



# SABANG SAJANIKANTA MAHAVIDYALAYA

P.O. : LUTUNIA, DIST. : PASCHIM MEDINIPUR, (W.B.) PIN : 721166  
NAAC Accredited Grade 'B' College

Ref. No. SSM/.....

Date:.....

## Action taken report 2020-2021

Action has been taken and it was reported in the following meetings of the IQAC.

Date	Agenda	IQAC Resolutions	Action Taken Reports
October 17, 2020	Read and confirmation of the previous meeting's resolutions	<p>The resolution of the meeting dated 29/04/2020 was read and confirmed and Coordinator informed that AQAR 2017-18 and AQAR 2018-19 have been submitted successfully to the NAAC.</p> <p>Principal Sir, Dr. Dutta told the house that after the sudden demise of Sri Dulal Dey, the Hon'ble "GB member, the works of Alumni Association has come to a standstill. House proposed the name of Sri Binod Agarwal, Hon'ble GB member as the next secretary of the Alumni Association.</p>	<p>AQAR 2017-18 and AQAR 2018-19 have been submitted successfully on 13.03.2020 and 14.03 2020 respectively.</p> <p>Sri Binod Agarwal, Hon'ble GB member is acting as the next secretary of the Alumni Association.</p>
October 17, 2020	Students' Satisfaction Survey	<p>Dr Chisti reported the house that the student Satisfaction survey based on the feedback system is effective only when corrective measures taken on compiled report. Principal Dr. Dutta assured the house that an up to date system of feedback is operational in the Mahavidyalaya, however, very few students are responding to the feedback mechanism. After a great deal of discussion the house unanimously resolved that at the time of distribution admit card to the students the submission of feedback form should be made mandatory for all students, however, the feedback of the students having attendance more than 50% will be taken into consideration for analyzing the feedback data.</p>	<p>1033 Responses on Students' Satisfaction Survey for the year 2020-21 have been received on 17/10/2020.</p>
October 17, 2020	Implementation of Technical Support System	<p>House unanimously resolved that a strong technical support system be introduced at the college level, so that full-scale online classes may be started.</p>	<p>A technical committee is formed. Dr. Sumanta Choudury is the convener of that committee.</p>



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October 17, 2020	Initiation of e-Library	The Principal informed the house that e-library should be started at the earliest so that the students can carry on their studies in the Covid-affected pandemic situation. The house accepted the proposal.	E-library started its journey in the Mahavidyalaya. One team comprising library staff and casual workers has been framed for scanning and uploading the documents.
October 17, 2020	Organize Webinar	The COVID-19 pandemic has changed anticipated futures across the world. In this situation the webinars is a good educational tool. The house requested the Principal to do the needful for the same. The house resolved to proper documentation of the webinars.	Some departments organized and documented the webinars.
October 17, 2020	Misc	Dr. Chisti reported the house that science we are thinking of full-scale online classes for the students, the same can be done for the parent-teacher meeting. The house accepted the proposal and entrusted the principal to proceed in this direction.  House resolved to conduct the conclusion programme of golden jubilee following the COVID protocol.  The House unanimously resolved to fill up the vacant member positions of IQAC.	One Institutional level Parent-Teacher meeting has been organized.  Conclusion of golden jubilee ceremony conducted on 25.01.2021  Prof Arunodaya Bose and Dr. Nirmal Bera are included in the IQAC cell.
December 29, 2020	Read and confirmation of the previous meeting's resolutions	The resolution of the meeting dated 17/10/2020 was read and confirmed.	
December 29, 2020	Analysis of results of Sem II (Hons and Gen) + Sem IV (Hons + Gen)	The house unanimously resolved to entrust the IQAC Coordinators along with Principal and DR. Nirmal Bera to analyze the result of Sem II (Hons and Gen) + Sem IV (Hons + Gen)	The Principal accepted the proposal and agreed to analyze the result and come out with a suitable suggestion.



