

Surya Sen Mahavidyalaya

NAAC RE-ACCREDITED B+

A Multi Stream Govt. Aided College & Recognised by UGC u/s 2(f) & 1 2(b)

(Affiliated to University of North Bengal)

IQAC



Minutes and resolutions of the 44th IQAC Meeting held on 09.06.2025

The 44th meeting of the IQAC is held today: 09.06.2025 at 12 noon in the IQAC room in the presence of the following members to discuss the notified agenda.

Members present:

1. Dr. Pranab Kumar Mishra, Principal, Chairperson
2. Dr. Arnab Baul, Associate Professor, Dept of English
3. Dr. Suphal Biswas, TCS & Dean, PG Studies
4. Dr. Phurba Tamang, Assistant Professor, Dept of Mathematics
5. Dr. Tirthankar Chakraborty, Assistant Professor, Dept of Political Science
6. Ms. Srishti Mondal, Assistant Professor, Dept of Sociology
7. Ms. Sudesna Mandal, SACT, Dept of Geography
8. Dr. Pranay Moktan, Assistant Professor (Mgmt)
9. Dr. Ananya Guha Roy, G.B. Representative
10. Sri Biswajit Purohit, Head Clerk
11. Sri Biswajay Chanda, Alumni Assn representative
12. Dr. Bablee Mandal, Associate Professor, Dept of Chemistry and Coordinator

Agenda:

1. Confirmation of the resolutions of the previous meeting held on 01.03.2025
2. Status report of the various activities of the session 2024-25
3. Feedback analysis of the session 2024-25 of various stakeholders
4. Annual Plan of all Departments / Cells for the upcoming session 2025-26
5. Preparation of the Academic calendar of 2025-26
6. Verification of CAS Proposal (if any)
7. Misc.

MINUTES

At the outset, the coordinator of IQAC welcomed all the members of the IQAC, and informed that due to the upcoming semester end examination, Mr. Arghadeep Chakraborty, Student Representative, has requested to be excused from the meeting. She also informed that owing to a personal problem, Dr. Binayak Roy, also would not be able to attend the meeting.

All the members present thereafter took part in the discussion concerning the various notified agenda and the following resolutions were adopted.

Agenda 1:

Confirmation of the resolutions of the previous meeting held on 01.03.25

Resolution:

The resolutions adopted in the last meeting were unanimously confirmed.

Agenda 2:**Status report of the various activities of the session 2024-25****Resolution:**

The IQAC Coordinator presented the status report of the activities of different cells and departments as follows:

Department	Proposal Submitted	Activities conducted and report submitted	Additional activities conducted (not in the proposal)
Bengali	Freshers' Welcome - Nov 2024	Done	Teachers' Day
	Faculty Exchange Program - 3 (intracollege; 1 intercollege)	Two intracollege FE done	Farewell Program
	Add-on Course on Jibanananda Das	Done	Field Survey
	Student career Counselling	Done	–
	Matri Bhasha Divas Observation - 21.02.25	Done	–
	Invited Lecture on Samaresh Basu	Postponed to the next session	–
	Kobi Pronam	Done	–
Geography	Local River Survey	Postponed to the next odd semester	Hands on training on Drone
	Invited Talk (2 by external experts)	One IL done	–
	GIS Workshop	Done	–
	Teacher exchange	One Done	–
	Survey report based Magazine	Unable to complete due to lack of proper data	–
	Career Counselling	One Done	–
	Field work for Sem IV & VI	Done	–
	Greenery Activity	One Done	–
	Add on Course	Postponed to the next session	–
	Social Outreach on Local River Survey	Postponed to the next session	–
Mathematics	Invited Lecture	Special IL Done	Observation of National Science Day
	Observation of National Mathematics Day	Could not be observed due to ongoing sem end exams	Farewell Program
	Add on Course	Done	–
	Student Centric Seminar	Done	–
	Publication of Wall Magazine	Done	–
Commerce	Orientation Programme on Health Home and Scholarships	Students' Health Home awareness done	Student Centric Research Seminar Done
	30 Hours Add-on Course	Postponed to the next session	Wall magazine published
	Students Centric Seminar	Converted to a student centric research seminar	Farewell Program
	Career Counselling	Done in the form of seminar in collaboration with ASM's group of Institutes	–

