

## NOTICE

DATE:22/03/18

All the internal members of the college are requested to attend an emergency meeting in IQAC office at 1.30p.m. on 29th March, 2018. The following agenda will be discussed.

### Agenda:

1. Confirmation of the minutes of last meeting.
2. Activities of IQAC in the next academic year 2018-19.
3. Scrutiny of promotion related papers.
4. Introduction of some soft skill course
3. Misc

### Members :

1. Dr. Subhankar Tripathi-Chairman & Principal of the college *Tripathi 22/3/18*
2. Dr. Suparna Pal-Co-ordinator (Associate Professor) *Suparna Pal 22/3/18*
3. Sri Uttam Kumar Bhakta-Member (Associate Professor)
4. Dr. Indrani Nath-Member (Associate Professor)
5. Dr. Sanchaita Lala-Member (Assistant Professor) *Lala 23.3.18*
6. Dr. Suman Sinha-Member (Assistant Professor)
7. Smt. Prashasti Bhattacharya-Member (Assistant Professor) *Bhattacharya 22/3/18*
8. Dr. Nabanita Sengupta-Member (Assistant Professor)
9. Sri Sanjib Gupta-Member (Assistant Professor)
10. Dr. Chameli Mandal Pandit (Invitee, NSS Coordinator) *Cmp 22.3.18*

**Minutes of IQAC Meeting-[January – March; 2017-2018]**

**Date: 29/03/2018; Time: 1 .30p.m.; IQAC Room (Sarsuna College) Duration: 1hr.**

**Members Present:**

- 1.Dr.Subhankar Tripathi-Chairman & Principal of the college
- 2.Dr.Suparna Pal-Co-ordinator (Associate Professor)
- 3.Sri Uttam Kumar Bhakta-Member(Associate Professor)
- 4.Dr.Indrani Nath-Member(Associate Professor)
- 5.Dr.Sanchaita Lala-Member(Assistant Professor)
- 6.Dr.Suman Sinha-Member(Assistant Professor)
- 7.Smt.Prashasti Bhattacharya-Member(Assistant Professor)
- 8.Dr.Nabanita Sengupta- Member(Assistant Professor)
9. Sri Sanjib Gupta- Member( Assistant Professor)
10. Dr. Chameli Mandal Pandit( Invitee, NSS Coordinator)

**Agenda and Discussion:**

**Agenda 1: Confirmation of the minutes of last meeting.**

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

The Coordinator has placed before the house the action taken report on the resolutions adopted in the earlier meeting. She has informed that all the proposals taken regarding submission of AQAR of 17-18 implemented successfully.

**Agenda 2: Activities of IQAC in the next academic year 2018-19.**

- i) Formation of different cells regarding student welfare

**Discussion:** It has been proposed that Counseling and Grievance Cell, Women cell, Anti Ragging Cell, Placement Cell, SC/ST/minority Cell, Co-Curricular Activity cell will be newly reconstituted for the student welfare. The proposed names of the teacher members are:

Counseling and Grievance Cell:	<ol style="list-style-type: none"> <li>1. Dr.Indrani Nath (Convener)</li> <li>2. Dr.Chameli Mandal Pandit</li> <li>3. Dr.Nabanita Sengupta</li> <li>4. Dr.Ishita Ray</li> </ol>
Women Cell:	<ol style="list-style-type: none"> <li>1.Smt.Sarottama Majumder (Convener)</li> <li>2. Dr.Chameli Mandal Pandit ,</li> <li>3. Smt.Prashasti Bhattacharya,</li> <li>4. Dr. Mahua Chakraborty</li> </ol>
Anti-Ragging Cell:	<ol style="list-style-type: none"> <li>1. Sri.Sanjib Mitra (Convener)</li> <li>2. Sri. Sajib Mandal</li> <li>3. Sri .Prosenjit Paul</li> </ol>
Placement Cell:	<ol style="list-style-type: none"> <li>1. Sri. Saptarshi Naskar (Convener)</li> <li>2. Sri. Sanjib Mitra</li> <li>3. Smt. Prashasti Bhattacharya</li> <li>4 .Sri Sanjib Gupta</li> </ol>
SC/ST/Minority Cell:	<ol style="list-style-type: none"> <li>1. Dr. Tanmay Bir (Convener)</li> <li>2. Dr. Abul Hassan Sardar</li> </ol>
Co-Curricular Activity Cell:	<ol style="list-style-type: none"> <li>1. Smt. Anamitra Chattopadhyay (Convener)</li> <li>2. Dr. Arpita Bhattacharyay</li> <li>3. Smt..Lopamudra Chowdhury</li> </ol>

It has been proposed that students may inform their needs regarding psychological and career counseling, their grievances, problems of girl students, problems regarding ragging, placement related queries along with their details like names, roll numbers, departments written on a paper to respective boxes located in front of the IQAC room (Room No. 316). The teachers will also inform the students that they may update with their extra-curricular activities like singing, dancing, painting, debating or any other skills in the aforesaid manner. It has been also decided that members of Counseling and Grievance cell will meet the students on every Saturday from 12.00p.m. to 2.00p.m. to attend and resolve their problems. Similarly, the members of women cell will meet the girl students on every Friday from 12.00p.m. to 2.00p.m. Anti Ragging cell, Co-curricular activity Cell and Placement cell members will also meet the students as and when required.

