



Mob.- Principal- 9064096065, Office- 9641051610

ACHARYA SUKUMAR SEN MAHA VIDYALAYA

(A Govt. Aided General Degree College)

E-mail- sensukumarmv@gmail.com Web- www.sukumarsencollege.ac.in

Vill+P.O.- Gotan, Dist- Purba Bardhaman, Via- Tarakeswar , Pin-712410

Year	Date of IQAC Meetings	Major decisions on quality initiatives	Implementation details
2018-19	27.09.2018	Formation of IQAC of the college	Principal is requested to move to the Governing Body for approval of the newly formed IQAC of the college.
	10-01-2019	Self appraisal of faculty members.	Principal is requested to look into the timely completion of self appraisal by the faculty members.
		Submission of Lesson Plan	IQAC requested Principal to issue notice for Submission of Lesson Plan by the teachers.
		Observation of Special Days	Principal is requested to take necessary steps for observation of 23rd January, 26th January and Swami Vivekananda anniversary.
		Academic calendar and prospectus	Principal is requested to look into the preparation of Academic calendar for the session 2018 --2019
		Introduction of new general course in Music	Introduction of new General course in Music is initiated'
	09-02-2019	Issue of Feedback forms to different stakeholders	IQAC co ordinator is requested to Issue Feed back forms to different stakeholders
		Formation of NAAC Committee and Preparation for NAAC accreditation	IQAC requested Principal to form NAAC Committee so that the NAAC Committee makes initiatives for accreditation of the college by NAAC
		Selection of New Coordinator of IQAC	Mr. Pritesh Chakraborty , Assistant Prof. in English , will be the new co-ordinator of IQAC .
		Introduce Logo of the college	Principal sir is requested to approve the new logo and flag of the college
	11-04-2019	Completion of syllabus and internal examinations in time.	Principal is requested to take necessary action for timely completion of syllabus and internal examination by all the departments.
		Promotion of quality culture and Value – based education	Principal is requested to take following measures for quality improvement of the students : seminar on gender equality, awareness programme on environmental sustainability , seminar on social accountability and scientific temper etc Principal is requested to take necessary steps to inculcate Value – based education viz. communal harmony, dignity of labour and concern for otherwise able persons



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		CAS for Dr. Biswajit Panda	IQAC verified all CAS related papers and recommended the placement and promotion of Dr. Biswajit Panda
		Participation in NIRF	Principal is requested to take necessary steps for Participation in NIRF
		Formation of different sub – committees.	IQAC requests Principal Sir to form different sub committees
2019-20	07-08-2019	Reorganization of IQAC of the college	Principal is requested to move to the Governing Body for approval of the reorganized IQAC of the college
		Feedback analysis	Feedback from students are analyzed and action taken accordingly
		Extension activities of NSS Unit-1	Co-ordinator , NSS unit – 1is requested to initiate various Extension activities for this session
	04-01-2020	Academic calendar and prospectus	Principal is requested to look into the preparation of Academic calendar for the session 2019--2020
		Training on Language and communication skill	Principal is requested to arrange Training on Language and communication skill for the students.
		Observation of 23 rd January, 26 th January and Swami Vivekananda anniversary	Principal is requested to take necessary steps for observation of 23 rd January, 26 th January and Swami Vivekananda anniversary.
		Green initiatives	IQAC requests Principal Sir to take initiatives for green campus.
	02-03-2020	Class test and seminar presentation of the students	Principal is requested to issue notices regarding timely completion of class test and seminar presentation by the students.
		Parent – teacher meeting	Principal is requested to take necessary steps for department – wise parent – teacher meeting.
		Library orientation programme	Library in – charge is requested to sensitize students for best use of college library
		Career counselling	Principal is requested to arrange career counseling for final year students
	04-06-2020	On line classes and online examination norms	Principal is requested to take necessary steps for on line classes and online Examination.
Reorganization of NAAC Committee.		NAAC Committee has been reconstituted.	
Academic calendar and prospectus		Principal is requested to look into the preparation of Academic calendar and prospectus for the session 2019 – 2020.	
2020-21	05-08-2020	Feedback of On line classes,Progress report of NAAC .	Report of on line classes collected from the Faculty members are analyzed and the same is sent to the Principal
		Prepare of Teaching Module for new academic seison.	Teachers are requested to prepare teaching modules for new academic session