	Awareness Programme on financial challenges	Done	–
	Workshop	Postponed to the next session	–
	Industrial Visit	Done	–
History	Invited lecture	Two IL done	Orientation Program for Sem 1
	Student Centric Seminar	Done	Farewell Program
	PTM	Done	–
	Hands on training on OMR	Done	–
	Wall Magazine publication	Done	–
	Workshop on artefact maintenance and conservation	Done	–
Sociology	Faculty exchange program	One Done	Teachers' Day
	Add-on Course	Done	Alumni Lecture on Research
	Student Centric Seminar	Done	–
	Group Discussion	Done	–
	Extempore Speech	Done	–
	Poster presentation	Done	–
	Video making competetion	Rescheduled to next session	–
	Wall Magazine publication	Done	–
	Outreach Program	Rescheduled to next session	–
	Field work	Done	–
	Invited lecture by Alumni Career counselling	Career Counselling done by Departmental faculty	–
Physics	Student Orientation	Not done due to non-availability of students before puja vacation	Flip book presentation done
	Teachers' Day	Done	–
	Publication of wall magazine	Two Volumes Done	–
	Poster presentation	Two Done	–
	PTM	Not Done due to practical examinations	–
	International / National Webinar	Not Done due to inconvenience of the resource persons	–
	Seminar presentation	Done	–
Education	Poster presentation	Cancelled	Add on Course
	Student Centric Seminar	Cancelled	–
	Faculty exchange program	Done	–
	Invited lecture	Cancelled	–
	Wall Magazine publication	Done	–
Chemistry	Monthly News Bulletin	Not Done - Will be done in a revised format in the upcoming session. Proposal submitted to IQAC	Organised National ICSSR Seminar Jointly with Dept of English
	Hands-on Training on Softwares of Chemistry	Postponed to the next semester	Farewell Program
	International Webinar on "Knowhow of Overseas Education"	Done	–

	Student' Centric Seminar	Student participants were groomed for the Young Researchers' Conference of 05.04.25	–
	Wall Magazine publication	Done	–
	Add-on Course on Biopolymers	Done	–
	National Science Day	Done	–
	Industrial Visit	Done	–
	Poster presentation	Not Done	–
	Publication of newsletter "Elementum"	Will be published at the beginning of the next semester	–
English	Translation Workshop	Done	Teachers' Day
	Students' Orientation	PG Students' orientation	Field Trip
	Book Club Programs	Two book club sessions	–
	Language Lab Programs	Language Workshop by Cambridge	–
	Invited Lecture	Mastermind Lecture series started - one lecture	–
	Publication of Newsletter, Prologue	Done	–
	National ICSSR Seminar	National ICSSR Seminar organised	–
	Publication of Wall Magazine	Done	–
	Add on Course	Postponed to next academic session	–
	Publication of the Magazine Aesthetica	Postponed to the next semester	–
	Student-Engagement Seminar	Young Researchers' Conference Done	–
	Career Counselling	Cancelled	–
Economics	Invited Lecture	Cancelled	–
	Add on Course	Done	–
	Poster Presentation Competition	Cancelled	–
	Student Centric Seminar	Done	–
	3 day's student Centric Workshop	Cancelled	–
	Publication of Wall Magazine	Done	–
Political Science	Movie screening (documentary)	Cancelled	Speech Competition honouring the luminaries of Bengal Renaissance
	Invited Lecture	Cancelled	Quiz competition on Bengal Renaissance & Modern Education
	Students Seminar	Done	Social Outreach Programme
	–	–	Observation of the Constitution Day
	–	–	Birth Anniversary of Master Da
	–	–	Wall magazine published
	–	–	Farewell Program
Hindi	Hindi Diwas	Done	–
	Wall magazine	Cancelled	–

