested to take necessary actions.
- It is also noted that there is a shortage of Non Teaching Staff in the College Office. Principal is requested to take necessary actions.

*Ratna*

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

*Manishankar Roy*

DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067





# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Ref. No: IQAC/SGM/Meeting-1/19-20


Date: 12-07-2019

### NOTICE

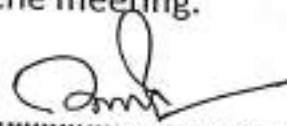
It is hereby notified that, a meeting of IQAC is going to be held on 19.7.2019 at 2-00 PM in the Principal's Room. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 6.5.2019
2. Submission of AQAR, 2018-2019
3. Introduction of Library Induction Programme
4. Proposal of Gender Sensitisation Workshop.
5. Misc.

All the Members of IQAC are requested to be present in the meeting.

  
.....  
**DR. RATNA LODH**  
Co-ordinator, IQAC


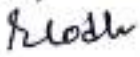
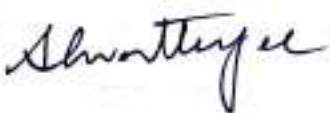
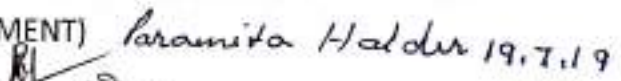
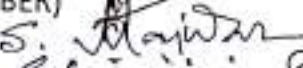
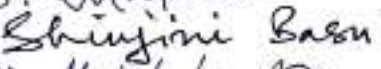
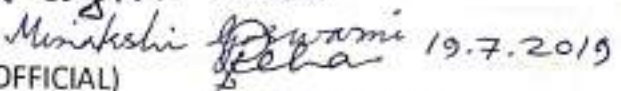
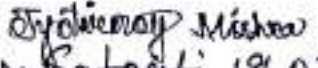
CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
.....  
**DR. MANISHANKAR ROY**  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067

**Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 19.7.2019, Friday, at 2-00 PM in room 10.**

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) 
2. DR. RATNA LODH (COORDINATOR, IQAC) 
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) 
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) 
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER)
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9. DR. SHINJINI BASU (TEACHER MEMBER) 
10. DR. MINAKSHI GOSWAMI (TEACHER MEMBER) 
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) 
13. STUDENT MEMBER: [SUNNY SATPATI] : Sunny Satpati 19.07.2019.

**Resolution 1**

The minutes of the meeting held on 6.5.2019 are read and confirmed.

**Resolution 2**

It is reported that the preparation of AQAR, 2018-2019 is complete; approval of Governing Body is also received. The uploading will be done within the next two days. IQAC appreciates the endeavour of all stakeholders in facilitating the process.

**Resolution 3**

It is resolved that one Library Induction Programme will be arranged to familiarize the First Semester Students to the entire scenario of resource utilization.


**Resolution 4**

It is resolved that a Gender Sensitisation Workshop will be conducted. Participation of maximum number of students is desired. ICC cell will look after the matter.

**Misc.**

Saplings and indoor plants should be planted as a part of green campus drive. Waste disposal set up should be spruced up.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067





# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

(Affiliated to University of Calcutta) [Registered under 2(F) & 12(B) of UGC A  
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33/6/1, Biplabi Barin Ghosh Sarani, Muraripukur, Ultadanga, Kolkata - 700 067

Website [www.sirgurudasmahavidyalaya.com](http://www.sirgurudasmahavidyalaya.com)

Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting-2/19-20

Date: 08-11-2019

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on 15.11.2019 at 2-00 PM in the Principal's Room. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 19.07.2019
2. A Workshop on the Revised Assessment and Accreditation Framework of NAAC
3. Submission of AQAR, 2018-2019
4. Publication of Academic Journal of the College.
5. Encouraging Faculty Development Programmes of the Faculty.
6. Misc.

All the Members of IQAC are requested to present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067

Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 15.11.2019, Friday, at 2-00 PM in Room 10.

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy 15/11/2019*
2. DR. RATNA LODH (COORDINATOR, IQAC) *Ratna Lodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL) *Asim Panda 15/11/2019*
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER) *Purna Chandra Maity*
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *Shyamalendu Chattopadhyay*
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder 15.11.19*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) *Prasanta Kumar Dey*
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *Suchismita Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER) *Shinjin Basu*
10. DR. MINAKSHI GOSWAMI (TEACHER MEMBER) *Minakshi Goswami 15.11.2019*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL) *Partha Chakraborty*
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. STUDENT MEMBER: [SUNNY SAIPATI]: *Sunny Saipati 15.11.2019.*

**Resolution 1**

The minutes of the meeting held on 19.7.2019 are read and confirmed.

**Resolution 2**

The NAAC framework has been revised. A Workshop on the Revised Assessment and Accreditation Framework of NAAC will be conducted immediately to sensitize all stake holders.

**Resolution 3**

It is reported that the last date of submission of AQAR 2018-2019 has been extended and it will be uploaded in due time with some more correction and clarification. IQAC appreciates the endeavour of all stakeholders in facilitating the process. The process of preparation of AQAR for the session 2019-2020 will be taken up without delay.

*[Signature]*  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



## **Resolution 4**

It is resolved that all steps will be taken to initiate an Academic Journal of the institution. A journal Committee is hereby formed with the following members:

- a) Dr. Manishankar Roy (Principal, Chief Editor)
- b) Dr. Shinjini Basu
- c) Dr. Suchismita Majumder
- d) Dr. Prasanta Ghosal
- e) Shri Chandan Adhya
- f) Dr. Prasanta Kumar Dey
- g) Dr. Minakshi Goswami

## **Resolution 5**

Teachers are encouraged to participate in various FDPs, Seminars and workshops. Supports will be given to them by the institution. IQAC co-ordinator and the Principal are requested to facilitate the process.

## **Resolution 6**

It is reported that in this AY till date 03 MOU has been signed between us and other colleges to carry on various inter-college academic activities. The name of these 03 colleges are: PN Das College, Palta (Signed on 13-08-19), Maharani Kashiswari College (on 09-09-2019) and today with Basirhat College (on 15-11-19). Principal requested IQAC to take the necessary initiative for more MoU with other colleges.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700057



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting-3/19-20

Date: 21-12-2019

### NOTICE

It is hereby notified that, a ~~meeting~~ meeting of IQAC is going to be held on 03.01. 2020, Friday at 2-00 PM in Principal's Room. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 15.11.2019
2. Formation of ICC of the college.
3. Inviting more proposals of Add-on Course.
4. Submission of pending AQAR.
5. Misc.

All the Members of IQAC are requested to be present in the meeting.

*Ratna Lodh*

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

*Manishankar Roy*

DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 03.01.2020, Friday, at 2-00 PM in Principal's Room 10.

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy 03/01/20*
2. DR. RATNA LODH (COORDINATOR, IQAC) *Ratna Lodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL) *Asim Panda 03/01/2020*
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER) *Purna Chandra Maity*
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *Shyamalendu Chattopadhyay*
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) *Prasanta Kumar Dey 03/01/20*
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *S. Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC) *Shinjin Basu*
10. SMT ISITA DUTTA (TEACHER MEMBER) *Isita Dutta*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL) *Partha Chakraborty*
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. STUDENT MEMBER: *Sunay Satpati 03.01.2020.*

**Resolution 1**

The minutes of the meeting held on 15.11. 2019 are read and confirmed.

