

## NOTICE

Dated: 2. 8. 2023

All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 3pm on 18<sup>th</sup> August, 2023. The following agenda will be discussed.

### Agenda:

1. Confirmation of the minutes of last meeting held on 26.6. 2023.
2. Preparation and submission of AQAR of the session 2023-24.
3. To discuss admission related issues for forthcoming session.
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, starting add-on courses and young entrepreneur fair before Durga Pujas.
6. Miscellaneous.

### Members of IQAC:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Dr. Ramaprasad Bhattacharya, 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

*Subhankar Tripathi*  
2.8.23

Chairperson of IQAC

*Prashasti Bhattacharyya*  
2.8.23

Coordinator of IQAC

## Minutes of IQAC Meeting

Date: 18.8.23 Time: 3 PM

Venue: Principal's Room, Sarsuna College

### Members Present:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college *Subhankar Tripathi 18.8.23.*
2. Dr. Ramaprasad Bhattacharya, 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 18.8.23.*
7. Dr. Indrani Nath, Teacher Member *Indrani Nath 18.8.23.*
8. Sri Uttam Kumar Bhakta, Teacher Member *Uttam 18.8.23*
9. Sri Madhab Sarkar, Teacher Member
10. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala 18.8.23*
11. Dr. Suman Sinha, Teacher Member *Suman Sinha 18/8/23*
12. Dr. Nabanita Sengupta, Teacher Member
13. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib 18/8/23*
14. Sri Sourav Kumar Dey, Alumni Member *Sourav 18/8/23*
15. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra 18/8/23*
16. Sri Shankar Bose, Administrative member *Shankar 18.8.23*
17. Sri Suvadeep Mukherjee, Administrative member *Suvadeep 18/8/23*
18. Sri Prabir Roy Chowdhury, Administrative member *Prabir 18/8/23*

### Agenda and Discussion:

#### **Agenda 1. Confirmation of the minutes of last meeting held on 26.6.23.**

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

#### **Agenda 2. Preparation and submission of AQAR of the session 2023-24.**

Discussion: The Coordinator pointed out that all teaching and non teaching staff of the college do not actively participate in data collection and analysis process. Certain departments are delaying in providing data on departmental reports, student progression data, etc and all are not equally interested in filling feedback forms. IQAC prepared a list of not received information. Dr. Sanjib Gupta added that many teachers have not also submitted study materials, question bank, sample exercises departmental alumni progression etc for speedy completion of LMS. If LMS be completed fast so that data collection for Academic Audit, AQAR submission and applying for NAAC will become easy.

### **Agenda 3. To discuss admission related issues for forthcoming session.**

Discussion. The Coordinator pointed out that from the forthcoming session CCF system will be started and centralised admission of the University will be introduced. The Admission Committee needs to think about combinations to be provided, projecting about brighter sides of the college in website and ensure by helpline number that students facing issues be assisted and admitted status be maintained and improved. The Chairperson assured of directing Admission Committee about the suggestions.

### **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: As previous years we will go forward with plans that need minimum fund and minimum requirement for all activities will be borne anyhow by the college as still there is no Governing Body of the college. NSS and IQAC will act hand in hand and organise seminars, workshops, environmental awareness programmes, health and social awareness programmes, outreach activities. Help of the collaborators will be taken as and when needed. A plan is there for organising Alzheimer's and Dementia awareness event taking help from all Police stations of Behala so that Pronam elderly members can be reached out. Thalassaemia awareness should be organised. In monsoon and post-monsoon outbreak of dengue rises and for that cause there should be awareness campaign in the area. Other progs should also be scheduled to commemorate different important days, viz. GIS Day, 15<sup>th</sup> August, etc.

### **Agenda 5. Finalise plan for faculty exchange lectures, starting addon courses and young entrepreneur fair before Durga Pujas.**

Discussion: Faculty and student exchange lectures like last session should be taken care off and all departments should be actively organizing. Addon courses as per feasibility analysis of the IQAC should be started on as many subjects as possible. It is directed by the Chairperson that since no fees will be taken from students, teachers taking classes of these courses will not be paid any remuneration extra. Special classes may be allotted to our collaborators specialising on the aspects. Young Entrepreneur fair will also go ahead and for external participants there will be minimum fees. Our partner from Kerala and other collaborator colleges will be involved and we will try to take governmental help. The essence should be handmade products, organic green products, recycled products mainly. Date to be fixed before Durga Pujas. The fair should be increased inviting outside young participants too like other college student participants, Local area participants.

### **Agenda 6. Miscellaneous.**

Discussion: There was no more issues except trying for bringing the college back to normalcy with a Governing Body.

