



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 2019-20

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

Date	Agenda	IQAC Resolutions	Action Taken Reports
22.07.2019	Read and confirmation of the previous meeting's resolutions	the resolution of the meeting dated 25/06/2019 read and confirmed	
22.07.2019	Installation of high speed internet connectivity	It is unanimously resolved that the college's office and computer labs be connected with high speed internet connectivity.	College authority acted accordingly.
22.07.2019	The purchase of green and white board	The house expressed its concern over the non-adherence of the decision of purchasing green and white board and requested the college authority to go ahead with the decision taken in the last meeting.	The principal authorize bursar dr. Bijoy Debnath and convener, Finance-sub-committee Dr. Anup Maji to purchase the boards directly from Kolkata market.
22.07.2019	popularize Mentor Mentee programme to new students	The house unanimously resolved to strengthen the mentor mentee program, it also observed that no more time can be wasted to popularize it among the students. The house also resolved to speedily incorporate the newly admitted students in the ambit of the program.	The college authority understood the anguish of the IQAC, accepted the proposal and acted accordingly.
22.07.2019	Garden for 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.



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22.07.2019	development of e-resource depository	Dr. Chisti gave a proposal to the house to develop a e-resource depository for the college students. From this depository students can access whatever notes they need. The house unanimously accepted the proposal and requested the principal to take steps towards that direction.	The college authority went ahead with the proposal and developed a considerably well-equipped e-resource depository.
22.07.2019	Miscellaneous	1. The house observed that the career counseling cell of the Mahavidyalaya has become lethargic, it is resolved to take steps to rejuvenate the cell with new concept.	The College authority incorporated new members and purchased new books and other reading materials
17.08.2019	Read and confirm of the previous meeting's resolutions	the resolution of the meeting dated 22-07-2019 read and confirmed	
17.08.2019	ICT enabled class room	It is observed by the house that the ICT enabled classes have become very popular amongst the students. The house unanimously resolved to increase the number of ICT enabled classes from 14 to 25.	The principal started procuring the materials needed to erect the existing projector and also went ahead to purchase new projectors.
17.08.2019	Students feedback	The house observed that the online students' feedback system is not becoming popular amongst the students. It is unanimously resolved to take necessary steps to make it popular and the principal is requested to analyze the feedback forms already submitted through online as well as offline.	College authority issued notices to the departments to conduct orientation talks with students so that they use the online feedback form without fear and prejudice. Under the leadership of IQAC a brochure is published containing the analysis of the feedbacks and the



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			same is distributed amongst the individual teachers and department.
17.08.2019	Remedial classes for slow learners	It is observed by the house that ever since the monitory support for remedial classes was withdrawn it lost its shine. The IQAC resolved to carry on with the program for the slow learners. The house unanimously resolved to request the teachers to bear the hardship for the sack of the students' community at large.	The college authority took a test to identify the slow learners and started to take remedial classes.
17.08.2019	Miscellaneous	1. The house observed that the Government of West Bengal has come forward with a proposal to incorporate the part time and guest teachers as SACT I and SACT II teachers and will offer the financial support to them. It is unanimously resolved that since it will lessen the financial burden on the college exchequer, the college authority is requested to prepare the documents of the teachers in war footage so that the college as well as the teachers does not miss this great opportunity.	The college authority grabbed the opportunity with two hands and prepared the necessary documents in time, and submitted the same to the DPI.
27.09.2019	Read and confirm of the previous meeting's resolutions	The resolution of the meeting dated 17/09/2019 read and confirmed	
27.09.2019	Orientation program on library uses mechanism	the IQAC coordinator Dr. Chisti reported the house that since the college library gradually moving towards total digitization, it is necessary to give an orientation program to the new students in their first 2 classes. The house accepted the proposal and requested the principal to do the needful in this direction	the college authority issued notice in that direction and requested the departments to give elementary knowledge on how to use the library in their first 2 classes.



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27.09.2019	Students' awareness regarding probable time table of semester examination	It is observed that the newly admitted students just after getting admitted to 1st Semester lose crucial study time casually, in such eventuality it is necessary to give the newly admitted students a capsule course on awareness regarding probable time table of semester examination. The house unanimously resolved to request the principal to do the needful in that direction.	The principal issued notices to the departments and the departments followed the direction.
27.09.2019	financial transactions in online mode	The house observed that the college is thinking for quite some time past on transforming all the financial transactions into online mode but could not materialize the same in totality. The house requested the college authority do whatever it needed to transform all the financial transactions into online mode.	The college authority accepted the proposal and took every step right from training to 'mandatory dictum of 'transform to online' to the office.
27.09.2019	Website up-gradation	The Principal, Dr. T.K. Dutta 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 house empowered the principal to do the needful in that direction.	The college authority engaged with TEQ2WEB to upgrade the website as per the requirements of the college.
27.09.2019	Illumination of college campus with LED floodlight	The IQAC observed that the college campus has insufficient lights, at night the campus looks like haunted house. It is unanimously resolved to empower the principal to purchase necessary number of LED floodlights to illuminate the whole campus.	The principal got engaged a contractor and erected the floodlights in due time.



