

NOTICE

Dated: 6.12.2021

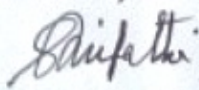
All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 3pm on 10th December, 2021. The following agenda will be discussed.

Agenda:

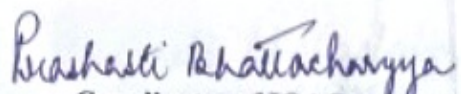
1. Confirmation of the minutes of last meeting held on 16th November, 2021.
2. Mobilizing all teachers and staff to get actively involved in database updating of college website and preparation of AQAR of the session July 2020- June 2021.
3. Organizing a number of events in Students' Week.
4. Arranging meeting of IQAC with all department students, teachers and non-teaching staff.
5. Planning national and international seminars/ webinars.
6. Planning fast upgradation of book stock and laboratory equipment and IT infrastructure as per requirement of the departments reopening after a long time.
7. 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
19. Sri Krishna Bose, Student member
20. Sri Amit Mukherjee
21. Sri Tanmay Sarkar


Chairperson of IQAC

Principal
Saxuna College
Kolkata-61


Coordinator of IQAC 6.12.21

Prashasti Bhattacharyya
IQAC
Saxuna College
Kolkata-61

Minutes of IQAC Meeting

Date: 10.12.21; Time: 3pm; Venue: IQAC Room, Sarsuna College; Duration: 1 hour

Members present:

1. Dr Subhankar Tripathi, Chairperson & Principal of the college
2. Sri Nirmal Roy, Industry Member (Ex General Manager, Technical Adviser, WEBEL)
3. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO)
4. Smt. Prashasti Bhattacharyya, Coordinator of IQAC *Prashasti Bhattacharyya 10.12.21*
5. Dr. Indrani Nath, Teacher Member *Indrani Nath 10.12.21*
6. Sri Uttam Kumar Bhakta, Teacher Member *Uttam Kumar Bhakta 10.12.21*
7. Sri Madhab Sarkar, Teacher Member *Madhab Sarkar*
8. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala*
9. Dr. Suman Sinha, Teacher Member *Suman Sinha*
10. Dr. Nabanita Sengupta, Teacher Member *N. Sengupta 10/12/21*
11. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib Kumar Gupta*
12. Sri Sourav Kumar Dey, Alumni Member *Sourav Kumar Dey 10/12/21*
13. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra Chowdhury 10/12/21*
14. Sri Shankar Bose, Administrative member *Shankar Bose 10/12/21*
15. Sri Suvadeep Mukherjee, Administrative member *Suvadeep Mukherjee 10/12/21*
16. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*
17. Sri Amit Mukherjee *Amit Mukherjee*
18. Sri Tanmay Sarkar *Tanmay Sarkar*

Agenda and Discussion:

Agenda 1: Confirmation of the minutes of last meeting held on 16th November, 2021.

Discussion: The minutes of the meeting held on 16th November, 2021 has been confirmed unanimously by the members.

The coordinator had placed before the house the action taken report on the resolutions adopted in the earlier meeting. She informed that all steps have been adequately taken to maintain COVID protocol in the college. The house agreed and suggested that strict maintenance of hygiene, regular sanitisation and protocol enforcement among students must continue.

Agenda 2: Mobilizing all teachers and staff to get actively involved in database updating of college website and preparation of AQAR of the session July 2020- June 2021.

Discussion: It was agreed by all that after reopening of the college all teachers and non-teaching staff will need to work actively to update all data and information, specially those pertaining to laboratory equipment and library stock status along with student and teacher

records as soon as possible. The college website needs to be updated and improved keeping in view our NAAC requirements. Data integration is also needed for preparation of AQAR.

Agenda 3: Organizing a number of events in Students' Week.

Discussion: Students' Week will be celebrated from 3rd-8th January, 2022. Events will be organised with NSS Team. Programmes will include awareness seminar lectures and workshops on issues like women health, old people concerns, cyber security, rural development, environmental ethics and career designing in digital India. Speakers and specific day-wise schedule will be fixed by IQAC and NSS. Poster, essay and recitation competitions will also be arranged.

