



SATYAPRIYA ROY COLLEGE OF EDUCATION

(Formerly All Bengal Teachers' Training College, Established in 1967)

A Post Graduate Govt-aided Teachers' Training Institution

Affiliated to West Bengal University of Teachers' Training, Education Planning and Administration

NCTE Recognised

UGC (2f & 12b) & RUSA Enlisted

NAAC Accredited



Ref. No.

Date 24/6/2023

NOTICE

All faculties are hereby notified that a meeting of IQAC will be held on 6th July 2023 at 1.30 p.m in the AV Room. The following agenda will be taken up for discussion:

- i) Composition of IQAC
 - ii) Function of IQAC
 - iii) Composition and function of different cells with specific deadlines.
 - iv) Clear and feasible Program of Action for the academic session July 2023 to June 2024.
- FDP
 - MOU
 - Celebration of days
- v) Departmental Heads to give clear plan of action about departmental activities for July 2023 to June 2024.
 - vi) Placement cell- Organization and concrete action based records.
 - vii) Regularization of NSS activities.
 - viii) Formation of clubs under leadership of specific teachers and clear plan of activities.
 - ix) Research activity of faculty- with emphasis on Action Research.
 - x) Proper utilization of Information and Resource Centre of the institution.

All faculties are requested to be present to contribute and understand their roles and responsibilities for proper execution of the plan of action and achieve outcomes by the decided deadlines.

Countersigned:

[Dr. Subir Nag]

Principal

Dr. Subir Nag

Principal

Satyapriya Roy College of Education
AA-287, Salt Lake, Sector-1

Kolkata-700 054

Sd/-

Piku Chowdhury

[Dr. Piku Chowdhury]

Coordinator, IQAC

Members Present:

Date: 06/07/2023

- | | |
|-------------------------------------|-----------------------|
| 1. Dr. Subir Nag | Subir Nag 6/7/23 |
| 2. Dr. Nandini Samaddar | N. Samaddar 6/7/23 |
| 3. Dr. Kaushik Chatterjee | Kaushik 6/7/23 |
| 4. Dr. Mausumi Borah | Mausumi Borah 6/7/23 |
| 5. Dr. Dipak Kumar Kundu | Dipak 6/7/23 |
| 6. Dr. Subrata K. Saha | Subrata 6.7.23 |
| 7. Dr. Nabakumar Saha | Nabak 6.7.23 |
| 8. Dr. Piku Choudhury (COORDINATOR) | Piku Choudhury 6/7/23 |
| 9. Dr. Ripa Mazumder | Ripa Mazumder 6/7/23 |
| 10. Smt. Churni Das | Churni Das 6.7.23 |
| 11. Smt. Alina Goperna | Alina Goperna 6/7/23 |
| 12. Smt. Mitali Basak | Mitali Basak 6/7/23 |

The meeting was held at the college Meeting Room at 11.15 am (as per Chairperson Dr. Subir Nag, Principal's instruction) and the following resolutions were adopted:

- (1) Separate meeting for poor NAAC grades to be held for finding out the errors in documentation and necessary action for the next cycle.
- (2) Constitution and functions of IOAC clearly specified (as per NAAC website) with clear POA (Plan of Action for the year 2023-2024).
- (3) AOAR report (2022-23) to be prepared by the IOAC Coordinator for that period Dr. Kaushik Chatterjee.
- (4) Role of departmental Heads clearly chalked out and clear departmental plans for various departmental activities are to be submitted to IOAC by 31st July, 2023. (for July 2023 - June 2024).

(5) All faculty members are advised to maintain active professional growth and research related activities and submit a report to IQAC by December, 2023.

(6) 2 FDPs (Faculty Development Programs) to be conducted. At least one FDP is to be conducted by 15th October, 2023.

Proposed topics : • Integration of employability / vocational edu. in different

School subject pedagogy.

- Soft skill Development-

It was resolved that the FDP would have selective participation

(7) Dr. Dipak Kumar Kundu, entrusted with the Feedback Analysis process was advised to look into and improve the Feedback Analysis process that NAAC Peer Team had found unsatisfactory in the 2nd cycle.

(8) SGRC formed as per UGC letter and following guidelines dated 20.06.2023. A separate page should be maintained in the college website. A separate dedicated mail id (confidential) and/or grievance drop box to be maintained.

(9) MoU to be initiated. Dr. Kaushik Chatterjee is advised to negotiate with Belur Ramakrishna Mission for MoU and Dr. Subin Nag was requested to negotiate with St. Xavier's University and JBNSTS for the same. Reports of the same would be discussed in the next meeting for further action.

(10) Placement Cell to be headed by Dr. Kaushik Chatterjee. A Career Fair is to be organized in August, 2023 with representatives from various private B.Ed. colleges and other educational institutions for probable campus recruitment.

(11) The following clubs are to be formed headed by the teachers as resolved in the meeting. Formation and list of actions/activities are to be submitted to IOAC by 15th Aug, 2023:

(a) Social Science Club - Smt. Chumki Das

(b) English Lang-Lit Club - Dr. Pius Chowdhury

(c) Eco Club - Dr. Mousumi Baral

(d) Science & Maths Club - Dr. Ripa Mazumdar & Dr. Subrata Kumar Sahoo.