## ii) Orientation Programme of Library :

IQAC has proposed that Library will organize an orientation programme for new 1<sup>st</sup> year students to acquaint them with the use of Library.



iii) Meeting with different stakeholders :

Decision has been taken by IQAC that meeting will be organized with Non teaching staffs, teachers and with students in May/June, 18. IQAC will try to resolve the grievances of NTS if any and arrange basic computer training for the willing NTS. IQAC will aware the teachers regarding the decision taken by them so that they can cooperate with IQAC in different matters for quality enhancement of the college. IQAC will meet the 2<sup>nd</sup> and 3<sup>rd</sup> year students to know their requirements and/or problems that they are facing in the college or in the teaching-learning process and will try to solve it.

iv) Management Information System

It has been suggested in the meeting that a committee will be formed comprising following members for Management Information system. This committee will conduct academic audit. Proposed names of the members are:

- i) Prof. Tapas Lowha (Convener)
- ii) Dr. Suman Sinha
- iii) Sri..Saptarshi Naskar
- iv) Dr.Chameli Mandal Pandit
- v) Prof. Sanjib Gupta
- vi) Prof. Shib Sankar Naskar

v) Activity of NSS :

Decision has been taken that NSS will organize various program/ seminar/ workshop on Stress management and life style management, Youth related issues, Environmental awareness, Gender Sensitization like biasness, women empowerment, sexual abuse etc. NSS will arrange for poster competition on important topics. NSS will also visit to the houses of old persons in the locality of college to attend their problems. They will also distribute old and new clothes in the local slum and visit to local schools to help the needy students.

vi) Publication of News Bulletin:

It has been decided that IQAC will publish a news bulletin every year comprising any achievement/award/special recognition of the teachers, students and non-teaching staffs in any field.

3. Agenda: Scrutiny of promotion related papers

**Discussion:** Decision has been taken that teachers will have to submit their promotion related documents to IQAC well ahead for scrutiny. IQAC will forward the same for interview followed by verification.

4. Agenda : Introduction of some soft skill course

**Discussion:** It has been decided that two basic course- i) Spoken English and ii) Basic Computer training course will be introduced in the college mainly for college students at the beginning and then for outsiders at the cost of minimum fees.

Suparna Pal 29/3/18  
Co-ordinator of IQAC

Shupathi 29/3/18  
Chairman of IQAC

## NOTICE

DATE:-07.06.2018

All the internal members of the college are requested to attend an emergency meeting in IQAC office at 1.30 p.m. on 13<sup>th</sup> June, 2018. The following agenda will be discussed.

### Agenda:

1. Confirmation of the minutes of last meeting held on 29<sup>th</sup> March, 2018
2. Discussion on future plan that will be taken by IQAC for academic development of the college.
3. Completion of AQAR OF 2016-17 and preparation of AQAR of 2017-18.
3. Misc.

### Internal Members of IQAC:-

1. Dr. Subhankar Tripathi-Chairman & Principal of the college
2. Dr. Suparna Pal-Co-ordinator (Associate Professor)
3. Sri Uttam Kumar Bhakta-Member (Associate Professor)
4. Dr. Indrani Nath-Member (Associate Professor)
5. Dr. Sanchaita Lala-Member (Assistant Professor)
6. Dr. Suman Sinha-Member (Assistant Professor)
7. Smt. Prashasti Bhattacharya-Member (Assistant Professor)
8. Dr. Nabanita Sengupta – Member (Assistant Professor)
9. Sri Sanjib Gupta – Member (Assistant Professor)

Suparna Pal 7/6/18  
Co-ordinator of IQAC

Subhankar Tripathi 7/6/18  
Chairman of IQAC

Minutes of IQAC Meeting-[April-June; 2017-2018]

Date: 13/06/2018; Time: 1 .30p.m.; IQAC Room (Sarsuna College) Duration: 1hr.