	Student Centric Seminar	Cancelled	–
ENVS	Faculty Exchange Program	Done	–
	Wall magazine	Done	–
	Student Centric Seminar	Not Done	–
Computer Science	No Proposal Received	No reports received	–

Cells / Committees	Proposal Submitted	Activities conducted and report submitted	Additional activities conducted (not in the proposal)
ICC	Workshop on Socio-legal awareness	Done	Awareness Program on basic human rights on gender equality
	Awareness program on Menstrual Hygiene and Cervical Cancer	Postponed to the next odd semester	
	Outreach Program	Postponed to the next odd semester	
	Outdoor Gender Sensitization Camp	Done	
	Observation of International Women's day	Done	
Literary Club	Picstory competition	Done	
Library	Orientation Program	Done	
	IL / Workshop in collaboration with Alumni Assn	IPR Seminar Done	
	Book Exhibitions	Two Done	
ELC			National Voters Day
Eco Club	Tree Plantation Drive		
	Anti-Cracker's Day	Done	
	International Clean up Day		
	World Wild Life Day	Done	
	World Environment Day	Done	
Life Skill & Well Being Cell	Self Defence for Girls		Motivational Session for students
	Workshop on Cake baking and Skin Treatment and make up	Done	
	Drop Everything and Read		
Cultural Committee	Indian Independence Day	Done	
	Death Anniversary of Rabindranath Tagore	Done	
	College Foundation Day	Done	
	Observation birth anniversary of Swami Vivekananda and Martyrdom day of Master da Surya Sen	Done	
	Birth Anniversary of Netaji	Done	
	Indian Republic Day	Done	
	Inter-college Drama Competition	Done	
	Workshop on Recitation Birth Anniversary of Master da		

	Birth Anniversary of Rabindranath Tagore	Done	
SSSPC	Career Counselling in Banking Sector	Done	Consumer Protection Awareness
	Program on Cabin Crew training	Done	EAD with IITKGP
	NSE conducted training and awareness program	Done	ISRO Space on Wheels
	Career Counselling on Digital marketing	Done	PC Chandra Goldlite Diva 7.0
			RICE Talent Scholarship Test
			Placement Drive
Alumni Association			Placement Drive
			Career Counselling
			Free Tally & GST Program for students
			IPR Seminar

The conduction of the following programs were reported by NSS I and II:

NSS Unit	Activities conducted
NSS 1	Tree Plantation Programme in College Campus and in adopted village
	Blood Donation Camp in College Campus
	Swach Bharat Abhiyan
	Special Camp in adopted village
	Thalassemia Day Observation
	Voter awareness in adopted village
	World No Tobacco day observation
	World Menstrual Hygiene Day observation
	World Environment Day Observation
	Traffic Awareness program

NSS II	Two Monsoon Camps
	Three Poshan Abhiyan
	Five Swachhata Drive
	Mega cleaning under Bagdogra flyover
	Two AIDS awareness programs
	Four Special Camps
	Repaired broken tap in street pipeline under save water save resource
	Observed World Health Day
	Dengue awareness
	Two Angdan Mahotsavs
	Tiranga awareness program
	Independence Day Camp at Delhi
	Three traffic awareness programs
	Puja hopping with baikalang people
	My Bharat outreach program
	Adventure Camp
	Anti-Cracker Rally
	Training Session under My Bharat

	Diwali Celebration in Paediatric Ward
	Traffic Control Volunteering under My Bharat
	Christmas celebration with children in adopted village
	Nutritious food and blanket distribution
	Volunteered at district level sports in primary school
	Two free education programs to children in adopted village
	Award on Rashtriya Prerna Doot
	Two Health Awareness Seminars / Programs
	Three TB awareness program
	Youth Exchange program (NYKS)
	Disaster Management - controlling fire
	Two social outreach program under My Bharat
	Participation in rally organised by Ramkrishna Mission
	Rally organised on the occasion of B. R. Ambedkar's Birthday
	Organised eye-check up camp & cataract surgery
	Water station for birds in summer

Agenda 3:

Feedback analysis of the session 2024-25 of various stakeholders

Resolution:

Following is the analysis of *Students' Feedback* and their suggestions:

Academic Content & Curriculum:

- 85% of students rate course depth positively, though some seek more challenge.
- 80% find curriculum relevant for national exams, but gaps remain in preparation.
- 84% see strong theory-practice links in labs, yet some note disconnects.

