



# 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 2018-19

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

Date	Agenda	IQAC Resolutions	Action Taken
July 17, 2018	Initiatives to accustom with the new CBCS-oriented class lectures for students of Humanities Stream	House unanimously resolved to suggest the departments to conduct orientation classes for the humanities streams to make the students aware about CBCS	Humanities departments took orientation classes.
July 17, 2018	Initiation of Mentor-Mentee Programme	House unanimously resolved that departments should initiate Mentor-Mentee Programme for the new students.	Departments acted accordingly
July 17, 2018	Initiation of Faculty Exchange programme	House unanimously resolved that PG departments should emphasis on more and more faculty exchange programme.	Some PG departments as well as UG departments started faculty exchange programme.
July 17, 2018	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 17, 2018	Popularisation of virtual classroom	For bringing into better use of virtual class room IQAC suggested the college authority to develop the inner infrastructure of the room	Inner infrastructure developed
July 17, 2018	Development of gardens in the campus	Committee requested the convenor of N.S.S Cell of the Mahavidyalaya to develop gardens in the campus for enhancement of beautification	N.S.S Cell of the Mahavidyalaya acted properly
July 17, 2018	Initiatives towards enrichment of library through e-resources	House unanimously resolved to enrich the college library via increasing the collection of e-resources	Moderate collection of e-resources have been done
July 17, 2018	Miscellaneous	The IQAC suggested the college authority to write to the Transport Department, GOWB to construct 2 waiting sheds (bus stops) for students.	College authority did accordingly.
		House decided to encourage research by providing a shedd money of Rs. 10,000/- per department for the purpose of organising	The college authority agreed to the concept and allotted the shedd money whichever



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		seminar/conference/workshop/publication.	department presented the proposal.
August 21, 2018	Medicinal garden	Committee requested Botany department to develop a medicinal gardens in the campus	Botany department built up the medicinal garden
August 21, 2018	Tree plantation	Committee requested the convenor of N.S.S Cell of the Mahavidyalaya to go for tree plantation for making the campus green	N.S.S Cell of the Mahavidyalaya acted properly
August 21, 2018	LCD based class room	IQAC requested the College authority for converting some of class rooms into LCD based to cope up with modern demand	06 class rooms are converted into LCD based class rooms
August 21, 2018	Students' Feedback	House avised the departments to critically analyse the students' feedbacks and to do the needful	Departments performed accordingly
August 21, 2018	Analysis of results, progress and problems	House advised the departments to critically analyse the students' results and identify the pros & cons	Departments acted accordingly
August 21, 2018	Remedial classes for slow learners	House requested the HODs for arranging remedial classes for the weakstudents	Departments acted accordingly
August 21, 2018	Digitization of Classroom	IQAC requested the College Authority for digitization of class rooms	College authority moved forward for the digitization of the class rooms
August 21, 2018	Seminar / Workshop	Committee advised the Convenor of Seminar Organing Sub-Committee seminar / workshop/conferences throughout the year in the college.	Some departments organised seminars.
August 21, 2018	Misclenious	IQAC advised the NSS cell to organiseWorld AIDS Day in an effective way.	NSS cell organised the same.
		IQAC advised the NSS cell to celebrate the concept of "Shwacchata Hi Seva" in an informative jasture.	NSS cell organised the same in a befitting manner.
September18, 2018	Renovation in buildings for differently abled students.	IQAC suggested the College Authority for making the college campus into a differently-abled one	College authority moved forward for the same



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September 18, 2018	Orientation on library usage mechanism	House unanimously resolved that the IQAC along with the librarian will conduct an orientation program for new students on library usage mechanism as it is witnessed that lesser number of students are using the library.	The IQAC in collaboration with the library - sub-committee conducted the orientation program.
September 18, 2018	Career Counselling	IQAC suggested to regularise the career counselling cell and provide	Career Counselling cell revitalised the system and started counselling the passing out students.
September 18, 2018	Creation of Mentor Mentee Groups	IQAC suggested the Departments to creation of Mentor Mentee Groups comprising the new students.	Different departments created the groups with the new students.
September 18, 2018	Miscellaneous	the house resolved to direct the departments to conduct field surveys/study tours/Internships keeping in mind the relevant issues of the locality.	The different department carried out their programmes.
Nov. 27, 2018	Renovation of auditorium	IQAC requested the college authority to renovate the auditorium with the MLA fund.	College authority agreed to the suggestion and started formalising in that direction.
Nov. 27, 2018	New building from the fund of HED	IQAC suggested the Mahavidyalaya authority to build a controller section for PG.	The spade work for building the controller section is done.
Nov. 27, 2018	Introduction of Distance Education	The College authority is requested to build the necessary physical infrastructure to facilitate the commencement of the courses.	The College authority built the infrastructure
Nov. 27, 2018	Workshop on the use of Liquid Bio-fertilizer (social Extension work)	IQAC suggested the Mahavidyalaya authority to conduct a workshop on the use of Liquid Bio-fertilizer for the peasant communities of Sabang.	The mahavidyalaya authority conducted the workshop with the help of KRIBHCO (an organization of Govt. of India)
Nov. 27, 2018	Plastic free campus	The College authority is requested to maintain the glorious tradition of keeping the college free of plastic.	The NSS cell along with the college administration took a special drive to motivate the new students in that manner.
Nov. 27, 2018	Tobacco free campus	The College authority is requested to maintain the glorious tradition of keeping the college free of tobacco.	The NSS cell along with the college administration took a