**Members Present:**

- 1.Dr.Subhankar Tripathi-Chairman & Principal of the college
- 2.Dr.Suparna Pal-Co-Ordinator (Associate Professor)
- 3.Sri Uttam Kumar Bhakta-Member (Associate Professor)
- 4.Dr.Indrani Nath-Member(Associate Professor)
- 5.Dr.Sanchaita Lala-Member(Assistant Professor)
- 6.Dr.Suman Sinha-Member(Assistant Professor)
- 7.Smt.Prashasti Bhattacharya-Member (Assistant Professor)
- 8.Dr.Nabanita Sengupta- Member(Assistant Professor)
9. Sri Sanjib Gupta- Member(Assistant Professor)
10. Dr. Chameli Mandal Pandit(Invitee, NSS Coordinator)

**Agenda and Discussion:**

Agenda 1: Confirmation of the minutes of last meeting held on 29<sup>th</sup> March,2018.

Discussion: The minutes of the last meeting held on March,29,2018 has been confirmed unanimously by the members.

Agenda 2 : Discussion on future plan that will be taken by IQAC for academic development of the college.

Discussion: i) It has been decided to include a library class in routine so that the students are habituated to go to library in regular manner and reading habits is developed.

ii) Decision has been taken that seminar library of all non laboratory based subjects will be shifted to a room so that books can be lend to the students in regular fashion.



iii) To encourage the students it has been decided that Prize Distribution Ceremony will be revived again. Certificate of Merit will be given to those students who will get 60% and above. for consecutive three years from Humanities department and who will get 65% and above for consecutive three years from Science and Commerce departments.

iv) To increase the attendance of the students in the class, IQAC has taken a decision that for the students having 90% or more than attendance, tuition fees will be waived.

v) It has been decided that departmental attendance will be put up on Departmental notice board on every month to aware the students about their presence in the class.

**Agenda 3 :** Completion of the AQAR of 2016-17 and preparation of AQAR of 2017-18.

**Discussion :** It has been decided that AQAR report of 16-17 will be placed in GB and then it will be submitted. Regarding AQAR of 17-18 different portions of AQAR have been distributed between the members of IQAC for its completion as early as possible.

*Shupathi* 13/6/18

*Suparna Pal* 13/6/18



## NOTICE

DATE:-18.06.2018

All the internal members of the college are requested to attend an emergency meeting in IQAC office at 1.30 p.m. on 22<sup>nd</sup> June, 2018. The following agenda will be discussed.

### Agenda:

1. Confirmation of the minutes of last meeting held on 13<sup>th</sup> June, 2018
2. Activities of the IQAC in the next academic year 2018-19.
3. Scrutiny of promotion related papers
3. Misc.

### Internal Members of IQAC:-

1. Dr. Subhankar Tripathi - Chairman & Principal of the college
2. Dr. Suparna Pal - Co-ordinator (Associate Professor)
3. Sri Uttam Kumar Bhakta - Member (Associate Professor)
4. Dr. Indrani Nath - Member (Associate Professor)
5. Dr. Sanchaita Lala - Member (Assistant Professor)
6. Dr. Suman Sinha - Member (Assistant Professor)
7. Smt. Prashasti Bhattacharya - Member (Assistant Professor)
8. Dr. Nabanita Sengupta - Member (Assistant Professor)
9. Sri Sanjib Gupta - Member (Assistant professor)

Suparna Pal 18/6/18  
Co-ordinator of IQAC

Subhankar Tripathi 18/6/18  
Chairman of IQAC

## Minutes of IQAC Meeting-[April-June; 2017-2018]

**Date:** 22/06/2018; **Time:** 1 .30p.m.; **IQAC Room (Sarsuna College)** **Duration:** 1hr.

### **Members Present:**

- 1.Dr.Subhankar Tripathi-Chairman & Principal of the college
- 2.Dr.Suparna Pal-Co-ordinator (Associate Professor)
- 3.Sri Uttam Kumar Bhakta-Member(Associate Professor)
- 4.Dr.Indrani Nath-Member(Associate Professor)
- 5.Dr.Sanchaita Lala-Member(Assistant Professor)
- 6.Dr.Suman Sinha-Member(Assistant Professor)
- 7.Smt.Prashasti Bhattacharya-Member(Assistant Professor)
- 8.Dr.Nabanita Sengupta- Member(Assistant Professor)
9. Sri Sanjib Gupta- Member( Assistant Professor)
10. Dr. Chameli Mandal Pandit( Invitee, NSS Coordinator)

### **Agenda and Discussion:**

**Agenda 1:** Confirmation of the minutes of last meeting held on 13<sup>th</sup> June,2018.

**Discussion:** The minutes of the 13th meeting held on June,13,2018 has been confirmed unanimously by the members.

The Coordinator has placed before the house the action taken report on the resolutions adopted in the earlier meeting. She has informed that all the proposals taken regarding submission of AQAR of 17-18 implemented successfully.