Learning Resources:

- 77% satisfied with book availability; niche titles are lacking.
- 84% approve of textual materials, though accessibility needs improvement.

Faculty Performance:

- 91% praise teacher dedication, with strong engagement ratings (90%).
- 86% approve subject mastery, yet 14% suggest faculty development needs.
- 87% see faculty as accessible, though office-hour improvements are suggested.

Infrastructure & Facilities:

- Labs rated positively by only 63%; upgrades are needed.
- ICT facility at 81% approval; connectivity and equipment need updates.
- Library received 83% positive ratings, though some seek better collections.

Administrative & Campus Services:

- College office interaction rated low (69%); administrative inefficiencies noted.
- Principal accessibility rated at 82%, with some communication concerns.
- Drinking water well-maintained (92%), but toilets and canteen need improvement.

Student Activities & Support:

- Co-curricular engagement strong (87%), though extra-curricular needs expansion.

- Grievance redressal effective (84%) but could be refined further.

Institutional Performance & Recommendations:

- Overall rating: 88% positive, indicating a strong institution with room to improve.
- Key improvement areas include campus cleanliness, expanded library resources, upgraded ICT support, and better canteen hygiene.

Following is the analysis of *Teachers' Feedback* and their suggestions:

Key Findings:

- **Curriculum Alignment:** 49% rated it "Very effective," 51% "Moderately effective"; electives could better reflect industry trends.
- **Learning Value:** 86% rated it "Good" or higher, but more hands-on learning is suggested.
- **Book Availability:** 73.5% find it good; faculty request niche titles in emerging fields.
- **e-NGAGE Study Materials:** 59% satisfied, but content consistency varies.
- **Student Use of Uploaded Materials:** 66% confirm usage, though a third remain uncertain.
- **ICT Tools in Teaching:** Mean rating 4.13/5; training gaps and hardware issues noted.
- **Research Output:** 81% satisfied, but funding and interdisciplinary collaboration need strengthening.

Suggestions for Improvement:

- **Curriculum Review:** Align electives with industry and community needs.
- **Hands-on Learning:** Increase workshops, case studies, and field visits.
- **Library Enhancements:** Update book stocks regularly and introduce a feedback system.
- **e-NGAGE Optimization:** Improve supplementary materials and introduce interactive features.
- **Student Engagement:** Implement analytics to assess digital material usage.
- **Research Support:** Offer grant-writing workshops, establish departmental journals, and incentivize publication.
- **Infrastructure Investment:** Upgrade labs, classrooms, Wi-Fi, and administrative efficiency.

Following is the analysis of *Alumni Feedback* and their suggestions:

Strengths:

- **Strong Faculty & Academics:** Teaching quality rated highly.
- **Library & Infrastructure:** Mixed reviews, but generally satisfactory.
- **Alumni Loyalty:** Many feel proud and want to contribute.
- **Relevant Education:** Most find their SSM learning useful in careers.
- **Support for Further Studies:** Demand for mentoring and PG exam coaching.

Areas of Concern:

- **Office Staff Behavior:** Reports of unprofessional conduct.
- **Limited Development Initiatives:** Need for better career guidance and mentoring.
- **Lack of Extra-Curricular Engagement:** Calls for more sports, cultural events, and industrial visits.

- **Communication Gaps:** Need for better scholarship and career awareness.
- **Hostel Facility Demand:** At least one alumnus highlighted accommodation needs.

