

NOTICE

Dated: 3. 8. 2022

All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 1pm on 26th August, 2022. The following agenda will be discussed. Further the IQAC Coordinator will meet each sub group members through Google Meet successively.

Agenda:


1. Confirmation of the minutes of last meeting held on 22ND April, 2022.
2. Preparation and submission of AQAR of the session 2021-22
3. To discuss administrative situation prevalent and issues to be fixed to set up normalcy
4. Organisation of internal college programmes with NSS related to issues of health, gender issues, environmental issues, seminars/workshops, in collaboration with specialized organisations and NGOs.
5. Finalise plan for faculty exchange lectures with Vivekananda College for Women and any other, starting addon course on cyber security and ethical hacking and young entrepreneur fair before Durga Pujas.
6. Miscellaneous.

Members of IQAC:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Dr. Prabir Kumar Bandyopadhyay, Management member (Administrator)
3. Dr. Prabir Kumar Ghosh Roy, Employer member (Higher Education Dept, Govt. of West Bengal)
4. Sri Nirmal Roy, Industry Member (Ex General Manager, Technical Adviser, WEBEL)
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO)
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC
7. Dr. Indrani Nath, Teacher Member
8. Sri Uttam Kumar Bhakta, Teacher Member
9. Sri Madhab Sarkar, Teacher Member
10. Dr. Sanchaita Lala, Teacher Member
11. Dr. Suman Sinha, Teacher Member
12. Dr. Nabanita Sengupta, Teacher Member
13. Sri Sanjib Kumar Gupta, Teacher Member
14. Sri Sourav Kumar Dey, Alumni Member
15. Smt. Lopamudra Chowdhury, Local Society Member
16. Sri Shankar Bose, Administrative member
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member


Chairperson of IQAC

Principal
Sarsuna College
Kolkata-61


3.8.22

Coordinator of IQAC

Prashasti Bhattacharyya
IQAC Coordinator
SARSUNA COLLEGE

Minutes of IQAC Meeting

Date: 26.8.22 Time: 1 PM

Venue: Principal's Room, Sarsuna College

Members Present:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college *Subhankar Tripathi*
2. Dr. Prabir Kumar Bandyopadhyay, Management member (Administrator)
3. Dr. Prabir Kumar Ghosh Roy, Employer member (Higher Education Dept, Govt. of West Bengal)
4. Sri Nirmal Roy, Industry Member (Ex General Manager, Technical Adviser, WEBEL)
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO)
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC *Prashasti Bhattacharyya 26.8.22*
7. Dr. Indrani Nath, Teacher Member
8. Sri Uttam Kumar Bhakta, Teacher Member *Uttam*
9. Sri Madhab Sarkar, Teacher Member *Madhab Sarkar*
10. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala*
11. Dr. Suman Sinha, Teacher Member *Suman Sinha*
12. Dr. Nabanita Sengupta, Teacher Member *Nabanita Sengupta*
13. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib Kumar Gupta*
14. Sri Sourav Kumar Dey, Alumni Member *Sourav*
15. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra Chowdhury*
16. Sri Shankar Bose, Administrative member *Shankar Bose*
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*

Agenda and Discussion:

Agenda 1. Confirmation of the minutes of last meeting

Discussion: The minutes of the last meeting has been confirmed unanimously.

Agenda 2. Preparation and submission of AQAR of the session 2021-22

Discussion: The Coordinator pointed out that data collection is going on. Certain departments are delaying in providing data on student progression and all are not equally interested in filling feedback forms. Sri Sanjib Gupta prepared a list of not received information. He suggested that LMS be completed fast so that data collection becomes easy.

Agenda 3. To discuss administrative situation prevalent and issues to be fixed to set up normalcy

Discussion. The Coordinator pointed out along with teachers that its now more than 2 years that the college does not have a Governing Body. All finance-based projects keep on getting delayed. College infrastructure development is getting stagnant. NAAC is getting delayed and impossible day by day without carrying out these activities that need funds. Certain plans have been finalized like LMS, library development but cannot move through due to fund issue. The Chairperson said in dismay that administrator is most non cooperative in case of financial transactions. He gives permission only for daily affairs and moreover turns deaf to any long explanation. Dr. Sarkar suggested that the college try for government funds or from industries. Coordinator said that getting any assistance is easy but getting funds as donations is not when in reality we have the money. The Chairman said that if the administrator participated in meetings like this all could have requested him. But he remains absent. Nevertheless, he will try to explain to him by meeting.

