

NOTICE


Ref. No IQAC/2022/03

Date: 11.10.2022

A meeting of the IQAC (Internal Quality Assurance Cell) of Satyapriya Roy College of Education will be held on 18.10.2022 at 4.00 p.m in the meeting Room. All the members are requested to be present in time to transact the following agenda.

AGENDA:

1. Confirmation of the resolutions taken in the meeting held on 10.03.2022.
2. Discussion of plan of action and necessary documentation for NAAC Visit (Cycle-2)
3. Preparation of Action taken report for IQA and uploading to the Institution website.
4. Misc.


Dr. Subir Nag
Principal
Satyapriya Roy College of Education
AA-287, Salt Lake, Sector-1
Kolkata-700 064


(DR. KAUSIK CHATTERJEE)

NAAC-IQAC CO-ORDINATOR

DR. KAUSIK CHATTERJEE
ASSOCIATE PROFESSOR
NAAC/IQAC-COORDINATOR
P.I.C. (2807P) IGNOU
SATYAPRIYA ROY COLLEGE OF EDUCATION
AA-287, SECTOR-1, SALT LAKE
KOLKATA-700 064

IQAC MEETING
DATE: 18.10.2022
TIME: 04.00 P.M
VENUE: MEETING ROOM
CHAIRD BY PRINCIPAL DR. SUBIR NAG

MEMBERS PRESENT:

1. DR. SUBIR NAG (PRINCIPAL) *Subir Nag*
2. DR. NANDINI SAMADDAR *Nandini Samaddar*
3. DR. DIPAK KUMAR KUNDU
4. DR. MOUSUMI BORAL *Mousumi Borral*
5. DR. SUBRATA KUMAR SAHOO *Subrata K. Saha*
6. DR. NABA KUMAR SAHA *Naba Kumar Saha*
7. DR. PIKU CHOWDHURY *Piku Chowdhury*
8. RIPA MAJUMDAR *Ripa Mazumder*
~~MAZUMDER.~~
9. CHUMKI DAS *Chumki Das*
10. ALINA GOPERMA *Alina Goperma*
11. MITALI BASAK *Mitali Basak*
12. PRADIP KUMAR NATH *Pradip Kumar Nath*
13. KOLLOL CHAKRABORTY. *Kollol Chakraborty*
14. DR. KAUSIK CHATTERJEE (NAAC-IQAC CO-ORDINATOR) *Kausik Chatterjee*

RESOLUTION PASSED IN THE IQAC MEETING HELD ON 18.10.2022

The extended meeting of IQAC was chaired by the principal Dr. Subir Nag .

At the beginning of the meeting, the minutes of the previous meeting held on 10.03.2022 by the members.

Then the status of implementation of resolutions of the last meeting held on 18.10.2022 was discussed and resolved that:

BEST PRACTICES (PLAN OF ACTION):

- i. Decentralized participatory management –
 - a) Students' Council with prominent portfolio holders who work in collaboration with teachers in various capacities and contribute to decision making
- ii. Various Committees and Sub-committees including teaching and non-teaching staff for functioning and development of the institution – Academic Sub Committee, Admission Committee, Library Committee, Finance Committee, Staff Council, Building Committee, RUSA committee, Discipline (**Enclosed Appendix-I**) Video Analysis of recorded demonstration lessons given by teacher educators of this college in various Government aided schools to groom trainee teachers about class management and innovative teaching practices to address diversity in a real classroom situation.
- iii. Video recording and subsequent analysis of lessons transacted by student-teachers during micro-teaching and simulated lessons for development of teaching-learning skills.
- iv. ICT integration in regular teaching and Blended mode of teaching-learning [Moodle]
- v. Learning Management System
- vi. Digitized Library with access to international online journals and digitized rare books.
- vii. Regular organized and supervised internship in collaboration with local schools
- viii. Swachh Campus [Clean and Green campus] –
 - a) Biodegradable waste disposal machine
 - b) Sanitary napkin vending machine
 - c) Herbal garden
 - d) Separate bins for bio-degradable and non-biodegradable waste
 - e) Regular sanitization
- ix. Regular awareness and sensitization programs on a range of social, medical, educational, psychological and cultural issues for staff and students
- x. Hosting community awareness program in collaboration with local Municipality and Rotary
- xi. Celebration of days of national and international importance as per UGC and NCTE guidelines.
- xii. Regular in-person counselling facility [both for in-house and external people] and Tele-counselling even beyond college hours for the benefit and well-being of the students.
- xiii. Innovative low-cost LTM preparation workshops
- xiv. Visits to special education institutions to promote understanding of the educational needs of the special needs learners, through planned exposure and supervised observation.
- xv. Educational tours and excursions
- xvi. Outdoor sports facility in form of a multipurpose court despite dearth of land in the college located in a congested posh urban locality.
- xvii. Indoor sports and recreation facility – table tennis, chess, carom
- xviii. In-house Yoga and wellness centre where regular sessions are conducted in the morning.
- xix. Annual Sports event
- xx. Annual awards for students to appreciate and encourage consistent academic and co-scholastic excellence among the students – Satyapriya Roy Memorial Awards.
- xxi. Active Alumni Association with various collaborative activities with college.
- xxii. Ragging-free campus with active Anti-ragging cell
- xxiii. ICC [Internal Complaint Cell]
- xxiv. Various in-house debate, brainstorming and other competitions for all-round development of the students