## NOTICE

Dated: 5.12.2023

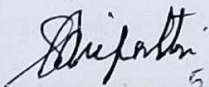
All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 2pm on 14th December, 2023. The following agenda will be discussed.

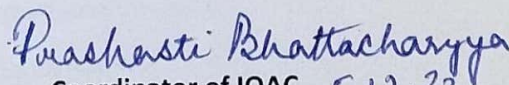
### Agenda:

1. Confirmation of the minutes of last meeting held on 18<sup>th</sup> August, 2023.
2. Discussion regarding forming effective new collaborations.
3. Discussion on redressal of college administrative issues.
4. Planning sports, Swami Vivekananda Week celebration and health, environment, cleanliness awareness programmes, outreach progs.
5. Reviewing state of documentation and data management of different departments.
6. Setting up different clubs of similar interested students and teachers.
7. Miscellaneous

### Members of IQAC

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Dr. Ramaprasad Bhattacharya, 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 Suvadeep Mukherjee, Administrative member
17. Sri Prabir Roy Chowdhury, Administrative member

  
Chairperson of IQAC 5.12.23

  
Coordinator of IQAC 5.12.23

## Minutes of IQAC Meeting

Date: 14.12.23 Time: 2 pm Venue: Principal's Room, Sarsuna College. Duration: 1 hour

### Members Present:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college ✓ *Subhankar Tripathi*
2. Dr. Ramaprasad Bhattacharya, 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*
7. Dr. Indrani Nath, Teacher Member *Indrani Nath*  
14.12.23
8. Sri Uttam Kumar Bhakta, Teacher Member *Uttam*
9. Sri Madhab Sarkar, Teacher Member *Madhab Sarkar*  
14.12.23
10. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala*
11. Dr. Suman Sinha, Teacher Member
12. Dr. Nabanita Sengupta, Teacher Member
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 Suvadeep Mukherjee, Administrative member *Suvadeep Mukherjee*
17. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*

### Agenda and Discussion:

Agenda 1. Confirmation of the minutes of last meeting held on 18<sup>th</sup> August, 2023.

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

Agenda 2. Discussion regarding forming effective new collaborations.

Discussion: IQAC Coordinator suggested that the college should renew certain active collaborations and move forward with collaborations with private technical universities, IT companies, NGOs.

Agenda 3. Discussion on redressal of college administrative issues.

Discussion: IQAC members including industrial member, stakeholder member all expressed concern about no solution to GB formation related matter. All expressed anxiety regarding the stagnant situation persisting for last few years from 2020. Chairperson said that he has been receiving

positive feedbacks from Higher Education Dept for sending nomination of President soon. He said he is trying every possible way as without GB many activities are remaining undone.

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

Discussion: The IQAC coordinator will be fixing dates and detailed programme plans in consultation with TCS, NSS coordinator, office. After full planning a budget may be allowed by the Principal.

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

Discussion: Dr. Indrani Nath said that Result Committee needs to provide all department heads with result analysis so that they can use in Academic Audit documentation. Prabir Roy Chowdhury expressed concern about certain issues faced by office administration in using the LMS database. IQAC Coordinator suggested that the college needs to recruit a data management officer who can update system regularly.

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

Discussion: Clubs like Music, Dance, Entrepreneurship and Innovation, Astronomy, Health-hygiene, Drama and film lovers, Fashion and Grooming, Creative Writer's, Designing and Art clubs to be started. Photography club and Wildlife-Nature ♥ lovers Club are actively working and even taking part in activities.

Agenda 7. Miscellaneous

Discussion: Dr. Sanjib Gupta suggested that in next semester there will be option of Summer Internship. There should be planning done for that. IQAC Coordinator agreed to give plan in next meeting after consulting different collaborators of the college.

Dr. Indrani Nath suggested that the IQAC Coordinator should like previous year meet 1<sup>st</sup> 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.

Lastly the IQAC Coordinator expressed concern regarding decrease in number of admitted students under CCF system in case of many streams. She wished a detailed analysis be done regarding the matter in next meeting.

## NOTICE

Dated: 10.3.2024

All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 1pm on 15<sup>th</sup> March, 2024. The following agenda will be discussed.

### Agenda:

1. Confirmation of the minutes of last meeting held on 14<sup>th</sup> December, 2023.
2. To present plan for summer internships of CCF students.
3. To discuss dwindling admission in many streams under CCF system and to find solution.
4. Managing pending activities related to NAAC planning in the college
5. Miscellaneous.

