



# 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 2017-2018

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

Date	Agenda	IQAC Resolutions	Action Taken
July 14, 2017	Installation of equipment & electrification in 03 PG- laboratories of Science stream	IQAC unanimously resolved that the equipment lying idle in the department of Physics (PG), Chemistry (PG) & Botany (PG) be installed immediately	Equipment installed in the departments & necessary electrification is done.
July 14, 2017	Purchasing of Books for PG Courses	House resolved that books for PG courses be purchased immediately.	Books purchased.
July 14, 2017	Awareness on CBCS-oriented class lectures for Science streams	House resolved to suggest the departments to conduct orientation classes for the science streams to make the students aware about CBCS	Science departments took orientation classes.
July 14, 2017	Awareness on eco-aesthetic concerns/ cleanliness drives through activities of NSS, NCC.	House resolved to suggest NSS & NCC to spread eco- aesthetic and cleanliness sense among the students.	Department of NCC & NSS incorporated the suggestions in their manual and acted accordingly.
July 14, 2017	Time table for internal assessments under semester system.	Under semester system internal assessments are frequent; as a result, students get confused. It is resolved to give an advance intimation of probable dates of internal assessment examinations to the students.	Different departments acted accordingly.
July 14, 2017	Segregation of students on the basis of strength and weakness of their learning stage.	IQAC unanimously resolved that segregation of students be done on the basis of their learning level through simple tests.	Different departments arranged test and provided special classes for the slow learners.
July 14, 2017	Infrastructure building in PG class rooms	House observed that the PG departments are suffering from infrastructural disabilities and resolved that furniture, office accessories be purchased immediately.	Finance & Purchase subcommittees of the Mahavidyalaya took a note of the situation and purchased the items.



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July 14, 2017	Academic calendar and its implementation	The house resolved to implement the academic calendar prepared by the V.U.	IQAC circulated notice to all the departments to follow the academic calendar prepared by the V.U. in toto.
July 14, 2017	Time table of PG and CBCS class allotments	The house resolved to direct the departments for preparing time table of PG students and allotting classes for CBCS.	The PG departments and the teacher council of the Mahavidyalaya acted accordingly.
July 14, 2017	New facilities in Virtual Classroom	The house unanimously resolved to upgrade the facilities in the virtual class room.	New computer and LCD projector purchased and installed.
July 14, 2017	Miscellaneous	House resolved that regular cleaning of class rooms, toilets, urinals be done.	Cleaning is being done in regular basis
		House requested Vidyasagar Patha-Parishad to organize various social extension activities	Vidyasagar Patha-Parishad acted accordingly
August 25, 2017	Special care to slow learners, special classes, identification of the reasons for their poor results	House observed that some of the departments did not find the weak learners and for that matters did not take special care to the students. It is resolved to direct those departments to do the task.	The lagging departments acted accordingly.
August 25, 2017	Arrangement of study tours and field works	It is unanimously resolved to give freedom to the departments to choose study tours and field works according to financial ability of students and Mahavidyalaya. House also suggested the departments to incorporate cross cutting social, political, environmental and financial issues in their study.	The departments having provision of study tours and field works in their curriculum carried out the task.
August 25, 2017	Major renovation in Library reading room	The house suggested a major renovation in Library reading room as per the recommendation / suggestion of NAAC Peer Team during the last visit.	Finance & Purchase sub committees of the Mahavidyalaya took the suggestion seriously and undertook a major renovation work in the Central Library.