**Agenda 2:** Activities of IQAC in the next academic year 2018-19.

- i) Formation of different cells regarding student welfare

**Discussion:** it has been proposed that Counseling and Grievance Cell, Women Cell, Anti Ragging Placement Cell, SC/ST/minority Cell, Co-Curricular Activity Cell will be newly reconstituted for the student welfare. The proposed name of the teacher members are:

**Counseling and Grievance Cell:**

1. Dr.Indrani Nath (convener)
2. Dr.Nabanita Sengupta
3. Dr. Shreyasi Palit
4. Dr.Saswati Roy
5. Pr. Indranil Saha

**Non-teaching Member**

1. Sri. Sankar Bose
2. Smt. Mou Banerjee

**Women Cell:**

1. Mis. Sarottama Majumder(convener)
2. Dr. Chameli Mondol Pandit
3. Mis. Prashasti Bhattacharya,
4. Dr. Mahua Chakraborty

**Non-teaching Member**

1. Smt. Sraboni Dutta

**Anti-Ragging Cell:**

- 1.Sri. Sanjib Mitra (Convener)
2. Sri. Sajib Mandal
3. Sri. Prasunjit Paul

**Non-teaching Member**

1. Sri. Amit Mukherjee

**Placement Cell:**

1. Sri. Saptarshi Nashkar (convener)
2. Sri. Sanjib Mitra
3. Mis. Prashasti Bhattacharya,
4. Sri. Sanjib Gupta

**Non-teaching Member**

- 1.Sri Prabir Roy Chowdhury

**SC/ST/Minority Cell:**

1. Dr.Tanmay Bir (convener)
2. Dr.Abul Hasssan Sardar
3. Ms.Sulakshana Mondal

**Non-teaching Member**

1. Sri Tanmoy Sarkar

**Co-Curricular Activity Cell:**

1. Ms.Anamitra Chattopadhyay (Convener)
2. Dr. Arpita Bhattacharyay
3. Ms. Lopamudra Chowdhury

**Non-teaching Member**

1. Sri. Ayan Mukherjee

It has been Proposed that student may inform their need regarding psychological and career counseling, their grievances, problems of girl student, problem regarding ragging, placement related queries along with their details like name roll number department writing on a paper to respective boxes located in front of the IQAC room (Room No. 316). The teachers will also inform the student that they may updated with their extra-curricular activity like singing, dancing, panting debating or any other skills in the aforesaid manner. It has been also decided that membe4r of Counseling and Grievance cell will meet the student on every day Saturday from 12.00p.m. To 2.00p.m. To attend resolve their problems. Similar, the member of women cell will meet the girl student every Friday from 12.00p.m. To 2.00 p.m. Anti-Ragging cell, Co-curricular activity Cell and Placement Cell members will also meet the student as and when required.



ii) Orientation Programme of Library :

IQAC has proposed that Library will organize an orientation programme for new 1<sup>st</sup> year students to acquaint them with the use of Library.

iii) Meeting with different stakeholders :

Decision has been taken by IQAC that meeting will be organized with Non teaching staffs and teachers in the month of July,18 and with students in August,18. IQAC will try to resolve the grievances of NTS if any and arrange basic computer training for the willing NTS. IQAC will aware the teachers regarding the decision taken by them so that they can cooperate with IQAC in different matters for quality enhancement of the college. IQAC will meet the 2<sup>nd</sup> and 3<sup>rd</sup> year students to know their requirements and/or problems that they are facing in the college or in the teaching-learning process and will try to solve it.

iv) Management Information System

It has been suggested in the meeting that a committee will be formed comprising following members for Management Information system. This committee will conduct academic audit. Proposed names of the members are:

- i) Prof. Tapas Lowha (Convener)
- ii) Dr. Suman Sinha
- iii) ~~Prof.~~ Dr. Saptarshi Naskar
- iv) Dr. Chameli Mandal Pandit
- v) Prof. Sanjib Gupta
- vi) Prof. Shib Sankar Naskar

v) Activity of NSS :

Decision has been taken that NSS will organize various program/ seminar/ workshop on Stress management and life style management, Youth related issues, Environmental awareness, Gender Sensitization like biasness, women empowerment, sexual abuse etc. NSS will arrange for poster competition on important topics. NSS will also visit to the houses of old persons in the locality of college to attend their problems. They will also distribute old and new clothes in the local slum and visit to local schools to help the needy students.

vi) Publication of News Bulletin:

It has been decided that IQAC will publish a news bulletin every year comprising any achievement/award/special recognition of the teachers, students and non teaching staffs in any field.

3. Agenda: Scrutiny of promotion related papers



**Discussion:** Decision has been taken that teachers will have to submit their promotion related documents to IQAC well ahead for scrutiny. IQAC will forward the same for interview followed by verification.

Suparna Pal 22/6/18  
Co-ordinator of IQAC

Shilpa 22/6/18  
Chairman of IQAC