### Members of IQAC

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Dr. Ramaprasad Bhattacharya, 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)
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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
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member

*Prashasti Bhattacharyya*  
Co-ordinator of IQAC 10.3.24.

*Subhankar Tripathi*  
Chairman of IQAC 10.3.24

## Minutes of IQAC Meeting

Date: 15.3.24 Time: 1 pm Venue: Principal's Room, Sarsuna College, Duration: 2 hours

### Members present

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college
2. Dr. Ramaprasad Bhattacharya, 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)
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15. Smt. Lopamudra Chowdhury, Local Society Member
16. Sri Suvadeep Mukherjee, Administrative member
17. Sri Prabir Roy Chowdhury, Administrative member

### Agenda and Discussion:

**Agenda 1. Confirmation of the minutes of last meeting held on 14<sup>th</sup> December, 2023.**

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

**Agenda 2. To present plan for summer internships of CCF students.**

**Discussion:** IQAC Coordinator expressed happiness as collaborators like SOFTA Geotechnical Services Ltd., Pratuchi group, Dinkal News, Anahat Foundation, ARDSI, Spencer's Retail, Greens Wildlife Lovers, KYN agreed in giving students scope of internship under them. Fargo Consultants have already engaged GIS PGDM course students scope of internship. The Chairperson asked IQAC Coordinator and TCS to interact with students of 2<sup>nd</sup> Semester to know about which organisation they want to join for internship. Internship on traditional handicrafts making can be done under the aegis of college.

**Agenda 3. To discuss dwindling admission in many streams under CCF system and to find solution.**

**Discussion:** The IQAC Coordinator pointed that admission has decreased in nearly all subjects including Geography, Zoology, Bengali all of which always had immense demand and seats have every year been filled up easily. She also said that in case of Geography, the rule that BSc degree will be conferred only if both minor subjects are from science stream has become the main cause of decrease in admission. Nevertheless Admission Committee should in forthcoming session look into the matter seriously and she suggested that some new combinations may be introduced.

Stakeholder member said that contemporary Geography is more of Science with importance of GIS increasing constantly. But the college needs to allow some popular and easy combinations. Sri Sadhan



Roy said that income generating courses should be encouraged. Dr. Suman Sinha and Dr. Sanjib Gupta expressed concern about dearth of classrooms and problem in routine making that will arise if combinations increase. Moreover with forthcoming Elections, time is very less as college premises will go under Election Commission soon and for quite a long time.

**Agenda 4. Managing pending activities related to NAAC planning in the college.**

**Discussion:** Pending activity list was again provided to the Chairman to be discussed with administrator once again and convince him for allowing expenditure. The College needs to apply for NAAC as soon as possible. The list includes medicinal gardening, solar plant, rain water harvesting, auditorium renovation, museum building, library modernization, sensor setting, child care centre, gym renovation, etc.

The Chairperson himself expressed disgust that the administrator never even tries to understand the urgency of these requirements. He also said that medicinal garden is ready to be developed. He has also progressed himself in discussing about the rest things and will be applying before Renewable Energy Dept. for helping the college in installing solar panel and Rainwater Harvesting. Also CSR funds will be applied for items like library renovation, museum building etc.

**Agenda 4. Miscellaneous.**

The issues of submission of departmental materials for LMS have been nearly collected. Financial and governance constraints will be much resolved in GB is soon formed.

**NOTICE**

**Dated: 3.6.2024**

All the internal members of the IQAC are requested to attend a meeting in the Principal's chamber at 12 noon on 11<sup>th</sup> June, 2024. The following agenda will be discussed.

**Agenda:**

1. Confirmation of the minutes of last meeting held on 15th March, 2024.
2. Analysing the situation of feedback reports and what action to take.
3. Suggesting few things for better functioning of the college with the formation of new GB.
4. Assessing the suggestions given by teachers on progressing for NAAC.
5. Proceeding for appraisal of activities of IQAC in this session.
6. To actively enquire into implementing and proceeding for academic audit, ISO certification, green audit, energy audit.
7. Miscellaneous.