**Resolution 2**

New Formation of Internal Complaint Committee is approved. IQAC requested the Committee (Presiding Officer) to arrange some awareness programs and workshops regarding the matter.

**Resolution 3**

8 (Eight) Add on Course and Value-added Course are being already initiated for the students. IQAC invites more proposals of AOC from different Departments covering Soft Skill Development, Life Skill Development, Language Training, ICT enabled Learning and other.

**Resolution 4**

It is reported that the uploading of AQAR is still pending. IQAC requested all the stakeholders to accelerate the process of Data collection and compilation. It Co-ordinator requested to oversee the matter seriously.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.

*Manishankar Roy*  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



## SIR GURUDAS MAHAVIDYALAYA

### Internal Quality Assurance Cell

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Ref. No: IQAC/SGM/Meeting-4(19-20)

Date: 13.03.20

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on 18.03.2020, Wednesday at 2.30 pm in the Principal's Room. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 03.01.2020
2. Report regarding the submission of AQAR 2018-2019.
3. Conduction of Semester end examination.
4. Upgradation of Library facilities.
5. Infrastructural Developments.
6. Misc.

All the Members of IQAC are requested to be present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067





## SIR GURUDAS MAHAVIDYALAYA Internal Quality Assurance Cell

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Ref. No: IQAC/SGM/Meeting-4A(19-20)

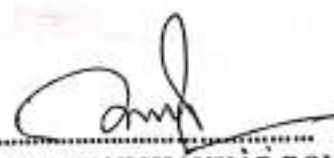
Date: 17.03.20

### NOTICE

**It is hereby notified that, the meeting of IQAC  
which was scheduled to be  
held on 18.03.2020, Wednesday is postponed  
due to the recent Covid Epidemic.  
The new date of the meeting  
will be intimated shortly.**

  
DR. RATNA LODH  
Co-ordinator, IQAC



  
DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



## SIR GURUDAS MAHAVIDYALAYA Internal Quality Assurance Cell

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Ref. No: IQAC/SGM/Meeting-4B (19-20)

Date: 06.06.2020

### NOTICE

It is hereby notified that, the meeting of IQAC which was going to be held on 18.03.2020, is rescheduled on 13.06.2020, Friday in **ONLINE MODE** at 6-00 PM. The meeting will be on **GOOGLE MEET PLATFORM**. Members are requested to download the G-MEET App in their Android Phone. For any assistance required feel free to contact PROF DEBASHIS BARMAN, HOD, Department of Computer Science.

In this meeting he will be present as an INVITEE MEMBER.

The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 03.01.2020
2. Report regarding the submission of AQAR 2018-2019.
3. Up-gradation of Library facilities in present situation.
4. Infrastructural Developments in recent situation.
5. To discuss the possibility of conducting Teaching Learning in online Mode.
6. Misc.

All the Members of IQAC are requested to be present in the meeting.

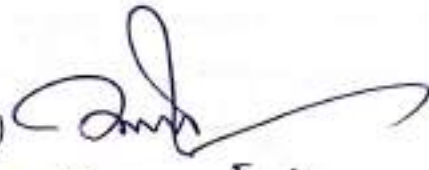
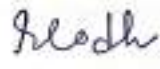
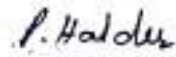
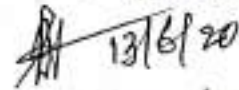
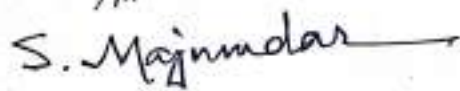



  
DR. RATNA LODH  
Co-ordinator, IQAC  
CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



**Minutes of the meeting of the IQAC of  
Sir Gurudas Mahavidyalaya  
Held on 13.06. 2020, Friday  
at 6-00 PM [ON-LINE MODE]  
[MEETING RESCHDULED]**

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) 
2. DR. RATNA LODH (COORDINATOR, IQAC) 
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER)
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) 
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) 
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) 
9. DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC)
10. SMT ISITA DUTTA (TEACHER MEMBER) 
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) 
13. STUDENT MEMBER:
14. Shri DEBASHIS BARMAN, INVITEE MEMBER, HOD, COMPUTER SC DEPT. 

### **Resolution 1**

The minutes of the meeting held on 03.01.2020 are read and confirmed.

### **Resolution 2**

It is reported that the preparation and uploading of AQAR, 2018-2019 is being carried on. It is difficult to collect the data from college office in present situation. So the teacher members will be requested to prepare their personal data only.

### **Resolution 3**

The smooth conduct of Library in present situation is difficult. So IQAC requests the Librarian to submit a comprehensive planning and workflow to the IQAC within 1 week.

### **Resolution 4**

IQAC requests unanimously to take necessary steps for the construction of Annexe Building and Students' Canteen and Extension of Library.

### **Resolution 5**

It is resolved for smooth teaching learning via on-line mode infrastructural development is needed with more ICT enabled online learning system. Prof Barman suggested to use G-Suite/MS Teams/Zoom/ Webex platform for this purpose.

### **Misc:**

There is no notification from University for the End Sem Examination of current student. As and when CU will notify the Exam Schedule and its



procedure, IQAC requested the Teachers' Council, Academic Sub-Committee and Examination Sub-Committee to take all necessary steps.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.



Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

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### Action Taken Report of IQAC for Academic Year: 2019-2020

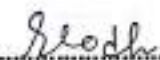
- Upgradation of the teachers' database and uploading the data in the *BanglarUcchaShikhsa* Portal, an initiative of Higher Education Dept, West Bengal Govt.
- The preparation and uploading of AQAR of 2017-2018 is complete. Initiative of Teacher Member and Office Staff was appreciated by the IQAC. The process of reviewing the AQAR of next year is going on.
- Orientation Program at the onset of Academic Session and Library Induction Program were arranged.
- Awareness Program and other activities using posters of Anti Ragging Campaign, ICC Cell, Different welfare measurements for SC, ST, OBC students arranged.
- Academic and Social Environment was maintained by Gender Sensitization workshop by ICC.
- Awareness programs by NSS UNIT of the college arranged in physical mode in the first half of the Academic Year. Later, in the Pandemic few Departmental Seminars organized in on-line mode.
- Publication of wall magazines by the students.
- Collection for writings for the publication of *Ayush*, the Students' Magazine has been started. But can't publish this number as the normal activities disrupted for the Covid Pandemic.
- At the onset of Pandemic, basic online infrastructure was set up and was used both by the staff and the students of the college.
- Computer Science Department took important role to organize various sensitization programs for teachers to initiate their Online teaching learning method. Under the pandemic situation all efforts were taken to



# MINUTE BOOK - 20

continue an effective Teaching -Learning process. In view of the ongoing pandemic situation, it was decided that classes for ongoing semesters were conducted in the online mode.

- Proposal for Commercial G-Suite platform to run smooth conduction of academic and administrative activities.
- Academic, psychological and all other forms of assistance were given to the students by online mentoring and feedback.

  
DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Ref. No: IQAC/SGM/Meeting/01 (20-21)

Date: 04.07.2020

### NOTICE

It is hereby notified that, an online meeting of IQAC is going to be held on 10.07.2020 at 6.00 p.m. via Google-Meet. The link will be provided before the meeting time. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the teaching learning of Up-coming Semester in On-line mode.
3. Purchasing of G-Suite Platform.
4. Orientation program for teachers on ICT enable teaching-learning process.
5. Arrangement of On-line academic activities.
6. Discuss about the recommendation of Admission Sub-Committee.
7. Approval of proposed Academic Calendar for 2020-21.
8. Misc.