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August 25, 2017	Social extension works in the adopted villages	House suggested the NSS cell of the Mahavidyalaya to go to the adapted villages and undertake cleanliness drive, environmental awareness program, tree plantation, kuchha road repairing etc.	The NSS cell took the suggestions in their plan and acted accordingly.
August 25, 2017	Miscellaneous	It is unanimously resolved to maintain the gardens of the Mahavidyalaya in a regular basis.	Mahavidyalaya agreed to engage a gardener to look after the gardens.
		Convener of Sports Sub-Committee and Cultural Sub-Committee have been requested to submit a file to IQAC about achievements of students at different levels of Athletes, Football, Cricket, Tournaments or meets.	Committees accepted the proposal and acted accordingly.
September 16, 2017	Commencement of classes in six (06) PG Courses	House resolved to commence the classes in the PG courses following the schedule of V.U.	The PG departments acted accordingly.
September 16, 2017	Initiatives to open new office room and staff room for teachers	House observed that the new administrative building is ready but the office staffs are reluctant to shift there. It is unanimously resolved to request them to shift there.	The office took cognizance of the problem and shifted in the new building.
September 16, 2017	Introduction of Waste Management system including chemical waste management	House unanimously resolved to introduce proper waste management system in the hostels and chemical waste management system in the science departments.	Mahavidyalaya authority took the issues seriously and initiated to build the systems
September 16, 2017	Orientation on library usage mechanism	An orientation program be taken to make the student aware of the methods involved in using library and encouraging them to use the library.	Librarian did an orientation program on the said subject
September 16, 2017	Creation of research facilities in the library for the teachers	Separate facilities be built for the teachers which will facilitate the teachers to engage in research work.	IQAC of the mahavidyalaya in its wishdom undertook the exclusive arrangement in the library and arranged for equipments, books, journals, e-resources etc essential for the research facility.



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September 16, 2017	Guidelines for Cultural programmes and their schedules	IQAC observed that it is important to inculcate the native cultures of Sabang amongst the students and advised the Cultural sub Committee of the Mahavidyalaya to do the needful in that direction.	The Cultural -sub-Committee introduced Tribal Dance/ songs, Jhumur dance, Chhou dance, songs associated with Pottua communities, etc. into their annual cultural schedule.
September 16, 2017	Miscellaneous	IQAC resolved to suggest the college authority to appoint guest faculties for smooth running of PG departments	Required number Guest faculties have been appointed for smooth running of P.G. Courses.
Nov. 23, 2017	Organize departmental as well as national/ Int. National seminars/workshop	IQAC advised the Convener of Seminar Organizing Sub-Committee to organize seminar/ workshop/ conferences throughout the year in the college	Some departments organized seminars
Nov. 23, 2017	Orientation about University exams to students	Committee resolved to organize the orientation programmes by the Examination Cell of the Mahavidyalaya for removing the examination phobia of the students about the forthcoming University examinations	The concerned Cell organized counselling accordingly
Nov. 23, 2017	Arrangement of remedial classes	House suggested the HODs to arrange remedial classes for the slow learners	All the departments acted accordingly
Nov. 23, 2017	Functionalization of Alumni Association	House suggested the HODs to functionalize the Alumni Association of their respective departments in a proper way	Different departments acted accordingly
Nov. 23, 2017	Departmental wall magazines	Committee resolved to propose the HODs for publishing departmental wall magazines	The departments acted accordingly
Nov. 23, 2017	Research extension work	IQAC advised the Convener of Research sub-committee to introduce various research extension work	The college authority took the issue seriously and suggested the Science departments along with NSS Cell to undertake research extension work
Nov. 23, 2017	Miscellaneous	Committee advised that meeting held and resolution taken by different sub-committees and cells should be submitted to IQAC	Sub-committees acted accordingly



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		Faculties are encouraged to adopt e-resources in their methods of teaching	Teachers have started projector enabled classes and are collecting e-resources and preparing PTT materials.
Jan. 17, 2018	NAAC Orientation meeting	House resolved to suggest the NAAC Steering committee to conduct NAAC orientation meeting to spread awareness about the importance of NAAC in building academic ambience	NAAC Steering Committee organized the NAAC orientation meeting
Jan. 17, 2018	Awareness drive amongst new students about suggestion box, complain box, feedback etc.	IQAC advised the HODs to aware the new students about the operation of Students' Grievance Cell	Departments acted accordingly
Jan. 17, 2018	Students health camp, health check-up	IQAC resolved to direct the Health sub-committee of the Mahavidyalaya to conduct health awareness camp as well as health check-up of the students	Health sub-committee accomplished the same
Jan. 17, 2018	Introduction of Visitors' card	Committee resolved to propose the Teacher-in-Charge to introduce Visitors' card	Visitors' card introduced
Jan. 17, 2018	Introduction of ICT enabled classes	House unanimously resolved to introduce ICT enabled classes to be acquainted with modern technology	Some departments started ICT enabled classes
Jan. 17, 2018	Initiatives to make the campus eco-friendly	IQAC advised N.S.S Unit to take actions to convert the college campus into an eco-friendly one	N.S.S Unit did accordingly
Jan. 17, 2018	Analysis of students results, progress, problems	House advised the departments to critically analyze the students' results and identify the pros & cons, and take necessary actions	Departments acted properly
Jan. 17, 2018	Time table of examinations for internal assessments	Under semester system internal assessments are frequent, as a result student get confused. It is resolved to give an advance intimation of probable dates of internal assement examinations to the students	All the departments and the teacher council of the Mahavidyalaya acted accordingly