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December 29, 2020	Pursuance of overhead water tank and piped water supply	The IQAC informed the house that the minister PHE, Govt of WB, has sanctioned grant of pipe network for water supply in the campus and erect an overhead tank inside the campus of the college. The house unanimously resolved that the overhead water tank and piped water supply should be started at the earliest.	The college authority has initiated the process.
December 29, 2020	Introduction of Language Laboratory	Language laboratory is a dedicated space for language learning process where students can access audio or audio-visual materials, enhance their soft skills. The house observed that need of Language laboratory and requested the Principal for doing necessary action.	The college authority has requested the Coordinator of RUSA Sub-committee for initiating the process at the earliest.
December 29, 2020	Digitization of Office Management	The house unanimously resolved that office management should be digitized for the efficient running of the college office.	The office has been partially digitized.
December 29, 2020	Real-time e-class room	The IQAC observed that due to the Covid-19 pandemic induced lockdown the normal teaching learning facilities got seriously affected. In such condition it is unanimously resolved that a facility of 'Real-time e-class room' be introduced so that students can do their classes online from their home.	Real-time e-class started 22/09/2020.
December 29, 2020	Misc. Major renovation of Vidyasagar Hall	The house unanimously resolved that the major renovation works of Vidyasagar Hall be started immediately.	The mandatory formalities for completing the work started
February 20, 2021	Read and confirmation of the previous meeting's resolutions	The resolution of the meeting dated 29/12/2020 was read and confirmed.	
February 20, 2021	Code of Conduct and Professional ethics	The House unanimously resolve to implement Code of Conduct and Professional ethics of various stakeholders	The Draft of Code of Conduct and Professional ethics published in website



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February 20, 2021	Extensive use of digital platform for the smooth running of the academic activities in this COVID-19 Pandemic situation	For smooth running of academic activities in the COVID-19 pandemic situation the house requested the Principal for extensive use of digital platform in every corner of academic activities of the Mahavidyalaya.	Digitization of academic activities has started.
February 20, 2021	Compilation of data for AQAR 2019-20	The house unanimously resolved that IQAC Cell of the Mahavidyalaya should take necessary steps to complete the compilation of data for AQAR 2019-20	AQAR 2019-20 has been successfully submitted to NAAC
February 20, 2021	Popularization of online Mentor Mentee programme amongst the new students	The house unanimously resolved to strengthen the mentor mentee program and resolved to speedily incorporate the newly admitted students in the ambit of the program.	The college authority accepted the proposal and acted accordingly
February 20, 2021	Garden beautification	Resolved to improve the existing gardens and requested the Principal to look for vacant areas where new gardens can be built.	The existing gardens improved with new plants and newer vacant areas came under the ambit of garden.
February 20, 2021	Extension programme in nearby School	House unanimously resolved that each department will initiate for extension programme at nearby School maintaining COVID protocol.	Subject orientation programme of Department of Bengali conducted on 08.03.2021.
February 20, 2021	<b>Misc</b>  Enrichment of e-resource depository	<p>IQAC Coordinators propose to augment the volume of e-resource depository of the college students so that the students can access lot of resources on virtual mode. The house unanimously accepted the proposal and requested the Principal to take steps towards that direction.</p> <p>House unanimously resolved that all the departments should prepare their unit plans of the courses being studied in the college</p>	<p>e-resource depository enriched.</p> <p>Almost all the departments prepared their unit plans.</p>