All the Members of IQAC are requested to be present in the meeting.

  
DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



**Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 10.07.2020, Friday, at 6-00 PM in On-line Mode.**

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy 10/07/2020*
2. DR. RATNA LODH (COORDINATOR, IQAC) *Ratna Lodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL) *Asim Panda 10/07/2020*
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER)
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder 10/07/2020*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) *S. Majumdar*
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *Suchismita Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER and JT COORDINATOR, IQAC) *Shinjini Basu*
10. SMT ISITA DUTTA (TEACHER MEMBER) *Isita Dutta*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL) *Partha Chakraborty*
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. STUDENT MEMBER: [SUNNY SATPATI] *Sunny Satpati 10.07.2020.*

A meeting of the IQAC was convened on 10.07.2020 at 6.00 p.m. in the online mode via G-Meet platform. Chairing the meeting, the principal welcomed all the members. Afterwards, as per the notice, specific agendas were taken up.

**Minutes and Resolutions of the Meeting:**

**Resolution 1**

Minutes of the last meeting were read and confirmed.

**Resolution 2**

In view of the ongoing pandemic situation, it was decided that classes for ongoing semesters will be conducted in the online mode. It was appreciated by the IQAC that the departments have already taken the initiative to conduct online classes and to provide study material. These initiatives are now ratified by the IQAC and the Academic Sub-Committee has been asked to formalize scheduling and other procedural details.

**Resolution 3**

In view of the need of the hour it was decided that the college will purchase a commercial G-Suite platform for smooth conduction of academic and administrative activities.

**Resolution 4**

It was resolved to provide teachers with training for online teaching in order to familiarize them with different digital platforms and techniques of digital teaching-learning. IQAC requested faculties of Department of Computer Science will take care on this matter. They will arrange some workshop in online mode to ease the ICT enabled Teaching Learning process.

**Resolution 5**

The IQAC approved conduction of online seminars and conferences on both departmental and institutional level. Here also, IQAC will request for the help of Computer Science Department.

**Resolution 6**

Recommendations of the Admission Committee regarding ensuing online admission process as per the instructions of the UGC and the University of Calcutta in view of the Covid pandemic were discussed and ratified. The work of e-prospectus be taken up. Admission committee is requested to take necessary actions.

**Resolution 7**

Academic Calendar prepared by Academic Sub-Committee for 2020-21 is approved.

**Misc:**

- a. As part of miscellaneous discussion in view of the extension of the Academic Session due to the Covid pandemic the IQAC recommended to the institutional head to provide academic, psychological and all other forms of assistance to students.
- b. IQAC express their deep concerned about the forth coming Final examination. As the modalities of the Examination is not very much clear from university directive. A sand when CU will inform the modalities of the exam, IQAC along with Examination Sub-committee will chalk out the plan of action.

The meeting ended with a vote of thanks to the chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700087





# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

[Affiliated to University of Calcutta] [Registered under 2(F) & 12(B) of UGC Act]

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Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting/02 (20-21)

Date: 24.08.2020

### NOTICE

It is hereby notified that, an online meeting of IQAC is going to be held on 31.08.2020, Monday at 6.30 p.m. via Google-Meet. The link will be provided before the meeting time. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the previous meeting on 10-07-2020.
2. To discuss about the recommendations of the Academic Sub-Committee.
3. To discuss about the recommendations of the Examination Committee
4. Misc.

All the Members of IQAC are requested to be present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067

Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 31.08.2020, Monday, at 6-30 PM in On-line Mode.

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy*
2. DR. RATNA LODH (COORDINATOR, IQAC) *Ratna Lodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER)
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *P. Halder*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER)
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *S. Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER and JT COORDINATOR, IQAC) *Shinjini Basu*
10. SMT ISITA DUTTA (TEACHER MEMBER) *Isita Dutta*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL) *Partha Chakraborty*
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. SHRI DEBASHIS BARMAN (HOD, COMPUTER SCIENCE DEPT INVITEE MEMBER) *Debashis Barman*
14. STUDENT MEMBER: [SUNNY SATPATI]: Sunny Satpati 31.08.2020.

A meeting of the IQAC was convened on 31.08.2020 at 6.30 p.m. in the online mode via G-Meet platform. Chairing the meeting, the principal welcomed all the members. Afterwards, as per the notice, specific agendas were taken up.

**Minutes and Resolutions:**

1. Minutes of the last meeting were read and confirmed.
2. The following recommendations of the Academic Sub-Committee were discussed and approved:
  - a. A central time table will be prepared by Routine Sub-committee. According to their suggestion the class will be organized.
  - b. Keeping in mind the importance of Data balance of our students in this situation all class will be in 30mnts only.
  - c. We as a sensible Mentor will take care of the Mental Well-being of our students.
  - d. Provide more pdf and online study materials through Student Group and Google-Classroom platform.



3. The following recommendations of the Examination Committee regarding conduction of online examinations as per UGC and university guidelines were discussed and approved. In this matter the opinion proposed by Shri Debashish Barman is noted with thanks:
- a. Departments should take necessary action about the Final Examination of the student as and when CU will intimate about the Exam Date etc.
  - b. Each Department will provide a teacher's name, who will organize and arrange the on-line examination process with the help of the Computer Science Dept.
  - c. The Departments will take some Online Mock-Test before University Exam, so that the students are accustomed with this new system of exam.
  - d. The IQAC requested the principal to allocate separate cubicles along with computers and additional facilities to each department as when the college will re-open the department can preserve their necessary papers in their separate almirah and they can use their own Desk top to preserve the data.

**Misc.**

All IQAC member expressed their deep anxiety about the world-wide situation.

The meeting ended with a vote of thanks to the chair.



Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700087



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

(Affiliated to University of Calcutta) [Registered under 2(F) & 12(B) of UGC Act]

Accredited by NAAC

33/6/1, BiplabiBarin Ghosh Sarani, Muraripukur, Ultadanga, Kolkata - 700 067

Website [www.sirgurudasmahavidyalaya.com](http://www.sirgurudasmahavidyalaya.com)

Email: [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone: 2356 0404 Mobile: 94335 60404

Ref. No: IQAC/SGM/Meeting/03 (20-21)

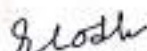
Date: 02.01.2021

### NOTICE


It is hereby notified that, an online meeting of IQAC is going to be held on 08.01.2021, Friday at 2.30 p.m. via Google-Meet. The link will be provided before the meeting time. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the previous meeting on 31-08-2020.
2. To discuss about the overall admission process through on-line.
3. To discuss about the new role of Central Library in Covid Pandemic.
4. Matter related to CAS of Teaching Faculties.
5. Development and up-gradation of College Website.
6. To encourage the faculties to join different Faculty Development Programs organized by UGC, HRDC.
7. Misc.

All the Members of IQAC are requested to be present in the meeting.

  
DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 08.01. 2021, Friday, at 2-30 PM in On-line Mode.