Agenda 4. Organisation of internal college programmes with NSS related to issues of health, gender issues, environmental issues, seminars/workshops, in collaboration with specialized organisations and NGOs.

Discussion: The team was asked to go forward with plans that need minimum fund and minimum requirement for all activities will be borne anyhow by the college.

Agenda 5. Finalise plan for faculty exchange lectures with Vivekananda College for Women and any other, starting addon course on cyber security and ethical hacking and young entrepreneur fair before Durga Pujas.

Discussion: Faculty and student exchange lectures can go along without any problem. Prof Uttam Bhakta pointed out that all departments should try for this. Addon course on Cyber Security can be finalized after a n interactive session with students and teachers by IEM Lab, our collaborator. Date to be fixed at the earliest in September. Young Entrepreneur fair will also go ahead and for external participants there will be minimum fees. Our partner from Kerala will receive whatever cooperation needed from college. Date fixed to be on 27th and 28th September.

Agenda 6. Miscellaneous.

Discussion: There was no more issues and the Coordinator was asked to concentrate on the planning events that would be possible without huge financial expenses.

NOTICE

Dated: 23.11.2022

All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 12 noon on 6th December, 2022. The following agenda will be discussed.

Agenda:

1. Confirmation of the minutes of last meeting held on 26th August, 2022.
2. Discussion regarding effective contribution desired from all members of the IQAC and also from all members of the college.
3. Pointing out no redressal of college administrative issues.
4. Planning sports, Swami Vivekananda Week celebration and health, environment, cleanliness awareness programmes.
5. Reviewing state of documentation and data management of different departments.
6. Setting up different clubs of similar interested students and teachers.
7. Introducing add-on courses fully.
8. Miscellaneous

Members of IQAC

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Dr. Sujit Pal, Management member (Administrator)
3. Dr. Prabir Kumar Ghosh Roy, Employer member (Higher Education Dept, Govt. of West Bengal)
4. Sri Nirmal Roy, Industry Member (Ex General Manager, Technical Adviser, WEBEL)
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO)
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC
7. Dr. Indrani Nath, Teacher Member
8. Sri Uttam Kumar Bhakta, Teacher Member
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10. Dr. Sanchaita Lala, Teacher Member
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12. Dr. Nabanita Sengupta, Teacher Member
13. Sri Sanjib Kumar Gupta, Teacher Member
14. Sri Sourav Kumar Dey, Alumni Member
15. Smt. Lopamudra Chowdhury, Local Society Member
16. Sri Shankar Bose, Administrative member
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member
19. Sri Krishna Bose, Student member
20. Sri Amit Mukherjee
21. Sri Tanmoy Sarkar *Tanmoy Sarkar*

Subhankar Tripathi

Chairperson of IQAC

Principal
Sarsuna College
Kolkata-61

Prashasti Bhattacharyya
23.11.22

Coordinator of IQAC

Prashasti Bhattacharyya
IQAC Coordinator
SARSUNA COLLEGE

Minutes of IQAC Meeting

Date: 6.12.22 Time: 12 noon Venue: Principal's Room, Sarsuna College. Duration: 1 hour

Members Present:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college *Subhankar Tripathi*
2. Dr. Sujit Pal, Management member (Administrator)
3. Dr. Prabir Kumar Ghosh Roy, Employer member (Higher Education Dept, Govt. of West Bengal)
4. Sri Nirmal Roy, Industry Member (Ex General Manager, Technical Adviser, WEBEL)
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO)
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC *Prashasti Bhattacharyya 6.12.22*
7. Dr. Indrani Nath, Teacher Member *In Nath 6.12.22*
8. Sri Uttam Kumar Bhakta, Teacher Member *Uttam*
9. Sri Madhab Sarkar, Teacher Member *Madhab Sarkar*
10. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala*
11. Dr. Suman Sinha, Teacher Member
12. Dr. Nabanita Sengupta, Teacher Member *Nabanita Sengupta*
13. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib Kumar Gupta*
14. Sri Sourav Kumar Dey, Alumni Member *Sourav Kumar Dey*
15. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra Chowdhury*
16. Sri Shankar Bose, Administrative member *Shankar Bose*
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*

Agenda and Discussion:

Agenda 1. Confirmation of the minutes of last meeting held on 26th August, 2022.