Suggestions for Improvement:

- **Office Staff Training:** Conduct behaviour and efficiency workshops.
- **Career Support:** Offer free PG exam coaching and alumni mentoring.
- **Extra-Curricular Boost:** Organize regular sports and cultural events.
- **Awareness Drives:** Improve scholarship and career-related communication.
- **Hostel Feasibility Study:** Explore accommodation options.
- **Alumni Engagement:** Strengthen alumni participation through mentorship and financial support.

Following is the analysis of *Management Feedback* and their suggestions:

Strengths:

- **Relevant Course Syllabus:** B.A., B.Sc., and B.Com. programs received positive ratings.
- **Strong Infrastructure:** Well-maintained classrooms, labs, seminar halls, and smart classrooms but little augmentation
- **Qualified Faculty:** Teachers rated highly for their credentials.
- **Research Engagement:** Faculty participation in seminars and workshops is acknowledged.
- **Commitment to Teaching Excellence:** Regular training for educators is widely supported.

Areas of Concern:

- **Faculty Development Needs:** Calls for exchange programs, research incentives, and enhanced training.
- **Student Attendance Issues:** Suggestion to implement rewards for consistent attendance.
- **Limited Research Output:** A need for more publications, conference participation, and departmental funding.
- **Performing Arts Exclusion:** Proposal to introduce performing arts courses.
- **Academic Expansion:** Recommendations to add postgraduate programs.

Suggestions for Improvement:

- **Faculty Training & Development:** Regular training, research incentives, and collaborations.
- **Research Boost:** Funding, grants, and awards to encourage contributions.
- **Attendance Incentives:** Recognition-based rewards system.
- **Postgraduate Expansion:** Consider new PG courses.
- **Performing Arts Inclusion:** Offering performing arts as electives or extracurricular activities.

Agenda 4:

Annual Plan of all Departments / Cells for the upcoming session 2025-26

Resolution:

IQAC developed and circulated a general activity framework to departments and cells, inviting them to outline additional activity plans in the designated column. Accordingly, the activity plans received were as follows:

Bengali:

26.09.25 – Celebration of Vidyasagar's birthday

21.02.26 – Observation of International Mother Language Day

22.05.26 – Celebration of the birthday of Raja Rammohan Roy

In addition, Dr. S. Biswas also proposed a full-fledged celebration of Rabindra Jayanti on 09.05.26.

The house accepted all the proposals with the suggestion of organizing student-centric competitions on the commemorative days

Chemistry:

1st week of August - Publication of Departmental Newsletter – *Elementum*

4th week of November - Workshop on “Softwares in Chemistry”

4th week of April - Launch of a digital and dynamic “Chemistry Timeline” featuring periodic updates from both teachers and students. This dynamic resource will be integrated into the departmental webpage via the Chemistry chapter of SSM's YouTube channel, adding another segment to the department's e-resource beyond curriculum. *Molecular Odyssey – A visual & interactive Chemistry Timeline*

The house approved all proposals, recommended rescheduling the workshop to the even semester, and suggested adding a student seminar absent from the general format.

Commerce:

August - Publishing of Edited Book

Mid-November - Student Workshop on Information Technology

Last week of January - Student Workshop on Research Methodology

March - Mock Stock Trading Competition

The house approved all proposals with suggestions of clarifying the nature (student/ teacher /state /national /international) of the Departmental Seminar scheduled for April 2026 (in the general format), and advised that any request for college assistance in book publication be submitted directly to the Principal.

Computer Science:

2nd week of November - Wall Magazine

4th week of November - Student Centric Seminar

2nd week of September - Intra College Seminar

January - Career Counselling

The house approved all proposals with suggestions of scheduling all activities during the even semester, except the wall magazine, and clarifying the nature of the Intra College Seminar (given in the general format)

Economics:

November – One / two invited lectures

The house suggested that the department organize at least a state level seminar in collaboration with another dept / cell.

Education:

Last week of November - Poster Presentations

Last week of February - Invited Lecture

The house suggested that the department organize at least a state level seminar in collaboration with another dept / cell.