Agenda 4: Arranging meeting of IQAC with all department students, teachers and non-teaching staff.

Discussion: IQAC coordinator and member teachers of IQAC sub-groups will meet students, teachers and non-teaching staff to know about their problems and suggestions. But the meetings will be organised after the forthcoming Semester exams.

Agenda 5: Planning national and international seminars/ webinars.

Discussion: All departments will be encouraged to arrange national and international seminars/webinars. Dr. Tanmay Bir and Dr. Nabanita Sengupta will jointly organize a National Seminar on Creativity and Pedagogy.

Agenda 6: Planning fast upgradation of book stock and laboratory equipment and IT infrastructure as per requirement of the departments reopening after a long time.

Discussion: The Chairperson well versed with the demands of various departments for books and lab equipments to suit the requirements of CBCS syllabi and offline system agreed to allow purchase of books as per allotted budget to be fixed by Burser and the Principal. IT infrastructure will also be upgraded with more allotment of computers and projectors. Departmental heads will be asked to submit requisition for lab purchases.

Agenda 7: Miscellaneous.

Discussion: The IQAC will meet as soon as possible with a full plan to prepare for forthcoming NAAC.

The Chairperson shall direct all departmental HODs to keep check on student attendance. It has been found that after reopening of college for offline classes many students have been requesting for exemption from attendance for varied excuses. For the ensuing session attendance norms will be strictly followed.

NOTICE

Dated: 22.4.2022

All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 3pm on 26th April, 2022. The following agenda will be discussed.

Agenda:

1. Confirmation of the minutes of last meeting held on 10th December, 2021.
2. Preparation and submission of AQAR of the session July 2020- June 2021 and also managing database of the ongoing session.
3. Organisation of internal college programmes and also arranging outreach programmes with NSS related to issues of health, elderly people, children and women of slums and rural areas in collaboration with specialized NGOs.
4. Organisation of seminars/ lecture series/ workshops with relevant industrial linkages.
5. Organisation of academic lectures for students on curriculum relevant topics and contemporary thrust areas.
6. Introduction of short time certificate courses for students, like cyber security, photography, art and craft, yoga, communication skill and grooming, etc. Feasibility assessment for introducing guidance courses for certain competitive exams.
7. Organisation of book fair and introduction of other food-objects-artefact fairs in the college involving college students/ young entrepreneurs.
8. Revitalizing the college's online webinar or any event management for unlimited participation platform capacity.
9. Allocation of fund for NAAC expenses, development plans and some functions of IQAC.
10. Evaluation of status of updating student data base in college portal and integration of financial activities with the same. Assessing the possibility of introducing LMS in our college.
11. Modernisation of library.
12. Apply and pray to the University for enhancing the intake capacity of Post-graduation in Geography.
13. Revitalising the gym, NSS room, auditorium and smart classrooms, medicine garden and arranging space for sick room, aquarium.
14. Development of rain water harvesting and solar power systems.
15. Formation of a well-formed formal Alumni organization.
16. 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 *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 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 *Suvadeep Mukherjee*
18. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*
19. Sri Amit Mukherjee *Amit Mukherjee*
20. Sri Tanmay Sarkar *Tanmay Sarkar*

Prifathi
22/4/22
Chairperson of IQAC

Principal
Sarsuna College
Kolkata-61

Prashasti Bhattacharyya
22.4.22.