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN)
2. DR. RATNA LODH (COORDINATOR, IQAC) *Rodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER)
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) *08/01/21*
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN)
9. DR. SHINJINI BASU (TEACHER MEMBER and JT COORDINATOR, IQAC)
10. SMT ISITA DUTTA (TEACHER MEMBER) *Isita Dutta*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. SHRI DEBASHIS BARMAN (HOD, COMPUTER SCIENCE DEPT INVITEE MEMBER) *Barman*
14. STUDENT MEMBER: [SAYAN CHAKRABORTY] *Sayan Chakraborty*

A meeting of the IQAC was convened on 8.01.2021 at 2.30 p.m. in the online mode via G-Meet platform. Chairing the meeting, the principal welcomed all the members. Afterwards, as per the notice, specific agendas were taken up.

**Minutes and Resolutions:**

1. Minutes of the last meeting were read and confirmed.
2. The admission data and overall admission process was discussed and deemed satisfactory.
3. It is resolved as soon as the pandemic situation improves the Central library shall continue providing the students with PDF of pages upon request from the books of collection of the library. The e-versions of the newspapers and


other possible resource access services shall be provided to the students over online platforms available to the students.

4. The CAS related papers of Dr Paramita Halder, Department of English were placed before the IQAC. They were deemed satisfactory and the IQAC requested the principal to take the promotional procedure forward.
5. The updating and upgrading of the college website was discussed. Shri Debashish Barman, the Head of the Department of Computer Science and Shri Subhendu Dasmunshi, Assistant Professor, Department of Bengali were given the responsibility to oversee the process.
6. It is resolved that teachers will join the online RCs, Orientation Programs and other FDPs. IQAC will facilitate the process.

**MISC.:**

Google Suite id created to ensure smooth conduction of online activities.

The meeting ended with a vote of thanks to the chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067





# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting/04 (20-21)

Date: 14.05.2021

### NOTICE

It is hereby notified that, an online meeting of IQAC is going to be held on 21.05.2021, Friday at 1.00 p.m. via Google-Meet. The link will be provided before the meeting time. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the previous meeting on 8-1-2021.
2. Review of Result.
3. To discuss about the Exam related grievance.
4. Discuss about the proposal of Admission Sub Committee on the Subject Combination offered in CBCS.
5. Matter related to Promotional Procedure of Teacher Faculty.
6. Matter related to initiation CAS of and Re-fixation of Teaching Faculties.
7. Collection of Vaccination-Data of the Staff members.
8. Misc.

All the Members of IQAC are requested to be present in the meeting.

  
DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067

**Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 21.05.2021, Friday, at 1-00 PM in On-line Mode.**

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy*
2. DR. RATNA LODH (COORDINATOR, IQAC) *Ratna Lodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *Shyamendu Chattopadhyay*
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER)
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *S. Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER and JT COORDINATOR, IQAC) *Shinjini Basu*
10. SMT ISITA DUTTA (TEACHER MEMBER) *Isita Dutta*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)
12. SHRI JYOTIRMOY MISHRA (NTS MEMBER) *Jyotirmoy Mishra*
13. STUDENT MEMBER: [SAYAN CHAKRABORTY] *Sayan Chakraborty*

A meeting of the IQAC was convened on 21.05.2021 at 1.00 p.m. in the online mode via G-Meet platform. Chairing the meeting, the principal welcomed all the members. Afterwards, as per the notice, specific agendas were taken up.

**Minutes and Resolutions:**

1. Minutes of the last meeting were read and confirmed.
2. The results of 2nd and 4th Semesters in B.A., B. Sc., B. Com as well as 6th Semester in B. Com were discussed and deemed satisfactory.
3. In connection of the Examination matter, the IQAC noted that due to the non-issuance of the examination form by the University of Calcutta, certain complications arose. Consequently, the results of a few students have remained incomplete. The IQAC entrusted the concerned HODs and Student Grievance Redressal Cell to look into this matter carefully and requested to resolve the issues at the earliest.



4. The IQAC discussed and accepted the recommendations of the Admission Committee regarding subject combinations offered, upgradation of college website and other details.
5. The IQAC recommended the promotional procedure under CAS for Smt. Dipannita Sanyal, Assistant Professor of Political Science and Dr. Sangita De Sarkar, Assistant Professor of Physics to be initiated. It also recommended that the papers for re-fixation and increments for M. Phil. under CAS of Dr. Shinjini Basu, Assistant Professor, Department of English are to be forwarded.
6. As per the instruction of the government the IQAC chalked out a roadmap to gather detailed vaccination data of all teaching and non-teaching staff of the college. IQAC requested 3 (Three) teacher Members Dr. Paramita Halder, Dr. Arunava Sinha and Shri Pallav Saha Choudhry along with 1 (One) Non-teaching Staff, Shri Pankaj Ghosh will take the responsibility to ensure to complete the process.

The meeting ended with a vote of thanks to the chair.



Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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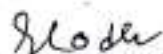
Email: [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

### Action Taken Report of IQAC for Academic Year: 2020-2021

1. Under the pandemic situation all efforts were taken to continue an effective Teaching -Learning process. In view of the ongoing pandemic situation it was decided that classes for ongoing semesters were conducted in the online mode.
2. Commercial G-Suite platform was purchased for smooth conduction of academic and administrative activities.
3. Computer and Central Library started a collaborative Learning platform to train both the faculty and the teachers to familiarize them with different digital platforms and techniques of digital teaching-learning.
4. Online seminars and conferences on both departmental and institutional level were arranged.
5. In this situation of world-wide Pandemic an Academic Journal is published by Teachers' Council in e-print mode. Various articles on different Academic discipline enriched the issue.
6. In this different adverse situation, Student Magazine of college students 'AYUSH' is published in e-version. The magazine reflects the creativity of our students.
7. Online admission process as per the instructions of the UGC and the University of Calcutta in view of the Covid pandemic were carried out smoothly by the Admission Committee.
8. Academic, psychological and all other forms of assistance were given to the students by online mentoring and feedback.

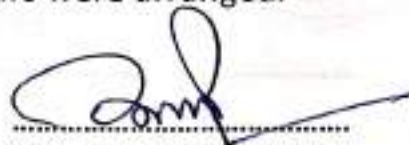


9. Online examinations as per UGC and university guidelines were carried out successfully.
10. Separate cubicles with computers and additional facilities were provided to each department.
11. The updating and upgrading of the college website was carried out.
12. Google Suite ids for staff and faculty created to ensure smooth conduction of online activities.
13. Effective implementation of Vaccination drives for staff and students. Detailed vaccination data of all teaching and non-teaching staff of the college was collected.
14. Teachers joined online Refresher Course, Orientation Course and FDPs under HRDC.
15. MoU has been signed with several colleges and different organizations.
16. International webinar was arranged in collaboration with three universities. Online lectures, departmental seminars were arranged.



DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067



DR. MANISHANKAR ROY  
Principal

Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Ref. No: IQAC/SGM/Meeting-1/21-22

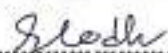
Date: 17.09.2021

### NOTICE


It is hereby notified that, an online meeting of IQAC is going to be held on 24.09.2021, Friday, at 2-00 PM in the Googlemeet platform. The link will be shared before the meeting. The agenda of the meeting are as follows:

1. To read and confirm the minutes of the previous meeting held on 21-05-2021.
2. To note the report of the admission in the academic session 2021-2022.
3. Beginning of new Academic Session and Issues regarding taking online classes.
4. Collection and analysis of students' and teachers' feedback.
5. Conduction of webinars by the departments.
6. To discuss about the arrangement of the vaccination drive in accordance with the State Govt.
7. Misc.