Discussion: The minutes of the last meeting has been confirmed unanimously.

Agenda 2. Discussion regarding effective contribution desired from all members of the IQAC and also from all members of the college.

The Coordinator complained that all Teachers were not getting equally involved in work other than specific normal duties allotted. Many are reluctant in participating or even allowing students to participate in events. The need for overall development as the need of the day is not clear to most and excuses are easily given to avoid duties. The same is seen in case of most non teaching staff too.

Unless all are equally diligent and active in the plans and work as a group the college cannot advance. She was supported by the Principal, Sri Sanjib Gupta, Dr. Nabanita Sengupta, Sri Shankar Bose and Sri Prabir Roy Chowdhury. For any venture small or big to be successful there must be mass and willing participation of all. The conclusion was that IQAC will meet students, teachers and NTS and instigate interest and common dream of college improvement.

The head clerk pointed that non-teaching staff are reluctant at times since the casual staff are disheartened with no salary hike over a long time.

Agenda 3. Pointing out no redressal of college administrative issues.

The Chairperson spoke that all attempts to convince administrator to be a signatory on college accounts have failed and hence the barrier on usage of funds remains. All expressed helplessness in such situation and coordinator says that if this situation goes on we won't be able to apply for NAAC.

Agenda 4. Planning sports, Swami Vivekananda Week celebration and health, environment, cleanliness awareness programmes.

NSS and IQAC to prepare specific proposals for Swamiji Youth Celebration Week and other environment, health related events. There should be outreach events and involving locals and other collaborators.

Agenda 5. Reviewing state of documentation and data management of different departments.

All departments will be asked to submit status report, academic duty list, result data analysis, course evaluation and outcome based feedbacks within 15 days.

Agenda 6. Setting up different clubs of similar interested students and teachers.

The final suggestion was to make list of interests per class and then announce final clubs with teachers in charge of all.

Agenda 7. Introducing add-on courses fully.

For this too the same thing should be done.

8. Miscellaneous.

Few of us would need to maintain positive contact amongst all, be supportive to all and spread positive thinking so that willingness and interests may be regained in case of some.

It was recorded that the Entrepreneur Fair was a remarkable success and all wanted that it expands in next year.

Dr. Indrani Nath suggested that the IQAC Coordinator should meet 1st Semester students. Many know nothing about facilities in that college or disciplinary norms. The former said she will and also ask them to interact and suggest about needs and wants.

NOTICE

Dated: 3.4.2023

All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 2 pm on 11th April, 2023. The following agenda will be discussed.

Agenda:

1. Confirmation of the minutes of last meeting held on 6th December, 2022.
2. To encourage the utilization of college resources like lab and human resources to be of use beyond the bounds of the college
3. Managing pending activities related to NAAC planning in the college
4. Miscellaneous.

Members of IQAC

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Dr. Sujit Pal, Management member (Administrator)
3. Dr. Prabir Kumar Ghosh Roy, Employer member (Higher Education Dept, Govt. of West Bengal)
4. Sri Nirmal Roy, Industry Member (Ex General Manager, Technical Adviser, WEBEL)
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO)
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC
7. Dr. Indrani Nath, Teacher Member
8. Sri Uttam Kumar Bhakta, Teacher Member
9. Sri Madhab Sarkar, Teacher Member
10. Dr. Sanchaita Lala, Teacher Member
11. Dr. Suman Sinha, Teacher Member
12. Dr. Nabanita Sengupta, Teacher Member
13. Sri Sanjib Kumar Gupta, Teacher Member
14. Sri Sourav Kumar Dey, Alumni Member
15. Smt. Lopamudra Chowdhury, Local Society Member
16. Sri Shankar Bose, Administrative member
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member
19. Sri Krishna Bose, Student member
20. Sri Amit Mukherjee
21. Sri Tanmoy Sarkar

Prashasti Bhattacharyya
Co-ordinator of IQAC

Sujit Pal
Chairman of IQAC

Prashasti Bhattacharyya
IQAC Coordinator
SARSUNA COLLEGE

Principal
Sarsuna College
Kolkata-61

Minutes of IQAC Meeting

Date: 11.4.23 Time: 2 pm Venue: Principal's Room, Sarsuna College, Duration: 2 hours