English:

3 events: August 2nd week, 2025/November 3rd week, 2025/January 1st week, 2026 - Book Club

3 events: September 2025, 2nd week/November 2025, 3rd week/April 2026, 3rd week - Film Club

2 events: November 2025, 1st week, / May 2026 1st week - Invited talk

April 3rd week, 2026 – Newsletter

February, 2nd week 2026 - 1 workshop of Language Lab

1st week of September, 2025 - Dept. Magazine

The house recommended revisiting the proposed frequency of Book Club and Film Club events—currently three each—considering it excessive. It was suggested that these activities be scheduled in a manner that aligns with the regular teaching-learning process and does not place additional burden on the students.

Environmental Studies:

5th June, 2026 - Observation World Environment Day

The house approved all proposals with suggestions of collaborating on the Eco-Club's seminar addressing the water crisis and river pollution in North Bengal.

Geography:

2nd week of August, 2025 - A workshop will be conducted in collaboration with IIGST

1st week of November, 2025 - Seminar cum A hands-on training session will be conducted in collaboration with IIARI

All proposals were approved by the House, but certain clarifications were sought (for proposals in general format). The nature of the Departmental Seminar planned for April 2026 is to be specified. A proposal along with the collaborating department for National Science Day is to be submitted.

Hindi:

No proposal has been received.

History:

3rd week of September, 2025 - Fresher's welcome

2nd week of November, 2025 - Hands on training

2nd week of January, 2026 - PTM

2nd week of May, 2026 - Farewell -PG

The House approved all proposals but sought clarification on the "Hands-on Training" program scheduled for January 2026 and the nature of the "Departmental Seminar" planned for May 2026. Career counselling is to be conducted in the even semester as per the general guideline.

Mathematics:

3rd week of March 2026 - Invited Lecture

The House approved all the proposals

Physics:

The department did not submit any other additional proposal other than the general ones.

Political Science:

2nd Week of January/February - Invited Lecture

2nd Week of March/April - Faculty Exchange Programme

All proposals were accepted by the house with the suggestion that the faculty exchange proposed in the general plan should preferably be with the MoU Institutions

Sociology:

2nd week of September - Alumni Lecture

3rd week of January - Making small video

1st week of November - Faculty Exchange Programme

November and May - Mid-sem

All proposals were approved with the following clarifications: the nature of the "Departmental Seminar" planned for the last week of April 2026 needs to be confirmed. If it is student-focused, the Department of Sociology is to be encouraged to host a state or national level seminar to enhance its profile. Faculty exchange should preferably be with MoU institutions.

Library:

3rd week of September - Library Orientation

1st week of February - Seminar/Workshop on IPR

Book Exhibition on various aspect

The House accepted all proposals with the suggestion of shifting the library orientation to the second week of September, ensuring optimal scheduling and participation

Anti-ragging Committee:

Anti-ragging Committee circulated a notice on last 28th February 2025 asking all departments to organise an orientation program each on anti-ragging and submit a report individually to the mail of Anti-ragging Committee by 15th July 2025.

The house requested the committee to fix dates for departmental anti-ragging programs after the conclusion of admission preferable before commencement of Puja Vacation

Cultural Committee:

7th August, 2025 - Death Anniversary of Rabindranath Tagore

15th August, 2025 - Independence Day of India

15th September, 2025 - Foundation Day of College

12th January, 2026 - Birth Anniversary of Swami Vivekananda and Death Anniversary of Masterda Surya Sen

23rd January, 2026 - Birth Anniversary of Netaji Subhas Chandra Bose

26th January, 2026 - Republic Day of India

9th May, 2026 - Rabindra Jayanti

The house accepted all the proposals with the suggestions of not organising Rabindra Jayanti as Dept of Bengali has put forward their proposal of conducting the same. For the case of other observance days, the cultural committee needs to organise relevant student centric competitions

Disciplinary Committee:

End of August - Beginning of September - Orientation program on College Discipline and Code of Conduct

The house suggested the organization of Ethics and Discipline Workshop / Seminar and if possible, a Conflict Resolution training

Eco Club:

16th September, 2025 - World Ozone Day Observation

22nd April, 2026 - World Earth Day

May, 2026 - Seminar on water crisis and pollution of River of North Bengal.