(e) Bengali Club - to be named & headed by Dr. Naba Kumar Saha.

(12) Library & Information Resource Centre of the college to submit a yearlong Plan of Action for integrating curricular transactions with information & research based resources, by 31st July, 2023. In house workshops, seminars, exhibitions etc may be organized.

(13) A list of Important days provided to all departments for selection, planning, inter departmental collaboration for various academic activities and celebration.

(14) IOAC and other departments to apply to NAAC & various funding agencies respectively for sponsorship of National Level Seminars in 2023-2024.

(15) Principal of the college is to supervise and monitor and take necessary measures in case of noncompliance or noncooperation in order to facilitate smooth functioning and maintenance of the quality parameters discussed and accepted in this meeting.

Sd/-
18/7/23

Pius Chowdhury

Dr. Subir Nag
Principal

Satyapriya Roy College of Education
AA-287, San Lake, Sector-1
Kolkata-700 064



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Ref. No.

Date...24/7/23.....

NOTICE

All IQAC members are hereby notified that an urgent meeting will be held on Thursday (27th July 2023) at 1.30 p.m in the Meeting Room. The following agenda will be taken up for discussion and necessary action:

- 1) FDP (Faculty Development Program) on "Development and use of Online modules and open Educational Resources for Teaching- Learning and Research" in collaboration with Netaji Subhas Open University.
- 2) Mode of the program (as suggested by the Academic Core Committee of NSOU)
- 3) Formation of Seminar Committee
- 4) Budget related discussion.
- 5) Advertisement and propaganda for greater participation.

Countersigned

Dr. Subir Nag
Principal

Satyapriya Roy College of Education
AA-287, Salt Lake, Sector-1
Kolkata-700064

[DR. PIKU CHOWDHURY]

IQAC Coordinator

Satyapriya Roy College of Education
Kolkata-700064

Members present along with faculties:

1. Dr. Subir Nag (Principal)
2. Dr. Pihu Choudhury (Coordinator)
3. Dr. Kaushik Chatterjee (Member)
4. Dr. Nandini Samaddar
5. Dr. Dipak Kumar Kundu (Member)
6. Dr. Subrata Kumar Saha
7. Dr. Naba Kumar Saha
8. Dr. Rupa Mazumder (Member)
9. Smt. Chumki Das
10. Smt. Alina Gopuma
11. Smt. Mitali Basak

Smt. 3/8/23
Pihu Choudhury 03/08/23
Dr. 3/8/23
3/8/23
3/8/23
Subir 3.8.23
Anu 3.8.23
W. 3/8/23
Chumki Das. 3.8.23
Alina Gopuma 3.8.23
Hitati Basak 3.8.23

The 3rd IOAC meeting was held in the Meeting Room of the college and was presided over by the Principal. Minutes of the previous meeting held on 27.7.2023 were read out and confirmed. The given agenda was discussed in detail and the following resolutions were adopted:

(i) It was resolved that the first five days of the Faculty Development Program on 'Development and Use of Online Modules and OER' in collaboration with NSOU (Netaji Subhas Open University), i.e., 13-15th Sep, 2023 would be in online mode and the last 2 days, i.e., 16th & 17th Sep, 2023 would be in blended mode, keeping the convenience of participants in mind.

(ii) It was resolved that the following committee would be formed for the FDP:

- Patron: Dr. Subir Nag (Principal)
- Coordinator: Dr. Pihu Choudhury (Coordinator)
- FDP Finance Committee: Dr. Nandini Samaddar, Dr. Kaushik Chatterjee, Tapas Bag (Head Clerk), Kallol Chakraborty (Accountant), Kunal Palit (Cashier).
- Certificate: Dr. Dipak Kumar Kundu

- FDP Committee Members : Dr. Nandini Samadhar, (for FDP related organizational activities)
 Dr. Kausik Chatterjee
 Dr. Dipak Kumar Kundu
 Dr. Mausumi Baral
 Dr. Subrata Kumar Sahoo
 Dr. Naba Kumar Saha
 Dr. Ripa Mazumder
 Smt. Chumki Das
 Smt. Alina Goperna
 Smt. Mitali Basak.

(iii) It was resolved that Eco Club, Social Science Club, English Lang-lit Club and Science Clubs would organize their proposed activities mostly in the first week of October, though lowcost/no cost TLM preparation workshops would be conducted by the respective departments in August, September, October and November, 2023. Other club activities, associated with observation of days/weeks as directed by UGC would be done.

(iv) It was resolved that Students' Sensitization on SARC and the mode of lodging complaint would be conducted on 18th August, 2023.

(v) It was resolved that representatives of Private, semi-Govt/Govt aided/Govt. teacher education colleges and schools will be invited to the college in the last week of September, 2023 for a campus placement drive for the benefit of the final semester students.