Coordinator of IQAC

Prashasti Bhattacharyya
IQAC Coordinator
SARSUNA COLLEGE

Minutes of IQAC Meeting

Date: 26.4.2022 Venue: Principal's Chamber, Sarsuna College, Time: 3pm, Duration: 2 hours

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) *N Roy 26/4/22*
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO) *Ashit Sarkar 26/4/22*
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC *Prashasti Bhattacharyya 26/4/22*
7. Dr. Indrani Nath, Teacher Member *Indrani Nath*
8. Sri Uttam Kumar Bhakta, Teacher Member *Uttam 26.4.22*
9. Sri Madhab Sarkar, Teacher Member *Madhab Sarkar*
10. Dr. Sanchaita Lala, Teacher Member *Sanchaita Lala*
11. Dr. Suman Sinha, Teacher Member *Suman Sinha 26/4/22*
12. Dr. Nabanita Sengupta, Teacher Member *N Sengupta 26/4/22*
13. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib Kumar Gupta*
14. Sri Sourav Kumar Dey, Alumni Member *Sourav 26.4.22*
15. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra 26/4/22*
16. Sri Shankar Bose, Administrative member *Shankar Bose 26/4/22*
17. Sri Suvadeep Mukherjee, Administrative member
18. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*
19. Sri Amit Mukherjee *Amit Mukherjee*
20. Sri Tanmoy Sarkar *Tanmoy Sarkar*

AGENDA AND DISCUSSION:

Agenda 1. Confirmation of the minutes of last meeting held on 10th December, 2021.

Discussion: The minutes of the last meeting held on 10th December, 2021 has been confirmed without any objection.

Agenda 2. Preparation and submission of AQAR of the session July 2020- June 2021 and also managing database of the ongoing session.

Discussion: The AQAR is under preparation and will be submitted in right time. It was pointed by the coordinator that the college online portal and data system should be regularly updated, developed. If the IT partner entitled to do website and student data base, learning system portal is facing issues in working that should be discussed and solved. Any office staff should be entitled to work with Versicles so that updation is not hampered. There is a crucial problem in getting access of all data parameters easily. The chairman agreed to arrange meeting with It partner to address crunches.

Sri Nirmal Roy suggested that he may be consulted in case IT partner faces any problem in developing LMS.

Agenda 3. Organisation of internal college programmes and also arranging outreach programmes with NSS related to issues of health, elderly people, children and women of slums and rural areas in collaboration with specialized NGOs.

Discussion: The coordinator explained the need of organizing more seriously internal college and outreach programmes. NSS members should work in collaboration. Students should be involved more and more and encouraged. She pointed out few plans like doing such programmes on certain important dates. Themes will centre around health issues specially women health, issues faced by the elderly people and to be trained to help them, address issues of children and women of slums and villages. In these programmes we will collaborate with specialized NGOs. A few are already in deliberation and have shown interest, the coordinator said.

Agenda 4. Organisation of seminars/ lecture series/ workshops with relevant industrial linkages.

Discussion: For organizing seminars, lecture series, workshops certain proposals were laid. One seminar on biodiversity conservation will be in collaboration with Greens Wildlife Lovers Forum and later an exhibition of organic, handmade, recycled products may be planned too. Lecture series was in plan for PG Department of Geography with industry experts to develop among students insights into recent development of GIS and application in disaster management. Workshop is in plan on Yoga, training in soft skills.

Agenda 5. Organisation of academic lectures for students on curriculum relevant topics and contemporary thrust areas.

All departments will be requested to organize curriculum relevant topics and modern areas relevant for career building. The IQAC requested other teacher members to take active part in this matter to encourage others in carrying out these in all departments.

Agenda 6. Introduction of short time certificate courses for students, like cyber security, photography, art and craft, yoga, communication skill and grooming, etc. Feasibility assessment for introducing guidance courses for certain competitive exams.

Discussion: IQAC presented proposals to introduce add on/ certificate courses in collaboration with organisations like cyber security, photography, art and craft, yoga, communication skill and grooming, competitive exams. Member Dr. Nabanita Sengupta suggested that poetry, language related plans can be made. Sri Uttam Bhakta suggested that before introduction feasibility assessment must be done.

Agenda 7. Organisation of book fair and introduction of other food-objects-artefact fairs in the college involving college students/ young entrepreneurs.

Discussion: Book fair is a regular practice and should be organized in a big scale. But more interest was shown for organizing fair to promote young entrepreneur students who are trying to establish

themselves with hand made products. Observation says that in post COVID period a lot of present and passed students have been trying to earn income by own made items. All decided that such an exhibition before the Durga Puja and established women entrepreneurs also should be encouraged to boost students.