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February 27, 2021	Read and confirmation of the previous meeting's resolutions	The resolution of the meeting dated 20/02/2021 was read and confirmed.	
February 27, 2021	Training for Soft Skill development	It is hereby resolved that training programmes on Soft skill development skills should be initiated.	One programme was organized.
February 27, 2021	Fixing up the timeframe of the feedback meeting and schedule	Principal Sir, Dr. Dutta placed a schedule for framing a time schedule regarding administrative meeting and feedback meetings. House unanimously accepted the same.	The meetings were held accordingly
February 27, 2021	Initiation of Research Centre	It is resolved that research centre should be introduced in the college for enhancing the academic excellence	Research committee initiated the process
February 27, 2021	Arrangement of remedial classes for slow learners	The house unanimously resolved to carry on the programme for identifying the weak students and advanced students.	Nearly all the departments took the tests for identifying the slow learners and arranged remedial classes for the slow learners.
February 27, 2021	Orientation of the students regarding e-library uses	Since the college library is moving towards digitization, it is necessary to orient the newly admitted students in their first 2 classes. The house requested the Principal to do the needful for the same.	The College Authority issued notice in that direction and requested H.O.Ds to give basic knowledge e-library uses in their first 2 classes.
February 27, 2021	Students' awareness regarding probable time table of semester examination	The newly admitted students under CBCS system get very small casual time for completing their courses. The house unanimously resolved to request the Principal to do the needful in that direction.	The Principal issued notices to the departments for awaring the students about the probable time of semester examination and the departments followed the direction.
February 27, 2021	Website up-gradation	The Principal reported the house that the website of the college requires constant up gradation depending on the requirements. The house resolved that website is the main instrument for online admission, library searching, e-recourse depository etc. it requires constant up-gradation,	The College Authority engaged with TEQ2WEB to upgrade the website as per the requirements of the college.



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		the house empowered the Principal to do the needful in that direction.	
April 08, 2021	Emphasize on Add-on-course	For enhancing the employability efficiency of the students, the house unanimously resolved that college should launch more add-on courses and requested the Principal to do the needful in that direction. In the lockdown situation this course may be continued on line mode.	Department of Bengali and Sanskrit completed add on course.
April 08, 2021	Initiation of e-journal	It is resolved that e-journals should be introduced in the college	Initiative was taken
April 08, 2021	Students' feedback analysis	The House analyzed the departmental reports on feedbacks and resolved that the concerned departments should focus on the loopholes of the academic ambience and take remedial measures.	The departments acted accordingly
April 08, 2021	Completion of construction work regarding lift	The house observed that the construction of elevator shed is getting late due to non-availability of labours and Covid restrictions. The house requested Principal to complete the construction work of lift as early as possible following the Covid-19 protocol.	RUSA sub-committee had taken positive steps
April 08, 2021	Transparency in Institutional mechanism for online grievance	The house praised the online admission mechanism of the college for its absolute transparency, however, the house unanimously resolved to maintain the same transparency in the cases of grievance redresses.	The Grievance Redressal Cell has prepared useful report.
April 08, 2021	Creation of repository of e-class notes	The IQAC observed that the students are very fond of class notes, in such a situation it is unanimously resolved to give e-class notes in the form of PPT, e-books, web-materials etc to the students so that they can avail ready material.	A repository of e-resources including e-class notes has been created.
April 08, 2021	MOU	A proposal of academic MOU for faculty exchange between Department of Bengali, Pingla Thana Mahavidyalaya and Department of Bengali of our Mahavidyalaya discussed and warmly accepted by the house.	MOU agreement done on 08.05.2021



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April 08, 2021	Miscellaneous  Accelerating the automation of administrative works	As the NAAC peer team suggested a complete automation of the administrative works in their last visit, the house unanimously resolved that the process of automation of administrative should be accelerated.  A proposal received from Bengali Department to conduct "Sudhamoy Bag Memorial Lecture" on their convenience date.	The automation of administrative worked has been accelerated.  The said programme conducted on June, 2021
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Coordinator, IQAC  
Sabang Sajanikanta Mahavidyalaya



Principal, 30.03.2022  
Sabang Sajanikanta Mahavidyalaya  
Sabang Sajanikanta Mahavidyalaya  
P.O. Lutunia, Dist.. Paschim Medinipur