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27.09.2019	Misc	1. The IQAC coordinator Dr. Chisti reported the house that it is necessary to incorporate local and current cross cutting issues in the ambit of Field Survey/Project papers of the departments whosoever area has the opportunity to maneuver. The house accepted the proposal and requested the principal to take steps in that direction.	Notices were issued to the departmental heads to do the needful.
15.11.2019	Read and confirm of the previous meeting's resolutions	The read and confirmed the resolution of the meeting dated 27/09/2019.	
15.11.2019	major renovation of the Auditorium	The house thanked Smt. Gita Rani Bhunia for the BEUP fund she has donated to the college for caring out the major renovation work in the Auditorium and Two hostels. It is unanimously resolved that the work of the auditorium be started immediately. Principal is entrusted with the work of issuing the work order to the contractor and pursue them to do the work in time.	Principal Dr. T. K. Dutta proceeded with the mandatory formalities and issued the work order to the company, Tag Horse on 09/07/2019.
15.11.2019	Controller section for UG	The house observed that the examination related works like manuscript distribution, award list collection etc. are being delegated to the hands of College authority from the university. Moreover, the college being considered as the Nodal agency of 4 surrounding colleges, the college needs a separate controller section for UG courses. The house empowered the principal to go ahead with necessary infrastructure development in the RR Hall and form a controller section with a fulltime teacher as its convener.	The principal did the necessary infrastructural development and formed the committee for controller section for UG courses. Dr. Gagan Ch. De is being nominated as the convener of the committee.



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15.11.2019	Phase wise 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 a phase wise automation be introduced in the regular activities in the administrative works.	The principal took the decision seriously and introduced phase wise automation.
15.11.2019	Interactive projector in some classes	Given the popularity of ICT based class rooms and interactive projector based class rooms amongst the students, the house unanimously resolved to install all the 6 interactive projectors purchased under RUSA in different departments and purchase some more interactive projector for PG classes.	The college authority took the suggestion seriously and principally agreed to purchase 6 more interactive projectors and proceeded accordingly.
15.11.2019	Issuance of work order to the construction of lift	The house observed that the construction of elevator shed is getting late due to the no-response from vendors in the first call of e-tender, however, in the 2nd call a vendor has been selected. It is unanimously resolved to empower Dr. Harekrishna Bar (RUSA Coordinator) do the needful without delay so that the elevator may be ready by the end of 2020.	The principal conveyed the message of the IQAC to the convener, RUSA sub-committee..
15.11.2019	Analysis of result of Sem II (Hons and Gen)	It is observed for quite some time that the students are leaving the college after the compilation of one year of study. The house unanimously resolved to entrust the IQAC coordinators along with principal and Dr. Nirmal Bera to analyze the result of Sem 2 (Hons and Gen) to unfold the disturbing phenomenon. The house also requested them to analyze the results, and try to find out whether it has any relationship with the drop out ratio.	Principal Dr. T. K. Dutta accepted the proposal and agreed to analyze the result and come out with a suitable suggestion.



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15.11.2019	Vermicompost	The house observed that most of the students are from the farmers' background and given the emphasis on bio-fertilizer for vegetable cultivation, the students must learn how vermicompost may be a alternative source of chemical fertilizer. The house unanimously resolved to built two vericompost pits for two hostels, it is also resolved to include the students of the hostels in these two ventures so that they can learn the knowhow.	The college authority took the suggestion seriously and built two pits for two hostels. Two committees are also framed under the leadership of Dr. H. Bar and Dr. N. Bera to look after the project as well as to impart the knowledge to the students of the hostels.
15.11.2019	Misc.	1. The house unanimously resolved to request the NSS and NCC units to celebrate the World Aids day in a befitting manner.	The NSS and the NCC of the college celebrated it in a befitting manner
18.12. .2019	Read and confirm of the previous meeting's resolutions	The resolution of the meeting dated 15/11/2019 read and confirmed.	
18.12. .2019	Compilation of data for AQAR 17 18 and AQAR 18 19 following the new guideline of NAAC	The Coordinator IQAC, Dr. Selim Chisti reported the house that the NAAC authority has given an ultimatum to the colleges to complete their due AQARs following new guidelines within 15 March 2020, under the circumstances all the teachers and non-teaching staffs should take their works seriously. The house unanimously resolved that in no way the deadline can be missed and the house entrusted Dr. Chisti and Dr. Debnath to proceed in war footage..	The principal took steps to motivate all the stuffs teaching and non-teaching to provide with the necessary documents to the IQAC.
18.12. .2019	Seminar hall	It is unanimously resolved to convert Vidyasagar Hall or room no. L-1 into a seminar hall. IQAC is empowered to work in that direction.	The college authority converted L-1 into a seminar hall.