All the Members of IQAC are requested to be present in the meeting.

  
DR. RATNA LODH  
Co-ordinator, IQAC


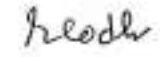
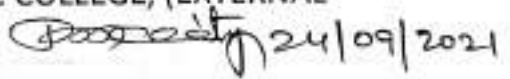
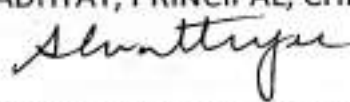
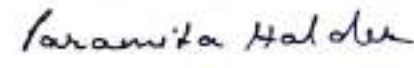

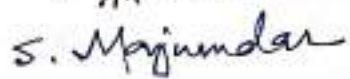
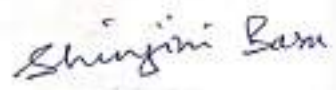
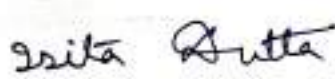



CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



**Minutes of the meeting of the IQAC of  
Sir Gurudas Mahavidyalaya  
Held on 24.09.2021, Friday  
at 2-00 PM [ON-LINE MODE]**

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) 
2. DR. RATNA LODH (COORDINATOR, IQAC) 
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER) 
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) 
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) 
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) 
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) 
9. DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC) 
10. SMT ISITA DUTTA (TEACHER MEMBER) 
11. SHRI PARTHA CHAKRABORTY ADMINISTRATIVE OFFICIAL 
12. SHRI JYOTIRMOY MISHRA EX-STAFF MEMBER 
13. STUDENT MEMBER: [SAYAN CHAKRABORTY] 

**Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 24. 09.2021, Friday at 2-00 PM in online mode.**

**Resolution 1**

The minutes of the previous meeting held on 21-05-2021 are read and confirmed.

**Resolution 2**

It is noted that the admission process in the academic session was carried out entirely in online portal through college website. IQAC resolves that this year, orientation programme will be carried out in online mode. Necessary actions be taken for smooth conduct of the programme. The department of Computer Science is requested to spruce up the technicalities necessary for this. All Departments are requested to take necessary preparation,

**Resolution 3**

The college was conducting the 3<sup>rd</sup> and 5<sup>th</sup> semester classes already in online mode via Google meet and Google classroom. With the introduction of the first semester, the complete timetable for the ODD SEMESTERS – 1, 3 AND 5 will be chalked out by the routine committee. The academic calendar is prepared and published in the college website. Online resources will be optimised. The faculties are requested to communicate with the students having low attendance and address the issue behind it. HODs are requested to create new Whats App groups for 1<sup>st</sup> Semester students. Office will provide the latest Admission Data.

**Resolution 4**

It is resolved that the system of generating students' and teachers' feedback regarding the academic and administrative structure of the college should be carried on. Dr. Shinjini Basu and Shri Pallab Saha Chowdhury will look after the matter.

**Resolution 5**

IQAC appreciated the endeavour of the departments and the Central Library of the college to arrange webinars, online special lectures and collaborative learning meetings successfully. IQAC resolves that this should be ongoing process to anchor in student's academic interests and to enhance overall academic environment of the college.



### Resolution 6

The State Government has convened that a vaccination drive will be arranged for the students of the colleges throughout the state. In this regard, IQAC proposes Dr. Paramita Halder as the nodal officer. All the faculties and the official staffs are requested to cooperate with the nodal officer for the arrangement of the drive. It has been noted with hope that the education system can be back to the normal offline mode after the completion of the vaccination drive.

### Misc

It is noted with pride that our college has been honoured with the first place in the Kolkata district for the successful application of Kanyashree scheme in the academic session 2020-2021. IQAC appreciates the effort of the nodal officer Smt. Sumita Debnath and congratulates her for the same.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.



Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Email [principalgurudas@gmail.com](mailto:principalgurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting-2/21-22

Date: 29.10.2021

### NOTICE

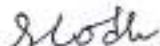
It is hereby notified that, an **on-line emergency meeting** of IQAC is going to be held on 30.10.2021, Saturday at 2-00 PM in the Google meet platform.

The link will be shared before the meeting.


The agenda of the meeting are as follows:

1. To read and confirm the minutes of the previous meeting held on 24.09.2021.
2. To initiate the cleaning and sanitisation process of the college campus. [As per the directive of Govt. of West Bengal vide memo no. 1058-Edn (CS)/10M-32/2021 dated 28.10.2021.]

All the Members of IQAC are requested to be present in the meeting.

  
DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067



Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 30.10.2021, Saturday, at 2-00 PM in Online Mode.

**Signature of the Members Present:**

DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN)

*Manishankar Roy 30/10/21*

DR. RATNA LODH (COORDINATOR, IQAC)

*R. Lodh*

SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)

DR. PURNA CHANDRA MAITY, PRINCIPAL,

*P. Chandra Maity 30/10/2021*

AJC BOSE COLLEGE, (EXTERNAL MEMBER)

DR. SHYAMALENDU CHATTOPADHYAY,

*Shyamalendu Chattopadhyay*

PRINCIPAL, CHITTARANJAN COLLEGE,

(EXTERNAL MEMBER)

DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT)

*Paramita Halder*

DR. PRASANTA KUMAR DEY (TEACHER MEMBER)

*P. K. Dey*

DR. SUCHISMITA MAJUMDAR (LIBRARIAN)

*S. Majumdar*

DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC)

*Shinjini Basu*

SMT ISITA DUTTA (TEACHER MEMBER)

*Isita Dutta*

SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)

*Partha Chakraborty*

SHRI RATAN SYAMAL (NTS MEMBER)

*Ratan Syamal*

STUDENT MEMBER: [SAYAN CHAKRABORTY]

*Sayan Chakraborty*

**Resolution 1**

The minutes of the previous meeting held on 24.09.2021 are read and confirmed.

### Resolution 2

As directed by Govt. of West Bengal vide memo no. 1058-Edn (CS)/10M-32/2021 dated 28.10.2021, IQAC resolves that the college administration must initiate the cleaning and sanitisation process of the college campus preferably by the 1<sup>st</sup> week of November, 2021.

- IQAC requests all the stake holders of the college to maintain the Covid safety protocol in the offline mode.
- IQAC request Teachers' Council to arrange awareness programs to train the teachers/students/office staffs about the Covid-safety norms.
- IQAC resolves that the Academic sub-committee should take necessary steps to implement the offline conduction of the session following the directive vide memo no. 1058-Edn (CS)/10M-32/2021.
- With the pandemic prevailing, it was not possible to arrange for the value added/ add-on courses for the benefit of the students in the academic session 2020-2021. As the offline session is about to start, IQAC request all the departments to prepare the course plan for the possible value added/ add-on courses and submit to IQAC within one month.

### Misc:

1. It is noted that the vaccination drive of all the Stake-holders of the college was successfully conducted. IQAC congratulates the nodal officer and the staffs for that.
2. It is reported that preparation of AQAR 2018-2019 is complete and that of 2019-2020 is delayed owing to the pandemic. There are some pertinent problems regarding the availability of data from all ends owing to the situation. IQAC is taking all means to collect data for the groundwork for AQAR. It is requested that committees in charge of the components of AQAR should take note and expedite the process. Since the date for submission of pending AQARs has been extended to 31<sup>st</sup> December, 2021 by NAAC, IQAC resolves to submit all the pending AQARs within due time.

The meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067





# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

(Affiliated to University of Calcutta) [Registered under 2(F) & 12(B) of UGC Act]

Accredited by NAAC

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Website [www.sirgurudasmahavidyalaya.com](http://www.sirgurudasmahavidyalaya.com)

Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting-3/21-22

Date: 04.01.2022

### NOTICE

It is hereby notified that, an online meeting of IQAC is going to be held on 07.01.2022, Friday, at 2-00 PM in the Google meet platform. The link will be shared before the meeting.

The agenda of the meeting are as follows:

1. To read and confirm the minutes of the previous meeting held on 30.10.2021.
2. To take necessary action to implement the directive of Govt. of West Bengal vide memo no. 01-Pr Secy-HED/2022 dated 03.01.2022.
3. Conduction of Semester End Examination.
4. Up-gradation of KOHA.
5. To report regarding the submission of pending AQARs.
6. Misc.

All the Members of IQAC are requested to be present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067

Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 07-01-2022, Friday, at 2-00 PM in Online Mode.

**Signature of the Members Present:**

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) *Manishankar Roy*
2. DR. RATNA LODH (COORDINATOR, IQAC) *Ratna Lodh*
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER) *Purna Chandra Maity 07/01/2022*
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) *Shyamendu Chattopadhyay*
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) *Paramita Halder*
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) *Prasanta Kumar Dey*
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) *S. Majumdar*
9. DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC) *Shinjini Basu*
10. SMT ISITA DUTTA (TEACHER MEMBER) *Isita Dutta*
11. SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)
12. SHRI RATAN SYAMAL (NTS MEMBER) *Ratan Syamal*
13. STUDENT MEMBER: [SAYAN CHAKRABORTY] *Sayan Chakraborty*

**Resolution 1**

The minutes of the previous meeting held on 30-10-2021 are read and confirmed.



# MINUTE BOOK - 20

## Resolution 2

Following the directive of Govt. of West Bengal vide memo no. 01-Pr Secy-HED/2022 dated 03.01.2022, IQAC requests the college administration to take necessary steps for its implementation. The online academic activities will be resumed as per the proposal of Academic sub-committee.

## Resolution 3

As per University notification, the semester end examination is being conducted in online mode. Academic sub-committee and Examination Sub-committee are requested to take all necessary steps.

## Resolution 4

The process of Koha Up gradation is being carried out by the Central Library of the college and the process is almost completed.

## Resolution 5

It is reported that all the pending AQARs i.e. 2018-2019 and 2019-2020 have been submitted within the due date. IQAC appreciates all stakeholders of the college for facilitating the process.

## Misc

- a. Honourable Principal Sir proposed to complete the Academic and Administrative Audit for the current year. Coordinator and all the members unanimously support this proposal and it was decided that, the IQAC will communicate with HODs and with the college office to complete this effort. They should prepare their list of activities in recent AY in a prescribed format. IQAC coordinator will prepare this prescribed format within a week and she will arrange for the AAA as soon as possible.
- b. Following the directive of State Govt., the college has successfully arranged the Students' Week in blended mode. IQAC appreciates the effort of the Nodal officers Prof. Subhendu Dasmunshi and Program Officer Prof. Debashish Barman for the same.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/Meeting-4/21-22

Date: 03.02.2022

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on 10.02.2022, Thursday, at 2-00 PM in the Principal's Room.

The agenda of the meeting are as follows:

1. To read and confirm the minutes of the meeting held on 07.01.2022.
2. To discuss the issues related to the reopening of offline classes vide memo no 89-Edn (CS)/10M-32/21 dated 31.01.22.
3. Commencement of **Gopa Chakroborty Memorial Award**.
4. Renovation of Central library.
5. Misc.

All the Members of IQAC are requested to present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal


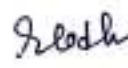
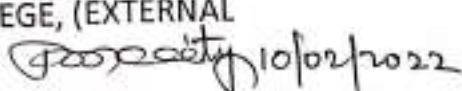

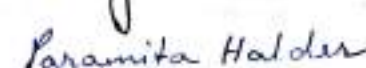

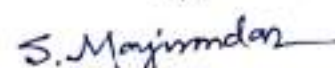
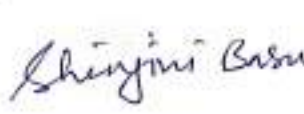
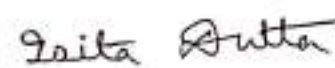

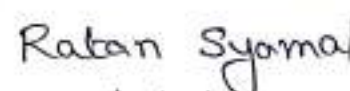
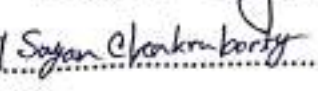
Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067



Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on 10.02.2022, Thursday at 2-00 PM in Principal's room.

Signature of the Members Present:

1. DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN) 
2. DR. RATNA LODH (COORDINATOR, IQAC) 
3. SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)
4. DR. PURNA CHANDRA MAITY, PRINCIPAL, AJC BOSE COLLEGE, (EXTERNAL MEMBER)  10/02/2022
5. DR. SHYAMALENDU CHATTOPADHYAY, PRINCIPAL, CHITTARANJAN COLLEGE, (EXTERNAL MEMBER) 
6. DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT) 
7. DR. PRASANTA KUMAR DEY (TEACHER MEMBER) 
8. DR. SUCHISMITA MAJUMDAR (LIBRARIAN) 
9. DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC) 
10. SMT ISITA DUTTA (TEACHER MEMBER) 
11. SHRI PARTHA CHAKRABORTY ADMINISTRATIVE OFFICIAL 
12. SHRI RATAN SYAMAL, STAFF MEMBER 
13. STUDENT MEMBER: [SAYAN CHAKRABORTY] 

Resolution 1

The minutes of the previous meeting held on 07.01. 2022 are read and confirmed.

# MINUTE BOOK - 20

## Resolution 2

It is noted that the offline classes have commenced in college from 3<sup>rd</sup> February vide memo no 89-Edn (CS)/10M-32/21 DTD 31.01.22. Vigilance be kept to ensure that all students and staff maintain all required Covid protocols. Online uploading of important instructions and reading materials will continue to ensure the benefits of the students during the existing turmoil. Students and Staff will be encouraged to enroll and participate in on MOOCs as continuous resource. It should be noted that the students of the 1<sup>st</sup> semester are coming to the institutions, after a long break. So, orientation guidance and induction sessions should be carried out. Library and the departments are requested to take necessary actions.

## Resolution 3

It is noted that the girl student, scoring highest marks of the Bengali Department will be awarded Book and Cash Prize. This award is contributed by Dr. Mausumi Bandyopadhyay, Associate Professor, Department of Bengali, in the memory of her mother-in-law Late Gopa Chakraborty. IQAC acknowledges and appreciates the endeavour of Prof. Mausumi Bandyopadhyay for this exceptional encouragement to the students of the college.

## Resolution 4

It is resolved that required books be purchased for the central library. Online resources be spruced up. Library induction programmes will be carried on in physical mode.

## Resolution 5

It is resolved that, as per the prepared format of AAA, HODs should fill-in the form as soon as possible and complete all the necessary paper works before the commencement of next academic session so that IQAC can arrange the AAA visit before this summer.