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Jan. 17, 2018	Miscellaneous	House resolved that works of the different cells and committees should be documented properly and should be submitted to IQAC	Some committees /cells completed documentation and submitted the same to the IQAC
Jan. 17, 2018		IQAC requested the Physical Education department to organize training for outdoor sports	The concerned department accomplished the job accordingly
March 23, 2018	Students' feedback	House advised the departments to critically analyze the students' feedbacks and to do the needful	All the departments performed accordingly
March 23, 2018	Publication of journal, magazine	House requested the teachers to publish their research works in UGC enlisted/Peer reviewed /reputed journals/magazines	Moderate level of response has been received
March 23, 2018	Training for computer skill and office management skill to the staff	Committee resolved that college may arrange a computer training programme for the staff to enable them for enhancing the ICT-capability and management skill	Two workshops were organised. 13 office staffs participated in the programme titled "Basic computer operation for office management" and 32 teachers (fulltime as well as part time) participated in the training programme titled "Basic operational skill on MS office"
March 23, 2018	Cleaning of the campus	House resolved that regular cleaning of class rooms, toilets, urinals be done.	Cleaning is done on regular basis
March 23, 2018	Non teaching staff recruitment for PG Departments and Office	IQAC proposed the Teacher-in-Charge to recruit required Non-Teaching Staff/Supporting Staff for smooth functioning of PG departments and Office	College initiated the process for recruitment
March 23, 2018	Introduction of distance education	IQAC enquired about the status of the proposal sent to NSOU for Distance Education, and learned that it is in a stalemate situation. House requested the Mahavidyalaya to enquire about the matter and do the needful.	The Mahavidyalaya entrusted Dr. Selim Chisti and Dr. Nirmal Bera to look into the matter and do necessary communications with NSOU.



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March 23, 2018	Miscellaneous	Committee suggested preparing some display board. The campus monitoring committee will be responsible to do the work.	Steps yet to be introduced
		Committee resolved to organize a workshop on Soft skill Development by the Career Counselling Cell of the Mahavidyalaya	The concerned Cell organized a workshop
April 24, 2018	Disposal of chemical waste of science departments	House requested the science departments for developing the proper infrastructure for disposal of chemical wastes	Authority on principle agreed to the suggestions and proceeded for necessary actions
April 24, 2018	Proposal for tobacco free campus	IQAC requested the Teacher-in-Charge to go forward for bringing forth the concept of tobacco-free college campus	College authority acted accordingly
April 24, 2018	Proposal to subscribe new e-journals (free)	House unanimously resolved to enrich the college library via increasing the collection of free e-journal	Librarian along with the Library-sub-Committee encouraged the departments and made a good collection of e-journals
April 24, 2018	Introduction of Yoga as a social extension work	IQAC proposed for initiating a Yoga Training Centre in the college premises by a trained instructor to promote good health among the local children	College Authority started the Yoga Training Centre in the College campus
April 24, 2018	Miscellaneous	IQAC suggested the convener of N.S.S Units of the Mahavidyalaya to submit a file on the collection of different events preconformed by N.S.S to the IQAC	N.S.S Units accomplished the work properly

S. Chaki

Coordinator, IQAC  
Sabang Sajani Kanta Mahavidyalaya



Principal, 12/03/2020

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