Agenda 8. Revitalizing the college's online webinar or any event management for unlimited participation platform capacity.

Discussion: There is lacunae in involving large number of participants in any online programme in this college. There must be facility to allow unlimited participation. The Chairperson suggested that the matter should be forwarded to IT Committee of the college headed by Smt. Krishna Daripa and Sri Monodeep Banerjee and Sri Sourav Dey also to be consulted to select any matter of subscribing to packages.

Agenda 9. Allocation of fund for NAAC expenses, development plans and some functions of IQAC.

Discussion: The IQAC suggested that its high time to prepare financially for NAAC expenses and complete all pending expensive plans so that our due NAAC re-accreditation can be applied for. The Chairperson suggested that IQAC coordinator and members SRI Uttam Bhakta, Sri Sanjib Gupta AND Dr. Nabanita Sengupta discuss the same with Burser and Accountant and submit proposal.

Agenda 10. Evaluation of status of updating student data base in college portal and integration of financial activities with the same. Assessing the possibility of introducing LMS in our college.

Discussion: The chairman said that the IT partner is working on the same. Soon they will be giving update and presentation of data updation and how far they have prepared LMS and integrated financial system.

Agenda 11. Modernisation of library.

Discussion: According to all members the library should be more mechanised and made more technologically modern. Alongside there should be more subscriptions made for online book and journal availability. The indexing exercise must be fast completed. The college should allocate substantial fund for book, journal purchase. The students should be made aware of the facilities in library, way to utilize and rules.

Agenda 12. Apply and pray to the University for enhancing the intake capacity of Post-graduation in Geography.

With a constant rise in demand for admission in PG Geography there is a widely accepted wish to increase intake capacity. But the body advised that the process should be not applied for in this year on the grounds of existing turmoil in the University regarding VC appointment and also in mother department there is complication due to headship change. Once if there is any negative report given on the matter by university it will be hard to apply again in near future.

Agenda 13. Revitalising the gym, NSS room, auditorium and smart classrooms, medicine garden and arranging space for sick room, aquarium.

Discussion: The chairman said that he is aware of the need to do these. But since the college doesn't have a Governing Body, it is getting day by day complicated and hard to spend large amount of money behind anything. Administrator is hardly available and does not want to support large expenditure. But he promised small activities will be fluently carried on.

Agenda 14. Development of rain water harvesting and solar power systems.

Discussion: This also has been a constant need over the years. The Chairman asked the coordinator to consult with different companies so that estimates can be got.

Agenda 15. Formation of a well-formed formal Alumni organization.

Discussion: It is accepted that the rules behind the formation of a registered Alumni should be made known and steps soon taken for the same.

Agenda 16. Miscellaneous.

Discussion: The Coordinator and Sri Sanjib Gupta wished that the IQAC have an allotted fund to carry out activities. The Chairman said that IQAC cannot have separate fund when GB is not there. But they need not be tensed. Expenses will be provided from general fund.

Prin. J. K. Sengupta
10.5.22

Principal
Sarsuna College
Kolkata

NOTICE

Dated: 10. 5. 2022

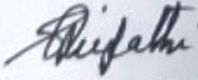
All the members of the IQAC are requested to attend a meeting in the Principal's chamber at 3 pm on 21st May, 2022. The following agenda will be discussed.

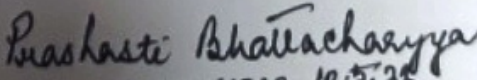
Agenda:

1. Confirmation of the minutes of last meeting held on 26th April, 2021.
2. Discussion on certain problem areas regarding filling AQAR of the session July 2020- June 2021.
3. Discussion on draft agreement prepared by coordinator of IQAC for the signing of MOUs with specialized NGOs, institutions and industries.
4. Analysing student feedback and issues raised daily by teachers and students in post COVID period.
5. Proposal of Webinar & Workshop on International Biodiversity Day with Kerala based international NGO, the Greens Wildlife Lovers Forum and arranging Yoga Workshop on International Yoga Day.
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)
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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 Amit Mukherjee
20. Sri Tanmoy Sarkar