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18.12. .2019	Preparation of AAA based on feedback system	The house observed that it is possible to do academic and administrative audit based on feedback analysis. The college follows students' satisfaction survey (SSS), the students rate their teachers, departments and management based on their experiences. The college also follows teachers' survey questionnaire, where teachers assess the performance of the management. It is unanimously resolved to come up with the audit report based on the SSS and teachers' survey.	a small committee under the IQAC comprising the Principal. Dr.Chisti, Dr. Debnath, Dr. Bar and Dr Bera is constituted to write the audit report. They did write the report and presented the same to the IQAC.
18.12. .2019	workshop on tally for office	The house observed that despite giving training on Tally, the accounts are not maintained through the online mode. In such a situation the house unanimously resolved to organize one more training program on tally for the office staff comprising the account section's staffs.	The college authority organized such training program on Tally and strictly advised the account section to transform the bookkeeping into online mode.
18.12. .2019	Mushroom cultivation	In order to provide a exposure to vocational training the department of Botany are advised to conduct a training program on Mushroom cultivation. The house unanimously resolved to empower the department of Botany to conduct the training program, a room for the said purpose will be dedicated to the department, and the department will choose 20 students from UG and PG for the cultivation purpose.	The college authority requested Prof A. Bose and Dr. S. Samanta to conduct the training program, a room for the purpose also being allotted to the department of Botany. Department of Botany went ahead with the said project. The department also took external aid for the purpose, necessary monetary help is provided by the college.



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18.12. .2019	Arrangement for Golden jubilee celebration	The IQAC observed that the college will be completing its 50 years anniversary on 26th January, 2020. the house unanimously resolved that a colorful celebration must be organized and all the past and present teachers students should be invited to that Golden Jubilee Celebration. The house also resolved that a 'Golden Jubilee Celebration Committee' be constituted to conduct a year long program.	The college in collaboration with the alumni association of the College constituted a "Golden Jubilee Celebration Committee". Under the committee a yearlong cultural programmes went ahead.
18.12. .2019	Misc	1. The house unanimously resolved that all the departments be informed to take their internal exams in time. Students be informed to get ready for the exams.	The college authority informed all the departments through notice.
17 .02. 2020	read and confirmation of the last meeting	The resolution of the meeting dated 18/12/2019 read and confirmed.	
17 .02. 2020	Preparation for the production of Jam and Jelly under the department of chemistry	The house observed that the department of Chemistry was making jam and Jelly of fruits for quite some time as their project work under scheduled course, the house unanimously opined that the same may be developed into a commercial venture for internal distribution to offer knowledge of entrepreneurship exposure to the students. The IQAC suggested the principal to provide necessary financial support to the department of Chemistry for raw and packing materials. The house also observed that if it becomes successful than the same thing can be produced commercially for local market.	The college authority provided the necessary financial support to the department of Chemistry for the purpose and the department produced jam and jelly for internal circulation (amongst the departments and the hostels). It's a successful venture, the college is thinking to launch it in a bit larger scale.



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17 .02. 2020	Library automation	The house observed that though the library is providing a online facility to the students but all the books are not available in the online catalogues. Under the circumstances the house requested the principal to do the needful to upload all the books in online catalogues.	The principal agreed with the problem and suggested to fix the problem within a very short period. A outside agency is engaged to upload the books on the online catalogue.
17 .02. 2020	Transparency in Institutional mechanism and grievance redressal	The house praised the online admission mechanism of the college for its absolute transparency, however, the hose unanimously resolved to maintain the same transparency in the cases of grievance redresses.	The principal constituted a team comprising Dr. Sudhangsa Samanta, Dr. Jhumu Manna, and Dr. Shampa Patra to prepare a report on the grievance redressal mechanism of the college. The team came up with a useful report which suggested many tips to the institution to bring transparency in the grievance redressal mechanism.
17 .02. 2020	Workshop on basic computer operation for teachers.	The house observed that some of the teachers are not being able to use the PTT enabled class rooms successfully, the IQAC resolved that a training program on basic computer operation be organized to give a rudimentary level knowledge on basic computer operation to the fulltime as well as SACT I and SACT II teachers.	The principal delegated the duty to Prof. Sumanta Choudhury and Atanu (SACT) to conduct the program. A 2 day program was successfully conducted.
17 .02. 2020	Kitchen Gardens to hostels	The house resolved that since the college has developed vermicompost pits, the two hostels can go for two kitchen gardens. It is useful to the students as they will learn how to produce organic vegetables. The IQAC requested	The college authority had a talk with the hostel committee and 2 spots are identified under the leadership of