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		To organized webinars through online mode.	Different departments decided to organize webinars through online mode.
	15-12-2020	Review of online classes and online admission of 1st semesters students.	Online teaching performances were reviewed along with records by attendance of students. Admission of first semester students are analysed and report is sent to the Principal
		Analysis of academic audit report.	Academic audit report is analysed and report is sent to the Principal
		Internal examination through online mode.	Teachers are requested to arrange internal exams through social platforms
	22-02-2021	Term-end examination through online mode.	Teachers are requested to take part in Term – end examinations (CBCS) through on line mode
		Preapare teachinh module for semester 2nd and 4th	Teachers are requested to prepare teaching modules for even semester students.
		Couselling of students in Covid-19 situation.	Teachers are asked to start counseling of students through online mode regarding COVID pandemic
	24-06-2021	Analysis of academic audit report.	Academic audit report is analyzed and action is taken.
		To prepare teaching module for new academic session.	Teachers are requested to prepare teaching modules and teaching modules are prepared accordingly by the teachers
		Online internal examination and submission of marks.	Discussion on Online Internal examination and submission of marks in University portal is done and necessary steps are taken.
		To make academic calender and prospectus.	Principal is requested to look into the preparation of Academic calendar and prospectus for the session 2019 – 2020.
2021-22	12-09-2021	Purchase of Library Books.	Principal is requested to allot fund for purchasing text books for college library.
		To introduce Add-on,/certificate/value added courses.	Departmental co-ordinators are requested to introduce Add- on,/certificate/value added courses for the Academic session 2021—2022..
		To conduct webinars through online mode.	Different departments decided to organize webinars through online mode.
	16-11-2021	To form menters list.	IQAC provided mentors list to the Principal.
		Change of IQAC coordinator .	



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	To observe special Days.	Teachers are requested to celebrate forthcoming special days along with students using social platforms for the Academic session 2021-22.	
	Review of online admission.	First year admission in the college is reviewed and action taken.	
03-02-2022	CAS Of Dr Biswajit Panda, Assistant Professor in Bengali, Dr Piyali Biswas, Assistant professor in Sanskrit and prof Kousik Mallik, Assistant professor in History. Camera.	Concerned teachers are asked to prepare relevant papers and submit to IQAC for necessary verification.	
	Installation of CC TV	Principal is requested to arrange CC TV in college campus at some places of strategic importance.	
	Extesion activities by NSS.	Co- ordinator, NSS unit – 1 is requested to initiate various Extension activities for this session	
10-05-2022	Analysis of Report of Grievance redressal cell, Equal opportunity cell, Internal complaint committee.	The convenor, Grievance redressal committee shared the nature of cases received. IQAC looked into the matter and informed Principal Sir for necessary action Convenor, Equal Opportunity Cell shared problems arising in students' common room and action taken .	
	Report of Internal complaint committee	Matters related to disciplinary issues as reported by the Convenor, Internal complaint committee were discussed and action taken promptly.	
	Analysis of Report of mentors.	Mentors' report were analyzed and sent to the Principal.	
2022-23	05-07-2022	Preparation of Course Module.	Faculty members discussed about distribution of curriculum to be taught in the new academic session. Accordingly, class routine will be prepared and classes will be held through offline mode.
		Analysis of feedback.	Feedbacks collected from students, teachers, employers and alumni were analyzed and action taken report is sent to the Governing Body through the Principal.



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	To conduct continuous internal assesment.	Teachers are requested to arrange class tests and record marks of the tests at regular internal throughout the session.
12-09-2022	Progress report of SSR.	Progress report of preparation of SSR is sent to the Principal.
	To discuss on perspective plan of IQAC.	Duties were assigned to the members of IQAC
	Extension activities of NSS.	Co-ordinator, NSS unit – 1is requested to initiate various Extension activities for this session
07-12-2022	To discuss NEP.	IQAC Convenor and Principal shared their observations on the responses framed by the NEP committee.
	To organize skill development programme of NTS.	Prof. Kousik Mallik will be taking charge of skill development programme for non- teaching staff.
	Analysis of mentors report.	
01-02-2023	Proposal for construction of computer and Geography Lab.	Finance committee is requested to construct one Computer lab. and Geography lab.
	Fencing of flower garden and medicinal plat garden.	IQAC requests Principal Sir for fencing of flower garden and medicinal plant garden
	To fill up feedback by final years students.	All departmental co-ordinators are requested to ask the final year students to fill up the feed back forms.



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