- xxv. Research orientation –
- International Peer-reviewed journal with ISSN
 - Master degree dissertations and their preservation for future reference
 - Regular student seminars
 - Faculty engaged in M.Phil. and Ph.D. guidance at the affiliating university [WBUTTEPA]
- xxvi. Staff welfare in form of advance bonus to non-teaching staff and appropriate facilities granted to teaching staff for CPD [Continuous Professional Development] in form of Orientation, Refresher Courses, FDP, STC etc.
- xxvii. Technical training of non-teaching staff for facilitating administrative work.
- xxviii. Diversity friendly campus with inclusive facilities like ramp, elevator and PWD friendly toilet.
- xxix. Active functioning of the placement cell through proper awareness measures.
- xxx. Extension programme of 12 days (11.09.2022 to 15.09.2022 and from 19.09.2022 to 25.09.2022) IGNOU Workshop (B.Ed 1st and 2nd year) for B.Ed in-service Teachers through face to face mode with quality teaching learning processes aided with ICT facilities provided by the Institution.
- xxxi. Sensitization of the student support system for Student Credit Card.

APPENDIX –I

INFORMATION ABOUT THE GOVERNING BODY/ MANAGING COMMITTEE

SL. No	Name of members of the Governing Body
01.	Smt. Tulsi Sinha Roy President, G.B
02.	Dr. Subir Nag Secretary , G.B
03.	Sri Dibyendu Kishor Goswami Govt. Nominee
04.	Dr. Sukla Hazra Govt. Nominee
05.	Prof. Sohom Roy Chowdhury Nominee of W.B State Council of H.E
06.	Dr. Biswajit Bala University Nominee
07.	Dr. Bijan Sarkar University Nominee
08.	Sri Krishna Prasanna Bhattacharya Donor Representative
09.	Dr. Nandini Samaddar Teacher Representative
10.	Dr. Kausik Chatterjee Teacher Representative
11.	Dr. Dipak Kumar Kundu Teacher Representative
12.	Sri Kallol Chakrabarti Non-Teaching Representative
13.	Smt. Moumita Chandra Students' Representative

Various Sub Committees

I. Composition of the IQAC:

- 1 . Chairperson:- Dr. Subir Nag(Principal)
2. Teachers to represent all level: (1) Dr. Nandini Samaddar
(2) Dr. Mousumi Boral
(3) Dr. Piku Chowdhury
(4) Dr. Subrata Kumar Sahoo
3. One member from the Management: Dr. Sukla Hazra (Govt. Nominee of the G.B)
4. One Senior Administrative Officer: Dr. Dipak Kumar Kundu
5. One Nominee from Alumni: Sri Mihir Mukherjee
6. One Nominee from the Stakeholder: Sri Sajal Kanti Mondal (Head Master)
7. Coordinator: Dr. Kausik Chatterjee

II. Academic Council:

Dr. Subir Nag- Ex- Officio Chairman of all the Committees, Dr. Kausik Chatterjee, Dr. Nandini Samaddar, Dr. Dipak Kumar Kundu, Dr. Mousumi Boral, Dr. Subrata Kumar Sahoo, Dr. Naba Kumar Saha, Dr. Piku Chowdhury

III. NAAC:

Dr. Kausik Chatterjee (Coordinator), Dr. Dipak Kumar Kundu, Dr. Mousumi Boral, Dr. Piku Chowdhury

IV NCTE:

Dr. Kausik Chatterjee (Coordinator), Dr. Dipak Kumar Kundu, Dr. Mousumi Boral, Dr. Piku Chowdhury, Dr. Nandini Samaddar

V. Admission Sub Committee

Dr. Dipak Kumar Kundu (Coordinator), Dr. Kausik Chatterjee, Dr. Nandini Samaddar, Sri Pradip Kumar Nath

VI. Building:

Dr. Subir Nag, Principal, Chairman and Convener, Dr. Kausik Chatterjee, Dr. Dipak Kumar Kundu, Dr. Subrata Kumar Sahoo, Sri Kallol Chakrabarti

- VII. Finance Sub Committee:** Dr. Nandini Samaddar (Coordinator), Dr. Kausik Chatterjee, Sri Kallol Chakrabarti
- VIII. Library Sub Committee:** Dr. Dipak Kumar Kundu (Coordinator), Dr. Nandini Samaddar, Dr. Mousumi Boral, Dr. Piku Chowdhury, Smt. Chumki Das
- IX. Teacher's Council:** Dr. Kausik Chatterjee (Coordinator), Dr. Nandini Samaddar, Dr. Dipak Kumar Kundu, Dr. Mousumi Boral, Dr. Subrata Kumar Sahoo, Dr. Naba Kumar Saha, Dr. Piku Chowdhury, Smt. Ripa Mazumder, Smt. Chumki Das, Smt. Alina Goperma, Smt. Mitali Basak
- X. Website Development** Dr. Dipak Kumar Kundu (Coordinator), Dr. Sk. Abul Salem (External member), Dr. Kausik Chatterjee, Dr. Piku Chowdhury,
- XI. ICC:** Dr. Nandini Samaddar (Coordinator), Dr. Subrata Kumar Sahoo, Smt. Ripa Mazumder, Smt. Chumki Das
- XII. Journal Sub Committee:** Dr. Dipak Kumar Kundu (Coordinator), Dr. Kausik Chatterjee, Dr. Piku Chowdhury, Smt. Ripa Mazumder, Smt. Chumki Das
- XIII. RUSA:** Dr. Kausik Chatterjee (Joint Coordinator), Dr. Dipak Kumar Kundu (Joint Coordinator), Dr. Mousumi Boral, Sri Tapas Kumar Bag
- XIV. NSS:** Dr. Kausik Chatterjee, Dr. Naba Kumar Saha, Dr. Subrata Kumar Sahoo
- XV. Anti Ragging Cell:** Dr. Kausik Chatterjee, Dr. Nandini Samaddar, Dr. Subrata Kumar Sahoo, Smt. Mitali Basak
- XVI. Grievance Redressal Committee:** Dr. Nandini Samaddar, Dr. Dipak Kumar Kundu, Smt. Chumki Das
- XVII. Committee for SC/ST:** Dr. Naba Kumar Saha, Smt. Ripa Mazumder, Smt. Alina Goperma, Sri Tapas Kumar Bag
- XVIII. OBC Cell:** Dr. Subrata Kumar Sahoo
- XIX. Minority Cell:** Donald Ankush Mondal, Saleha Rasool, Reshma Parvin, Tamanna Tasrin, Rameez Raja

**XX. Shikshartha Samsad:
(2022-23)**

President (Principal-Ex-officio) : Dr. Subir Nag

General Secretary : Smt. Ophelia Sinha (B.Ed- III)
(M-9830023264)

Asst. General Secretary : Smt. Somali Bhattacharja (M.ED-I)
(M-9674940477)

Executive Council Members

Smt. Juthika Mal (M.Ed – I) M- 8017377234

Sri Sumalya Majumdar (M.Ed – I) M- 7980928413

Rameez Raja (M.Ed – III) M- 8653641915

Smt. Samridhya Chanda (M.Ed – III) M – 8777684952

Smt. Pritha Bandyopadhyay (B.Ed- I) M – 7044044790

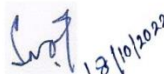
Smt. Priyanka Saha (B.Ed – I) M – 8981403477

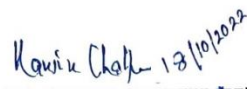
Smt. Samayeeta Roy (B.Ed – III) M – 8420035064

Smt. Dipa Roy (B.Ed – III) M - 9163249621

The Internal Quality Assurance Cell is pleased to approve for uploading the IIQA Cycle 2 of Accreditation.

The meeting ended with the vote of thanks offered to the chair and the house by the Principal cum Secretary.


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Principal
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