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			awareness drive to motivate the new students in that manner.
Nov. 27, 2018	Arrangement of Purified Water	IQAC took a note of inadequate facilities of drinking water in the campus and suggested the authority to take decisions in that direction.	The college authority on principle agreed to the suggestion and started to build up the drinking water facility in the college premises.
Nov. 27, 2018	Miscellaneous	All the departments are requested to organise departmental Alumni meet and constitute an Departmental Alumni Cell.	Some of the departments took it seriously and organised the alumni cell and other departments are planning for the same.
		The IQAC took a note of the telephonic conversation with ABP Anand & Gillette and decided to organise a One Day Workshop on Soft skill Development under the leadership of Career counselling cell.	Career counselling cell organised the workshop.
		IQAC requested the college authority to revitalise Vidyasagar Patha Parishad and organise different cultural programmes comprising the students of the feeder schools.	Vidyasagar Patha Parishad organised series of programmes under its banner comprising the students of the feeder schools
Jan.18, 2019	Library automation	IQAC requested the Librarian to seek the Finance Sub-Committee and settle the modalities of tendering	Finance Sub-Committee and the Librarian went ahead for materialising the plan
Jan.18, 2019	Promotion of hygienic sense	Committee pondered over the issues of diseases relating to unhygienic habits and impure water. Health unit of the college is requested to aware the students on these burning issues	The health unit of the college prepared class materials/PPT materials for every department
Jan.18, 2019	Guest teacher recruitment	House took a note of scarcity of teachers, and suggested the college authority to recruit guest teachers both for UG and PG departments	College authority started the process of recruiting guest teachers
Jan.18, 2019	Installation of CCTV camera	IQAC suggested the Mahavidyalaya authority to install more CCTV cameras so that every nook and corner can be monitored for making the campus safe & secure	Mahavidyalaya authority installed 44 more CCTV cameras



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Jan.18, 2019	Installation of lift	IQAC requested the College authority to adhere to the DPR submitted to RUSA and construct the lift mentioned therein	RUSA Sub-Committee agreed to do the needful immediately to construct the lift
Jan.18, 2019	Analysis of results	House advised the departments to critically analyse the students' results and identify the pros & cons	Departments acted accordingly
Jan.18, 2019	Blood Donation Camp	To cope with the crisis of scarcity of blood in the district of Midnapur IQAC instructs N.S.S Cell of the Mahavidyalaya to conduct a blood donation camp	NSS Unit acted accordingly
Jan.18, 2019	Thallasaemia Awareness Camp	IQAC advised the N.S.S Cell to conduct a Thallasaemia detection and Awareness Camp	NSS Unit acted accordingly
Jan.18, 2019	Miscellaneous	House advised the college authority to take Teachers' feedback on management	Authority acted accordingly
		The house unanimously resolved that series of Motivational Seminar & Career Counselling be undertaken for the passing out students by the IQAC. House also resolved that the work be done directly under the guidance of the IQAC of the Mahavidyalaya.	Series of motivational Seminar & Career Counselling camp were organised in collaboration with RICE, Medinipur; Cambridge School of Hotel Management and JETKING.
March 2 2019	Arrangement of safe drinking water for students and staff	IQAC observed that the decision taken in the meeting dated Nov. 27 2018 to install sufficient no of drinking water facilities is not yet materialised. House suggested the authority to do the same without delay.	The College authority installed 4 water purifier machine with cooling facilities.
March 2 2019	Teacher's rest room	IQAC requested the college authority to construct a rest room for the teachers.	The college authority on principle agreed to the suggestion and started to process for the same.
March 2 2019	Naming and Labelling of different buildings	IQAC requested the college authority to name and label the buildings.	The college authority acted accordingly.
March 2 2019	Creation of individual departments and its infrastructure	The house decided to create separate facilities for all the departments.	The college authority separated all the departments with exclusive facilities, however, common