**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

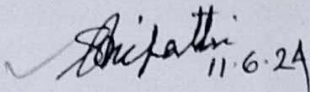
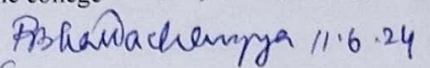
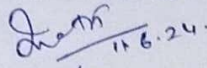

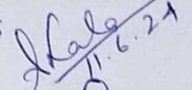
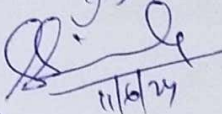
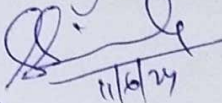
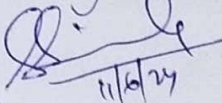

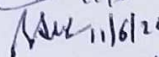
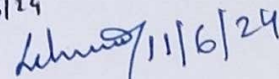



*Prashasti Bhattacharyya*  
Co-ordinator of IQAC 3.6.24

*Subhankar Tripathi* 3.6.24  
Chairman of IQAC

## Minutes of IQAC Meeting

Date: 11.6.24 Time: 12 noon Venue: Principal's Room, Sarsuna College. Duration: 2 hours

### Members Present:

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college  11.6.24
2. Smt. Prashasti Bhattacharyya, Coordinator of IQAC  11.6.24
3. Dr. Indrani Nath, Teacher Member  11.6.24
4. Sri Uttam Kumar Bhakta, Teacher Member  11.6.24
5. Sri Madhab Sarkar, Teacher Member  11.6.24
6. Dr. Sanchaita Lala, Teacher Member  11/6/24
7. Dr. Suman Sinha, Teacher Member  11/6/24
8. Dr. Nabanita Sengupta, Teacher Member  11/6/24
9. Sri Sanjib Kumar Gupta, Teacher Member  11/6/24
10. Sri Sourav Kumar Dey, Alumni Member  11/6/24
11. Smt. Lopamudra Chowdhury, Local Society Member  11/6/24
12. Sri Shankar Bose, Administrative member  11/6/24
13. Sri Suvadeep Mukherjee, Administrative member  11/6/24
14. Sri Prabir Roy Chowdhury, Administrative member  11/6/24

### **Agenda and Discussion:**

#### **Agenda 1. Confirmation of the minutes of last meeting held on 15th March, 2024.**

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

#### **Agenda 2. Analysing the situation of feedback reports and what action to take.**

**Discussion:** The findings of the feedback reports were discussed. The suggestions of students as always included primarily the need of more copies of books of new syllabus in library and especially seminar libraries, expectation of a better behavior from office staff, catering to students finding completion of syllabus hard and refrain from doing classes finding them less interesting. The suggestions of teachers and non teaching staff were also discussed. While suggestions of teachers include the immediate sorting out the problems of development and proceed finally with constructive and installation activities after formation of new GB, that of NTS is the increment in their salaries through GB finally that was not done in last 7-8 years.

The chairperson said whatever remained pending will be put forward before GB in meetings and he will try his best to speedily completing expensive ventures so that the college develops and can proceed for NAAC.

#### **Agenda 3. Suggesting few things for better functioning of the college with the formation of new GB.**

**Discussion:** The members all pointed that all undone activities and proposals will be again submitted to the chairperson by the IQAC Coordinator so that he may get them accepted by the GB.

#### **Agenda 4. Assessing the suggestions given by teachers on progressing for NAAC.**

**Discussion:** There remains varied views regarding proceeding for NAAC. While some teachers are disheartened and feel that the administration is doubtfully inclined to NAAC, others feel that all problems will be solved as GB has been formed. Chairperson said that teachers should complete their duties needed for documentation, analysis for NAAC. He and IQAC coordinator, supported by official members also said that all must actively work for NAAC. Most staff remain inactive and only very few work regularly and actively. The Coordinator supported by Dr. Nabanita Sengupta, Sri Bhakta, Dr. Gupta expressed that a regular total staff community involvement and full dedication is needed to prepare in the best way for NAAC. This needs to be realized by all. We are mainly lagging behind in development of expensive ventures that need GB resolutions. Otherwise we have done whatever needed in case of collaborative activities, outreach programmes, NSS activities, student competitions, seminars.

**Agenda 5.** Proceeding for appraisal of activities of IQAC in this session.

**Discussion:** IQAC have done whatever needed in case of

- collaborative activities,
- outreach programmes,
- joined with NSS in activities,
- organised student competitions,
- organised seminars,
- successfully did needful of CAS of teachers
- successfully handling internships
- successfully managed combining CBCS and CCF teaching-learning system
- successfully interacting with organisations for signing MOUs.

**Agenda 6. To actively enquire into implementing and proceeding for academic audit, ISO certification, green audit, energy audit.**

**Discussion:** The Chairperson will try to bring these subjects also to GB for discussion on these. GB suggestions regarding these need to be respected.

**Agenda 7. Miscellaneous.**

The coordinator suggested that she with teacher members will prepare a progress report on major points in NAAC parameters in which the college is strong and weak.

The coordinator also suggested that the IQAC needs to be reconstituted including member from GB and fillup vacant positions that have been created due to retirement of head clerk, passing out of student member, retirement and inactive nature of industrial member, employer member.