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		the principal to talk with the hostel committees so that they can involve the students of both the hostels in this novel cause.	Soumitra and Indrajeet Ghorai the kitchen gardens started.
17 .02. 2020	Stock - taking of Golden Jubilee Celebration	The house observed that the inaugural program of the Golden Jubilee Celebration was completed quite successfully. It is unanimously resolved that the accounts of the Jubilee be audited separately so that it remains outside the ambit of the college account.	The principal understood the issue of auditing the accounts of the Golden Jubilee and agreed to do the same after the completion of the period of one year (Jubilee period).
17 .02. 2020	Actual implementation of hostel renovation	The house observed that the two hostels are in dilapidated condition it requires immediate renovation. The house unanimously resolved to use the MLA grant (BEUP) towards improving the condition of the hostels.	The college authority undertook the two renovation program in time and completed the same during the financial year 2019-2020.
17 .02. 2020	Misc		
10/03/2020	confirmation of the resolution of the meeting dated 17/02/2020	The resolution of the meeting dated 17/02/2020 read and confirmed.	
10.3.2020	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.	The college authority took the suggestion in right spirit and issued notice to all the departments and created a depository of e-resources including e-class notes.



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10.3.2020	computer lab	The IQAC observed that the present computer lab is not in a good shape, most of the computers require minor repairing. It is unanimously resolved that the current lab be brought to its feet and if possible a separate lab be introduced for the computer science department.	The college authority took the suggestion seriously and brought the lab into functional mode. Separate small labs are introduced for the departments' which require computer
10.3.2020	overhead water tank and piped water supply	The IQAC conveyed its gratitude to the president governing body and the principal for successfully persuading the minister PHE, Govt of WB, Soumen Mahapatra to develop a pipe network for water supply in the campus and erect a overhead tank inside the campus of the college. The house unanimously resolved to suggest the principal to ready the project proposal and sent the same to the ministry.	The college authority submitted the project proposal in time, the college is hopeful that the project will see the day's light within March 2021 as the college already received the sanction letter from the PHE, Govt. of West Bengal.
10-03-2020	proposal for Shantali, music etc	The IQAC observed that the proposal be sent to the VU for commencing courses on Shantali (H), music etc.	The college authority submitted the project proposal in time.
29/04/2020	confirmation of the resolution of the meeting dated 10/03/2020	The resolution of the meeting dated 10/03/2020 read and confirmed.	
29/04/2020	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.	the college authority pondered over the proposal and came up with a solution of "Real time e-class room". The system became popular among the students, initially per day two classes for the 3rd and 5th semester students



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			are arranged.
29/04/2020	e-class notes	Given the situation aroused due to the covid - 19 pandemic it is unanimously resolved to request the teachers to offer more and more e-notes to the students, it is also resolved that the same may be done through Google class room or through individual departments' Whatsaap group.	The teachers responded positively and all the teachers started to teach the students in a online mode. After the initial hiccups in the system it got smoothened. The students participated in the system overwhelmingly. Gradually the system became one of the best systems amongst the surrounding colleges.
29/04/2020	website up-gradation	It is observed that to incorporate the "Real-time e-class room" a system of online routine, along with reminder to students as well as teachers and other options must be present there in the Website. Keeping in mind these options it is unanimously resolved to upgrade the Website of the college to commensurate with the needs of the hour.	The college authority up-graded the website accordingly
29/04/2020	HRMS on line appraisal and attendance	The IQAC observed that the period of lockdown and subsequent closure of college will adversely affect the teachers appraisal report, this is more so for the promotion aspiring teachers. The principal Dr. T.K. Dutta came up with an excellent proposal of introducing online appraisal and	The principal brought the change in the website and also facilitated the teachers with the benefits of HRMS. However, the popularity of the system among



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		attendance system named as 'HRMS'. The house unanimously accepted the proposal and resolved to empower the principal to arrange the facility and for that bring necessary changes in the website.	teachers came very slowly as teachers took some time to be acquainted with the unique system.
29/04/2020	Central instrumentation lab, research lab	The IQAC observed that 19 teachers of the college are PhD degree holders and for quite some time the college was in the view of proving a research facility to these teachers. After the introduction of PG courses the thought got firm ground. The house unanimously resolved to send a project proposal to the UGC, University or DST seeking fund for "Central	The college authority prepared a project proposal in a very short period and submitted the same to the university

S. Chaki

Coordinator, IQAC
Sabang Sajani Kanta Mahavidyalaya



A. Das

Principal
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