Members present

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college *Subhankar Tripathi*
2. Dr. Sujit Pal, Management member (Administrator)
3. Dr. Prabir Kumar Ghosh Roy, Employer member (Higher Education Dept, Govt. of West Bengal)
4. Sri Nirmal Roy, Industry Member (Ex General Manager, Technical Adviser, WEBEL)
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO)
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC *Prashasti Bhattacharyya 11-4-23*
7. Dr. Indrani Nath, Teacher Member *In Nath 11-4-23*
8. Sri Uttam Kumar Bhakta, Teacher Member *Uttam*
9. Sri Madhab Sarkar, Teacher Member *Madhab Sarkar*
10. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala*
11. Dr. Suman Sinha, Teacher Member
12. Dr. Nabanita Sengupta, Teacher Member *Nabanita Sengupta*
13. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib Kumar Gupta*
14. Sri Sourav Kumar Dey, Alumni Member *Sourav*
15. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra Chowdhury*
16. Sri Shankar Bose, Administrative member *Shankar Bose 11-4-23*
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*
19. Sri Krishna Bose, Student member
20. Sri Amit Mukherjee *Amit Mukherjee*
21. Sri Tanmoy Sarkar *Tanmoy Sarkar*

Agenda and Discussion:

Agenda 1. Confirmation of the minutes of last meeting held on 6th Dec, 2022.

Discussion: Minutes of the last meeting are hereby confirmed without any objection.

Agenda 2. To encourage the utilization of college resources like lab and human resources to be of use beyond the bounds of the college

Discussion: It was hence decided that a microbiology workshop will be organized using BOOST lab and a FDP will be planned using GIS Lab while external GIS related projects may be done here.

Agenda 3. Managing pending activities related to NAAC planning in the college

Discussion: Pending activity list was provided to the Chairman to be discussed with administrator once again. The list includes medicinal gardening, solar plant, rain water harvesting, auditorium renovation, museum building, library modernization, sensor setting, child care centre, gym renovation, etc.

Agenda 4. Miscellaneous.

The team expressed losing interest if solution to financial and governance constraints are resolved.

NOTICE

Dated: 19.6.2023

All the internal members of the IQAC are requested to attend a meeting in the Principal's chamber at 12 noon on 26th June, 2023. The following agenda will be discussed.

Agenda:

1. Confirmation of the minutes of last meeting held on 11th April, 2023.
2. Analysing the situation of feedback reports.
3. Analyse the situation related with pending promotion of faculties.
4. Suggesting few things for better functioning of the admission system
5. Assessing the reports given by concerned teachers on interests of students for clubs and addon courses.
6. Proceeding for search of best company options for solar plant, rain water harvesting, library, auditoriums, etc
7. To actively meet the requirements from each department for an effective installation of LMS
8. To actively study for a viable options like ISO certification, green audit, energy audit.
9. Discuss the major points in NAAC parameters in which the college is strong and weak.
10. Discuss a tentative date of GB formation and NAAC application
11. Miscellaneous.

Internal Members of IQAC:-

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Smt. Prashasti Bhattacharyya, Coordinator of IQAC
3. Dr. Indrani Nath, Teacher Member
4. Sri Uttam Kumar Bhakta, Teacher Member
5. Sri Madhab Sarkar, Teacher Member
6. Dr. Sanchaita Lala, Teacher Member
7. Dr. Suman Sinha, Teacher Member
8. Dr. Nabanita Sengupta, Teacher Member
9. Sri Sanjib Kumar Gupta, Teacher Member
10. Sri Sourav Kumar Dey, Alumni Member
11. Smt. Lopamudra Chowdhury, Local Society Member
12. Sri Shankar Bose, Administrative member
13. Sri Suvadeep Mukherjee, Administrative member
14. Sri Prabir Roy Chowdhury, Administrative member

Prashasti Bhattacharyya.
Co-ordinator of IQAC

Prashasti Bhattacharyya
IQAC Coordinator
SARSUNA COLLEGE

Subhankar Tripathi
Chairman of IQAC

Principal
Sarsuna College
Kolkata-61

Minutes of IQAC Meeting

Date: 26.6.23 Time: 12 noon Venue: Principal's Room, Sarsuna College. Duration: 2 hours