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			classes are held in big rooms.
March 2 2019	Miscellaneous	Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year	All the concerned cells are there to take serious steps whenever problems arise.
May 14, 2019	Creation of internet facilities	It is resolved to install sufficient no of internet facilities to offer at least one internet line to each department.	The college authority on principle agreed to the suggestion and initiated to do the same.
May 14, 2019	Rain water harvesting	IQAC resolved to build a rain water harvesting facility so that the students of the college (mostly children of peasants) may replicate the same in their land.	The college authority on principle agreed to the suggestion and initiated to do the same.
May 14, 2019	Green audit	IQAC requested the college authority to conduct a green audit for the college in order to project the college as a eco-friendly campus.	The college authority on principle agreed to the suggestion but yet perform the audit.
May 14, 2019	Laboratory fire security	It is resolved to install sufficient no of fire extinguisher in the science laboratories.	The college authority on principle agreed to the suggestion but yet install the same.
May 14, 2019	Arrangement of Golden Jubilee	IQAC proudly declare that the college has completed 50 years of its operation, the house resolved to suggest the college authority to form a committee comprising of the teachers/ non-teaching staffs and the members of Alumni Association to celebrate the Golden Jubilee of the college in a befitting manner.	Golden Jubilee Celebration Committee is formed following the suggestion of the IQAC and decided to celebrate the Jubilee through out year 2020 whose inauguration will start from Jan 25, 2020.
May 14, 2019	Miscellaneous	The IQAC resolved that the college authority must honour the outstanding performance in sports/cultural activities/ academic activities at national/international level.	The college authority on principle agreed to the suggestion and decided to honor the outstanding performer/s with a treat of lunch with the GB members. .



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		The IQAC suggested the women cell of the mahavidyalaya to organise a Group discussion amongst the girls students just following the International womens day celebration.	The women cell of the mahavidyalaya organised the group discussion.
June 25, 2019	Underground electric lines	The IQAC observed that the overhead electrification is hazardous, especially because of the excessive level of thunderstorm in the locality. Under the circumstances The IQAC suggested the college authority to underground the electric lines within the campus.	The college authority on principle agreed to the suggestion but yet undertake the work..
June 25, 2019	Campus map and route direction	The IQAC observed that the old campus map route direction has become backdated as new buildings have emerged and due to weathering the directions have also been eroded.	The college authority on principle agreed to the suggestion and acted accordingly.
June 25, 2019	Question bank comprising old questions of VU	The house resolved that a special drive be taken by the IQAC for making a file by the name 'question bank' comprising old question papers of VU and upload the same in the college's website.	The IQAC of the Mahavidyalaya adhered to the suggestion and successfully framed a policy to upload the same on website..
June 25, 2019	Regularization of Suggestion box	It is observed that the suggestion box of the college is not functioning well, moreover the box is not visible to all the students. IQAC suggested the college to do the needful so that the box is visible and regular processing of the suggestions are made.	The college authority on principle agreed to the suggestion and acted accordingly.
June 25, 2019	Hostel Renovation	It is observed that the long standing decision of the IQAC to renovate the hostels is going on very slow. The IQAC instructed the college authority to do all the necessary formalities immediately and start the renovation work.	The college authority on principle agreed to the suggestion and went for the necessary tendering formalities.
June 25, 2019	Up-gradation of Website	The house resolved that the IQAC of the Mahavidyalaya should upgrade the Website of the Mahavidyalaya in accordance with the requirement of the NAAC.	The IQAC of the Mahavidyalaya undertook the responsibility in its shoulder and engaged



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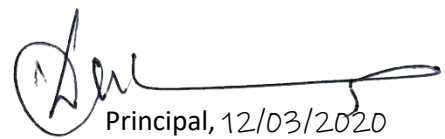
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			TEQ2WEB to upgrade the website as per the new requirements of NAAC.
June 25, 2019	Creation of Departmental Staff room	The IQAC observed that the campus is a huge one and the departments are scattered at all corners, as a result of this invaluable time is wasted on the road to reach to the departments from the central teachers common room. The house suggested the college authority to construct departmental staff rooms attached to the departments.	The college authority on principle agreed to the suggestion and arranged staff rooms attached with specific departments.
June 25, 2019	Miscellaneous	The IQAC suggested the office of the college to go for a Training Programme on accounting software: Tally, so that the accounts can be kept at finger tip.	The college authority on principle agreed to the suggestion and arranged one one day training programme on Tally for the staffs of the college.

S. Chaki

Coordinator, IQAC  
Sabang Sajani Kanta Mahavidyalaya



  
Principal, 12/03/2020

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P.O. Lutunia, Dist. Paschim Medinipur