The House approved all proposals with suggestions of collaboration with the Department of Environmental Science (ENVS) for the proposed seminar and organization of student-centric competitions to commemorate World Earth Day and World Ozone Day.

ELC:

2nd Week of September - Awareness and sensitization programme for the students on public voting system

3rd Week of November - Organized a small scale workshop on online voter registration by using Voter Helpline App

25th January 2026 - National Voters' Day observation

2nd or 3rd Week of February - Awareness programme on Mock polling activities

ICC:

Second week of November - Awareness program of menstrual health and cervical cancer

End of January/Beginning of February - Outdoor gender sensitisation campaign

8th March - Seminar on International Women's Day

The proposals were accepted with the suggestion of making the seminar an inter-institutional one

Life Skill and Well Being:

September, 2025 - Exhibition Cum Sale

February, 2026 - Self Defense Course

May, 2026 - Seminar on Time Management

NSS units:

24th September / February - Blood Donation Camp

October - River Cleaning After Puja

December - Special Camp & AIDS Day

Throughout the year - Free Education

January / February - Clothes Distribution/ Cleaning Activities

April - Health Camp and POSHAN Abhiyan

R & D Cell:

Last week, July 2026 – Introduction of Micro Research Grant for Faculties

2nd week, March 2026 – Workshop on Research Methodology

1st week, April 2026 – Young Researchers' Conference

Throughout the year – Ensuring academic exchanges with MoU signed institutions

Throughout the session – Continuation of Rostra

Throughout the year – Encouraging faculties for research publications

After field visit of respective departments – facilitating the transformation of field study results into

publications

The house suggested to Schedule the workshop on Research Methodology in the month of January For Young Researchers' Conference invite participation from the entire North Bengal and to ask for the annual research plan of the individual faculties and provide assistance if necessary

Agenda 5:

Preparation of the Academic calendar of 2025-26

Resolution:

Resolved that based on the plans submitted by the different departments and cells, Smt Sudesna Mandal and Dr. Pranay Moktan would prepare an Activity Framework which would then be handed over to Dr. Phurba Tamang and Dr. Tirthankar Chakraborty who would prepare the academic calendar of 2025-26 by consulting the Academic Calendar of NBU and the Holiday List.

Agenda 6:

Verification of CAS Proposal (if any)

Resolution:

No CAS proposals were submitted for verification.

Agenda 7:

Miscellaneous

Resolution:

A few general resolutions applicable to all departments and some specific cells were adopted as follows:

- All departments must ensure that career counselling is conducted as a mandatory activity for sixth-semester students and integrated into their academic calendar.
- Prior to field study, teachers must adequately prepare students with research methodology and may consult the R&D Cell for assistance if needed.
- Upon returning from their respective field trips / excursions / industrial visits, departments must notify the R&D Cell. The R&D Cell will then be responsible for mandatorily organizing a presentation by the participating students.
- The R&D Cell must request individual research plans from faculty members for the upcoming session, to ensure that any necessary assistance can be provided.
- Each department must independently conduct an anti-ragging campaign, with the Anti-Ragging Cell overseeing and coordinating the entire initiative.
- All faculties of the department must be aware of the academic plan of the department, and HoD must ensure thorough documentation of the departmental plan in the departmental meeting resolution.
- Each department must independently conduct library orientation sessions for students and faculty. The HoD / DiC will notify the schedule in consultation with the Librarian. The Librarian is requested to provide the necessary support to the departments in this regard and to centrally organize the same program for Three Discipline Specific MDC students in alignment with their academic plan.
- Official communication regarding IQAC's suggestions on the individual Academic Plan 2025-26 of various departments / cells will be sent to them via email by IQAC.

Since there was no further agenda for discussion, the meeting ended with thanks to the chair.

(Dr. P. K. Mishra)
Chairperson

(Dr. B. Mandal)
Coordinator