(vi) It was resolved that Anti-Ragging Day would be observed on 12th August, 2023 and a weeklong observation of Anti-Ragging Week would be done with the following activities -

- Discussion and sensitization about effects of Ragging and anti-Ragging laws

- Showing anti-ragging documentaries/films from the UGC Site
- Sharing of experiences by the students
- Guidance about the anti-Ragging Committee of the college and how to seek help.
- Essay competition on "Ragging and It's Prevention".

All the above activities would be organized in compliance of UGC Anti-Ragging Advisory Circular (D.O.No.F.1-74/2016[AR]) Geotagged photos and related documents of the activities would be uploaded on www.antiragging.in as per UGC directive.

(vi) It was resolved that CAS related documents of the 2 incumbents, Dr. Ripa Mazumdar and Smt. Chumki Das should be submitted to IQAC as early as possible for verification and necessary processing.

Smt. J.

Dr. Subir Nag
Principal
Satyapriya Roy College of Education
AA-287, Salt Lake, Sector-1
Kolkata-700 084

Piku Chowdhury.



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Ref. No.

Date 04.10.23

NOTICE

All faculty members are hereby notified that a meeting will be conducted by IQAC [Internal Quality Assurance Cell] of the college on 16th October, 2023 at 1.30 pm in the meeting room. The following agenda will be taken up for discussion and resolutions:

- Finance report of the National Level FDP organized by IQAC, Satyapriya Roy College of Education in collaboration with NSOU and allotment of the saved registration fees for future academic activities organized by IQAC.
- UGC NAAC new directives about specific activities to be organized by every HEI every year and parameters to be included in the AQAR reports which carry huge weightage in NAAC accreditation.
- Yuva Manthan registration and Plan of Action.
- College website reorganization for saving space and at the same time, highlighting most important activities and features of the college with latest pictures for any national body to glance through with utmost facility and get an idea of the dynamic activities of the post graduate college throughout the year.
- Chalking out a plan of action for blended mode of education/online academic activities for B.Ed. and M.Ed. new entrants for facilitating students who fail to come regularly.
- Misc.

All faculty members are requested to join the meeting for valuable suggestions and discussion.

Countersigned:

Dr. Subir Nag
Principal
Satyapriya Roy College of Education
AA-267, Salt Lake, Sector-1
Kolkata-700 064



Signature:
Piku Chowdhury
Dr. Piku Chowdhury
Associate Professor
IQAC Coordinator
Satyapriya Roy College of Education
Kolkata-700 064

Members present:

- | | |
|---|-----------------------------|
| 1. Dr. Subir Nag (Principal) | Subir Nag 16/10/23 |
| 2. Dr. Tiku Chowdhury (Coordinator) | Tiku Chowdhury 16/10/23 |
| 3. Dr. Dipak Kumar Kundu | 16/10/2023 |
| 4. Dr. Kaushik Chatterjee | Chatterjee 16/10/2023 |
| 5. Dr. Mausumi Baral | Baral 16/10/23 |
| 6. Dr. Ripa Mazumdar | Rm 16/10/23 |
| 7. Sumalga Majumdar (G.S., Students' Council) | Sumalga Majumdar 16/10/2023 |
| 8. Sri Kamal Podder (Cashier) | Kamal Podder 16.10.23 |

The 4th IQAC Meeting was held in the Meeting Room of the college and was presided over by the Principal. Minutes of the previous meeting held on 3rd August, 2023 were read out and confirmed. The given agenda was discussed in detail and the following resolutions were adopted:

- (i) The Accountant and Cashier gave a report on the registration fees collected and various expenses for the National Level Faculty Development Program organized by the college in collaboration with Netaji Subhas Open University (13-15th Sep, 2023). It was reported that Rs. 9000/- is surplus. It was proposed by the Coordinator and accepted by all that this amount would be kept aside for academic programmes like FDP or invited lecture series in this academic session.
- (ii) It was resolved that the college website should be reorganized to highlight important events, faculty details, relevant updated photographs etc.
- (iii) It was also resolved that the present non-functional Moodle would be made functional by using Aadhar number of students & staff and an orientation course would be organized for training faculty and staff on how to use the Moodle.

- (iv) It was resolved that the college would participate in Yuvaranthan (Vision: India @ 2047) or Yuvaranthan Experiential Learning Programs and a Yuvaranthan Youth Parliament would be organized in November, 2023 by the UG and PG students of the college (cf. UGC D.O. No. F.1-14/2023 (e.Gov/Y20)).
- (v) A detailed plan of Action to document specific learning outcomes of the Courses taught in the college would be made and documentation would be streamlined in other areas as well.
- (vi) Value education classes would be organized every Thursday from 2.30pm - 4pm in blended mode in collaboration with Ramakrishna Mission Swami Vivekananda's Ancestral House and Cultural Centre.
- (vii) New members may be inducted to replace some existing members as per the discretion of the Principal Dr. Subir Nag.
- (viii) It was resolved that a RESEARCH COMMITTEE would be formed headed by Dr. Piku Chowdhury to promote research culture and research oriented activities in the institution.

Smt.

Dr. Subir Nag
Principal
Satyajit Roy College of Education
AA-287, Salt Lake, Sector-1
Kolkata-700 061

Piku Chowdhury