Members Present:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college *Subhankar*
2. Smt. Prashasti Bhattacharyya, Coordinator of IQAC *Prashasti Bhattacharyya 26.6.23*
3. Dr. Indrani Nath, Teacher Member *Indrani*
4. Sri Uttam Kumar Bhakta, Teacher Member *Uttam*
5. Sri Madhab Sarkar, Teacher Member *Madhab Sarkar*
6. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala*
7. Dr. Suman Sinha, Teacher Member *Suman*
8. Dr. Nabanita Sengupta, Teacher Member *Nabanita*
9. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib*
10. Sri Sourav Kumar Dey, Alumni Member *Sourav*
11. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra*
12. Sri Shankar Bose, Administrative member *Shankar*
13. Sri Suvadeep Mukherjee, Administrative member
14. Sri Prabir Roy Chowdhury, Administrative member *Prabir*

Agenda and Discussion:

Agenda 1. Confirmation of the minutes of last meeting held on 11th April, 2023.

Discussion: Minutes of the last meeting are hereby confirmed without any objection.

Agenda 2. Analysing the situation of feedback reports.

Discussion: The findings of the feedback reports were discussed. The suggestions of students include primarily the need of more copies of books in library, expectation of a better cooperative office, many students finding completion of syllabus hard and less interesting course. The suggestions of teachers and non-teaching staff were also discussed. While suggestions of teachers include the immediate solution to setting up of a Governing body in the college to sort out all problems of development, that of NTS is the increment in their salaries that was not done in last 7-8 years.

Whereas student needs can be sorted out the other 2 main needs of teachers and NTS are not in hands of anyone. This was the ultimate view.

Agenda 3. Analyse the situation related with pending promotion of faculties.

Discussion: The Chairman pointed out that Higher Education Expert and administrator was finding small errors in some CAS reports submitted. Such errors on the part of teachers are not expected. This causes shame to the college Principal and IQAC, both of whom are too busy in different works and may overlook stupid errors of printing or a calculation or spelling. For the purpose of being extra careful he suggested a small team of professors be made by him who would check documents thoroughly before the checking of IQAC Coordinator and Chairman.

Agenda 4. Suggesting few things for better functioning of the admission system.

Discussion: The Coordinator suggested that the admission system be checked by office thoroughly by mock entries so that later errors don't arise. Office members too suggested that the online assistance system to applicants must be easily available and functioning rightly.

Agenda 5. Assessing the reports given by concerned teachers on interests of students for clubs and add-on courses.

Discussion: Interests were mainly in areas of photography, designing and art forms, music dance, entrepreneurship and innovation, wildlife watching, social activities, women issues, health and hygiene, our heritage and culture, astronomy, student help, drama and film, trekking, fashion.

In case of add-on courses student had interests in photography, fashion designing, art and craft learning, grooming, cyber security and ethical hacking, job based training, training for competitive exams, job based courses, communication skill development, yoga, exercises and defence training, digital marketing and recycled goods making.

It was also pointed out that if any cost is needed to do a course, participation is in question. We need to start with few small ones and see actual turnovers. Students have shown immense interest in things but only when that is free.

The Coordinator said that in Tally and Cyber Security introduced the very little course fees in one and none in another was still not attracting lots. Those who registered are not turning over finally in classes and many saying guardians are asking them to concentrate on main courses.

Agenda 6. Proceeding for search of best company options for solar plant, rain water harvesting, library, auditoriums, etc

Discussion: The coordinator will try to bring options among best companies for discussion on these.

Agenda 7. To actively meet the requirements from each department for an effective installation of LMS

Discussion: The departments are requested to fast provide paper wise course materials, soft copy books, question papers, answers, training sets, exercises and all relevant needs of an effective LMS installation.

Agenda 8. To actively study for a viable options like ISO certification, e-waste management, green audit, energy audit.

Discussion: The coordinator will try to bring options among best companies for discussion on these.

Agenda 9. Discuss the major points in NAAC parameters in which the college is strong and weak.

Discussion: The coordinator explained the parameters of qualitative and quantitative assessments and pointed out the strengths and weaknesses of the college. She shared some documents so that all can study them and give feedbacks.

Agenda 10. Discuss a tentative date of GB formation and NAAC application

Discussion: The Chairman said that he is trying best to convince higher education department to allow formation of a GB, but hard to specify any date. Its better to get ready on one side and wait for Gb to form for finance needs.

Agenda 11. Miscellaneous.

Discussion: LMS must consist feedback system and teacher data regular input system to avoid delays and ignorance of most.