



SURENDRANATH EVENING COLLEGE

[Established in 1961]

Affiliated to the University of Calcutta

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009

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(NAAC Re-accredited in 2016)



NOTICE

Date: 30.09.2023

A meeting of IQAC will be held on 06.10.2023 (Friday) at 5:00 pm. All members are requested to attend the meeting positively.

Venue: Principal's Chamber

Agenda:

1. To confirm the proceedings of last the meeting.
2. To prepare a plan of action for the academic year 2023-2024 towards quality enhancement of our institute.
3. To discuss the analysis report of feedbacks and SSS from different stakeholders for the session 2022-2023.
4. Miscellaneous.

Debasis Manna
Dr. Debasis Manna
IQAC Convenor

IQAC Coordinator
Surendranath Evening College
Kolkata-9

Dr. Jafor Ali Akhan
30.09.2023
Dr. Jafor Ali Akhan
Principal

Principal
Surendranath Evening College
Kolkata - 700 009

Members Present at the DRAC meeting held on 06.10.2023

1. ~~Abhijit~~ 06.10.23
2. Urmitalini 6.10.23
3. Abhijit Poddar
4. Anand ~~06~~ 6.10.2023
5. Satrajit & Seha 6.10.23
6. Tapas K. Patra 06.10.23
7. Debansu Manne 06.10.23
8. Averi Guha 06/10/23.
9. Debesriya Sanyal 06/10/23
10. ~~Abhijit~~

Resolution of the meeting held on 06.10.2023

Agenda 1: The Coordinator read out the proceedings of the last meeting held on 23.09.2023 and it was duly confirmed by all the members.

Agenda 2: The following plan of action is taken for the session 2023-2024.

PLAN OF ACTION

1. Organize Parent Teachers Meeting
2. Department wise e-magazine and wall magazine
3. Increase of ICT facility
4. Arrangement of scholarship and award for department ranker (Proforma of Scholarship): a) If number of students in a department is less than or equal to 5 then only one student will be awarded otherwise three students will be awarded prize and certificate. B) For department of commerce top 10 will be awarded with certificate and first three will be awarded by Prize.
5. Installation of Installation of giant screen in front of the office room
6. Installation of CC-camera in school building
7. Installation of aqua-guard and dustbin in 1 st , 2 nd and 3 rd floor in the main building
8. Arrangement of Student enrichment programme
9. Activity programme with others college with which MoU has been signed have to be arranged.
10. Celebration of different day and cultural events.
11. Arrangement of Placement drive and job related training
12. Start Value aided Course and certificate course

13. Mentor-Mentee list preparation
14. Waste and e-waste management
15. Introduction of Teachers Diary.
16. Maintain academic audit
17. Feedback collection from different stake holders and student satisfactory Survey
18. Arrangement of Inter college debate competition
19. Upgradation of Library in the following fields-a) Book exhibition b) Introduction of MOPAC c) Book Purchase for newly introduced NEP syllabus and also different competitive examinations d) e-Journal e) Purchase of some magazines.
20. CAS

Debasis Manna

IQAC Coordinator
Surendranath Evening College
Kolkata-9