Chairperson of IQAC 10.5.22


Coordinator of IQAC 10.5.22

Prashasti Bhattacharyya
IQAC Coordinator
SARSUNA COLLEGE

Minutes of IQAC Meeting

Date: 21.5.2022 Venue: IQAC Room, Sarsuna College, Time: 3pm, Duration: 1.20 hour

Members present

1. Dr. Subhankar Tripathi, Chairperson & Principal of the college *Subhankar Tripathi* 21.5.22
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) *Nirmal Roy*
5. Dr. Ashit Sarkar, Stakeholder Member (Ex Head, Digital Mapping & GIS Division, NATMO) *Ashit Sarkar* 21/5/22
6. Smt. Prashasti Bhattacharyya, Coordinator of IQAC *Prashasti Bhattacharyya* 21.5.22
7. Dr. Indrani Nath, Teacher Member *Indrani Nath*
8. Sri Uttam Kumar Bhakta, Teacher Member *Uttam Kumar Bhakta* 21.05.22
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* 21/5/22
13. Sri Sanjib Kumar Gupta, Teacher Member *Sanjib Kumar Gupta*
14. Sri Sourav Kumar Dey, Alumni Member *Sourav Kumar Dey* 21/5/22
15. Smt. Lopamudra Chowdhury, Local Society Member *Lopamudra Chowdhury* 21/5/22
16. Sri Shankar Bose, Administrative member *Shankar Bose* 21/5/22
17. Sri Suvadeep Mukherjee, Administrative member *Suvadeep Mukherjee* 21/5/22
18. Sri Prabir Roy Chowdhury, Administrative member *Prabir Roy Chowdhury*
19. Sri Amit Mukherjee *Amit Mukherjee*
20. Sri Tanmoy Sarkar *Tanmoy Sarkar*

AGENDA AND DISCUSSION:

Agenda 1. Confirmation of the minutes of last meeting held on 26th April, 2021.

Discussion: Resolution of last meeting confirmed without any objection.

Agenda 2. Discussion on certain problem areas regarding filling AQAR of the session July 2020- June 2021.

Discussion: IQAC coordinator marked few issues that have risen out of working on AQAR 20-21 preparation. Issues are on:

- Preparation of student progression data: It seems impossible for Arts and Commerce departments to furnish us with this data and also job related, higher exam passing data.
- Alumni information is inadequate

- Student award information is also not satisfactorily got
- Non cooperative attitude of certain faculties in helping timely

It has been resolved that the Principal will immediately speak to concerned teachers about actively working to collect and organise data as per requirements of AQAR. No delay will be entertained and teachers will be given show cause notice if they don't cooperate. As regards alumni information we will try to contact each personally and coordinate.

Agenda 3. Discussion on draft agreement prepared by coordinator of IQAC for the signing of MOUs with specialized NGOs, institutions and industries.

Discussion: The draft prepared for each organisation is read out. Small changes have been marked and will be rectified. A date will be fixed in deliberation with all organisations for the signing of MOUs.

Agenda 4. Analysing student feedback and issues raised daily by teachers and students in post COVID period.

Discussion: Teachers are regularly complaining about some students constantly being irregular in the name of job engagements. Students are constantly appearing to HoDs and the Principal with needs like concession of fees and relaxation in class attendance. The Principal said it is very hard to assess real need and wrong excuses. He says he would like to form a Mentor Core Committee and selected mentors of every department to deal with such matters along with counselling needed for certain students.

Agenda 5. Proposal of Webinar & Workshop on International Biodiversity Day with Kerala based international NGO, the Greens Wildlife Lovers Forum and arranging Yoga Workshop on International Yoga Day.

Discussion: The proposals are accepted unanimously.

Agenda 6. Miscellaneous.

Discussion: Regular cleaning of college and sanitisation should be carried on.

Alayathi

5.7.22.

Principal
Sarsuna College
Kolkata-61