There being no other agenda, the meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067





# SIR GURUDAS MAHAVIDYALAYA

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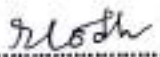
### Action Taken Report : 2021-2022

1. This session marks the return to the normal offline mode as the pandemic ended near the end of the session. Throughout the session, the students were imparted knowledge and resources in blended mode. All efforts were taken for smooth transition of online-offline mode.
2. Successful vaccination drive was continued with collaboration to local Kolkata Corporation Vaccination Centres and Higher Education department.
3. Full sanitization of the college campus was done in multiple phases.
4. G-Suite was used optimally for conduction of On-line classes, Examination and other educational activities.
5. On-line seminars and conferences on both departmental and institutional level were arranged.
6. Online admission process as per the instructions of the UGC and the University of Calcutta in view of the Covid pandemic were carried out smoothly by the admission Committee.
7. Academic, psychological and all other forms of assistance were given to the students by online mentoring and feedback.
8. Teachers joined online Refresher Course, Orientation Course and FDPs under UGC-HRDC.
9. Preparation of AQAR, 2019-2020 is delayed owing to the pandemic. But it was completed and the same has been submitted within due-time.

1 | IQAC, ACTION TAKEN REPORT, 2021-2022, SGM

# MINUTE BOOK - 20

10. A memorial scholarship was commenced by Prof. Mausumi Bandyopadhyay, HOD, Department of Bengali for the girl student with highest academic score.
11. Books were purchased in the Central Library, online resources and ICT facilities enhanced.
12. A joint issue of the Students' Magazine for the years 2019-2020 and 2020-2021 is published.
13. Multiple add-on and value-added courses have been commenced to deliver the job-oriented skills and the life skills and obviously the ethics to the students.
14. The current issue of the academic journal of Teachers' Council published in this year.

  
DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

  
DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067





# SIR GURUDAS MAHAVIDYALAYA

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Ref. No: IQAC/SGM/MEETING-1/22-23

Date: 26.08.22

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on 02.09.2022, Friday, at 2-00 PM in the IQAC room. The agenda of the meeting are as follows

1. Confirmation of the Minutes of the meeting held on 10.02.22
2. To discuss Admission process and matters pertaining to the onset of new academic session
3. Renovation of the teachers' room, office, principal's room, students' common room
4. To discuss the necessity to purchase computers, laptops, teaching aids
5. Misc

All the Members of IQAC are requested to be present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067

Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on

02.09.2022, FRIDAY, at 2.00 PM in Room No. 10.

**Signature of the Members Present:**

DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN)

DR. RATNA LODH (COORDINATOR, IQAC)

SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)

DR. PURNA CHANDRA MAITY, PRINCIPAL,

AJC BOSE COLLEGE, (EXTERNAL MEMBER)

DR. SHYAMALENDU CHATTOPADHYAY,

PRINCIPAL, CHITTARANJAN COLLEGE,

(EXTERNAL MEMBER)

DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT)

DR. PRASANTA KUMAR DEY (TEACHER MEMBER)

DR. SUCHISMITA MAJUMDAR (LIBRARIAN)

DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC)

SMT ISITA DUTTA (TEACHER MEMBER)

SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)

SHRI RATAN SYAMAL (NTS MEMBER)

STUDENT MEMBER: [SUBHENDU SEAL]

**Resolution 1**

The minutes of the previous meeting held on 10.02.2022 are read and confirmed.



## Resolution 2

The admission process is being conducted through college online portal satisfactorily. It is resolved that routine committee will prepare the new routine. Lesson plans will be submitted to the HODs by the faculty. The lesson plans will be published in due time in the college website.

## Resolution 3

It is noted that the teachers' room, office, principal's room and the students' washrooms are in urgent need of renovation. Principal is requested to take necessary steps. Facilities in the students' common room need to be enhanced. Repair work of the pillars, boundary walls will be also taken up by the college authority.

## Resolution 4

There is an immediate need to the necessity to purchase computers, laptops, teaching aids and sprucing up the ICT enabled classrooms. Principal is requested to take necessary actions.

## Misc.

- It is noted that there is serious dearth of teachers in some departments like History, Mathematics. A letter to this effect should be sent to the Higher Education department. Meanwhile guest faculty should be recruited to carry on the classes.
- IQAC resolves that steps will be taken to increase career counseling programs for the final semester students. The Career Counselling cell of the college is requested to take necessary actions.
- IQAC requests the Governing body to approve the implementation of Teaching- Learning ICT tools for enhancement of the academic activities in the college.

The meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067



# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

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Ref. No: IQAC/SGM/MEETING-2/22-23

Date: 08.02.23

### NOTICE

It is hereby notified that, an emergency meeting of IQAC is going to be held on 15.02.2023, Wednesday, at 2-00 PM in the IQAC room. The agenda of the meeting are as follows:

1. Confirmation of the Minutes of the meeting held on 02.09.22
2. To discuss about the preparation of 2<sup>nd</sup> cycle NAAC accreditation which is due from 2021.

All the Members of IQAC are requested to be present in the meeting.

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
Kolkata 700067



Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on

15.02.2023, WEDNESDAY, at 2.00 PM in Room No. 10.

**Signature of the Members Present:**

DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN)

*Manishankar Roy*

DR. RATNA LODH (COORDINATOR, IQAC)

*Ratna Lodh*

SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)

DR. PURNA CHANDRA MAITY, PRINCIPAL,

*P. Chandra Maity 15/02/2023*

AJC BOSE COLLEGE, (EXTERNAL MEMBER)

DR. SHYAMALENDU CHATTOPADHYAY,

*S. Chattopadhyay*

PRINCIPAL, CHITTARANJAN COLLEGE,

(EXTERNAL MEMBER)

DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT)

*P. Halder*

DR. PRASANTA KUMAR DEY (TEACHER MEMBER)

*P. K. Dey*

DR. SUCHISMITA MAJUMDAR (LIBRARIAN)

*S. Majumdar*

DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC)

*Shinjini Basu*

SMT ISITA DUTTA (TEACHER MEMBER)

*I. Dutta*

SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)

SHRI RATAN SYAMAL (NTS MEMBER)

*Ratan Syamal*

STUDENT MEMBER: [SUBHENDUSEAL]

*Subhendu Seal*

**Resolution 1**

The minutes of the previous meeting held on 02.09.2022 are read and confirmed.

## Resolution 2

The IQAC discussed the progress of preparation for NAAC so far. Criteria wise progress was discussed.

- The IQAC coordinators and the members reported the progress of the work. The process of internal audit is being carried on and will be completed by this financial year. The IQAC decided to invite outside experts to audit and assess the preparations.
- It was decided that the seven existing NAAC sub-committees will accelerate the process of preparing the SSR following the NAAC prescribed data templates and SOP.
- IQAC have requested the departments to prepare academic audits for the current and the previous sessions. The format for academic audit has been supplied to the HODs. All the faculties are requested to cooperate with the process.
- IQAC have requested the office staffs to supply the data to the faculties for preparing academic audits for the current and the previous sessions, following the Standard Operating Procedures supplied by NAAC.
- IQAC requests Principal to enhance the process of signing MoU with other institutions for the advancement of the academic activities and the benefits of the students.
- IQAC requests the departments to increase the add-on/ value-added courses of the college for the benefits of the students.
- Follow up meetings will be held in a time bound manner to track and assess the progress of the preparatory work.

The meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067





# SIR GURUDAS MAHAVIDYALAYA

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Email [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) Phone 2356 0404 Mobile 94335 60404

Ref. No: IQAC/SGM/MEETING-3/22-23

Date: 04.06.23

### NOTICE

It is hereby notified that, a meeting of IQAC is going to be held on **09.06.2023**, at 2-00 PM in the IQAC room. The agenda of the meeting are as follows

1. Confirmation of the Minutes of the meeting held on 15.02.23.
2. To discuss the extension process of Central Library.
3. To discuss the matters regarding CAS of the teaching faculties.
4. To discuss about the centralized admission of the upcoming academic session.
5. Review report of the preparation of IIQA and SSR.
6. Misc

All the Members of IQAC are requested to be present in the meeting.

*reoth*

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLIKATA-700067

*[Signature]*

DR. MANISHANKAR ROY  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata 700067

Minutes of the meeting of the IQAC of Sir Gurudas Mahavidyalaya held on

09.06.2023, FRIDAY, at 2.00 PM in Room No. 10.

Signature of the Members Present:

DR. MANISHANKAR ROY (PRINCIPAL & CHAIRMAN)

DR. RATNA LODH (COORDINATOR, IQAC)

SHRI ASIM PANDA (ADMINISTRATIVE OFFICIAL)

DR. PURNA CHANDRA MAITY, PRINCIPAL,

AJC BOSE COLLEGE, (EXTERNAL MEMBER)

DR. SHYAMALENDU CHATTOPADHYAY,

PRINCIPAL, CHITTARANJAN COLLEGE,

(EXTERNAL MEMBER)

DR. PARAMITA HALDER (MEMBER FROM MANAGEMENT)

DR. PRASANTA KUMAR DEY (TEACHER MEMBER)

DR. SUCHISMITA MAJUMDAR (LIBRARIAN)

DR. SHINJINI BASU (TEACHER MEMBER, JT Co-ORDINATOR, IQAC)

SMT ISITA DUTTA (TEACHER MEMBER)

SHRI PARTHA CHAKRABORTY (ADMINISTRATIVE OFFICIAL)

SHRI RATAN SYAMAL (NTS MEMBER)

STUDENT MEMBER: [SUBHENDU SEAL]

**Resolution 1**

The minutes of the previous meeting held on 15.02.2023 are read and confirmed.



### **Resolution 2**

IQAC proposes the extension of the Central Library in order to enhance academic activities of the student.

### **Resolution 3**

The teaching faculties whose CAS is due are requested to place their papers to IQAC as soon as possible. Dr. Dipannita Sanyal, Shri Debashis Barman, Dr. Suchismita Majumdar, Dr. Sangita Dey Sarkar and Dr. Shinjini Basu should prepare the format as per PBAS format. Principal is requested to collect the Name of Nominees from CU and Higher Education Department.

### **Resolution 4**

As per the directive of State Govt, the admission in the upcoming session 2023-2024 will be conducted via centralised admission portal. IQAC proposes Prof. Debashish Barman, Department of Computer Science and Dr. Sangita De Sarkar, Dept of Physics, as the Program Officer and the Nodal Officer respectively for this process.

### **Resolution 5**

The IQAC discussed the progress of preparation for IIQA and SSR so far. Criteria wise progress was discussed. The Jt. IQAC coordinators and two members, Dr Sangita De Sarkar and Dr Suchismita Majumder reported on the NAAC related seminar attended by them on 09.02.2023 at Ramkrishna Vidyamandir, Belur. They have conducted an orientation session for the other teaching faculties and the office staffs to accommodate them with the insights from the seminar.

IQAC requested the HODs to submit the academic audit for the current and the previous sessions within one month.

IQAC decided to form a Committee for the Preparation of NAAC SSR. The committee constitutes of the following working groups and members:

#### **Working Group for QnM:**

Dr. Sangita De Sarkar  
Shri Manimay Chakraborty  
Dr. Subhankar Saha  
Shri Chandan Adhya

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Prof. Mamta Nath  
Prof. Subhamita Ram  
Prof. Subhashis Das

## **Working Group for QLM:**

Dr. Paramita Halder  
Prof. Subhendu Dasmunshi  
Dr. Shinjini Basu  
Dr. Dipannita Sanyal

## **Special Members:**

Prof. Debashis Barman (upgrading the college website and overall technical and digital supervision)  
Dr. Suchismita Majumder (all matters pertaining to college library)

It was decided that the working groups and special members will collaborate with the seven existing NAAC Sub-Committee to prepare the Quantitative and Qualitative matrices following the NAAC prescribed data templates and SOP.

Follow up meetings will be held in a time bound manner to track and assess the progress of the preparatory work.

## **Resolution 6**

It is reported that till date our college has been signed 19 MOUs with different HEIs. Today (on 9th June 2023) even we have signed a MoU with Women's College, Calcutta). One of the honourable members of IQAC, Dr. Purna Chandra Maity, Honourable Principal of AJC Bose College proposed to arrange such initiatives with some local schools so that we can bridge a continuous knowledge system accordingly. His proposal was highly appreciated by all other members. Our principal Sir also proposed to sign more MoU with some other corporate bodies if possible.

The meeting is ended with a vote of thanks to the Chair.

  
Principal  
Sir Gurudas Mahavidyalaya  
Kolkata-700067





# SIR GURUDAS MAHAVIDYALAYA

## Internal Quality Assurance Cell

(Affiliated to University of Calcutta) [Registered under 2(F) & 12(B) of UGC]

**Accredited by NAAC**

33/6/1, Biplabi Barin Ghosh Sarani, Muraripukur, Ultadanga, Kolkata - 700040

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**Email:** [principal.gurudas@gmail.com](mailto:principal.gurudas@gmail.com) **Phone** 2356 0404 **Mobile** 94335 6040

### Action Taken Report of IQAC for Academic Year: 2022-2023

- The IQAC ensures regular departmental meetings to discuss curricular development and implementation.
- The outcomes of respective departmental meetings are analyzed in the IQAC meeting to review programme outcomes. On the basis of these reviews course choices provided every semester are regularly updated and overhauled.
- Every department submits its lesson plan to the IQAC at the beginning of the Academic Session. Implementation of that plan is supervised.
- Self Appraisal of teachers and non-teaching staff, attendance record of the staff as well as students are carefully reviewed.
- The IQAC took following measures towards ensuring academic quality:
  - a. Orientation Program has been arranged to sensitize the college faculties for the implementation of CCF 2022 or NEP 2020.
  - b. Implementation of LMS for teaching learning.
  - c. IQAC has successfully inspired the departments to introduce a satisfactory number of Add-On-Course and Value Added Course. Special care has been taken to enrol maximum number of students in these course.
  - d. Started Provas Mondal Memorial Lecture.
  - e. Special lectures were conducted by several departments.
  - f. A workshop on Feminism was organized in co-ordination with the Department of Political Science.
  - g. A seminar on World Computer Literary Day, jointly organised by the IQAC and the Department of Computer Science.
  - h. New MoUs were signed and faculty exchange programme took place with several Higher Educational Institutions.

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- i. Students' Week was organized that included cultural programs, interactive session with students and parents.
- j. An Awareness Programme was organized for students to acquaint them with various students' welfare schemes available.

*R. Lodh*

DR. RATNA LODH  
Co-ordinator, IQAC

CO-ORDINATOR, IQAC  
SIR GURUDAS MAHAVIDYALAYA  
KOLKATA-700067

*Dr. Manishankar Roy*

DR. MANISHANKAR ROY  
Principal

Principal,  
Sir Gurudas Mahavidyalaya  
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