

NOTICE

DATE: 21/08/2018

All the teachers( F.T.,C.W.T.T and P.T) are requested to attend meeting with IQAC on 24<sup>th</sup> August,2018, in staff room at 1.30 p.m.


*Suparna Pal*  
Co-ordinator of IQAC

*Suparna* 21/8/18  
Chairman of IQAC  
*Principal*  
Sarsuna College  
Kolkata-61

Resolution of the meeting (with teachers) held on 24<sup>th</sup> August, 2018:-

IQAC team met all the teachers of Sarsuna College to make them aware regarding all the initiatives taken by IQAC for development of the college. IQAC team once again reminded all the teachers about their assigned work based on their positions hold in the various cells formed by IQAC and convinced them. IQAC team also requested teachers to submit their self-appraisal report to IQAC annually and the documents related to their career advancement at least two months prior to their promotions due, so that IQAC can properly review all the papers and approve the same for their promotion. All teachers agreed.

Suparna Pal  
24/8/18.

  
Principal  
Sarsuna College  
Kolkata-61  
24/8/18.

## NOTICE

DATE:22/08/18

All the internal members of the college are requested to attend an emergency meeting in IQAC office at 3.00p.m. on 31<sup>st</sup> August, 2018. The following agenda will be discussed.

### Agenda:

1. Confirmation of the minutes of last meeting of 22<sup>nd</sup> June, 2018
2. Discussion on feedback taken from students
3. Basic Computer training for Non Teaching Staff
3. Introduction of Spoken English class for willing students of the college
4. Functioning of Grievance and Counseling Cell and Women Cell
5. Arrangement of Seminar
6. Formation of a new cell

### Members:

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- 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)

*Dipati* 22/08/18  
Principal  
Sarsuna College  
Kolkata-61

Minutes of IQAC Meeting-[July to September; 2018-2019]

Date: 31/08/2018; 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)
- 11.Sri Sankar Basu( Head clerk)
- 12.Sri Subhodeep Mukherjee(Accountant)

**Agenda and discussion :**

**Agenda :** Discussion on feedback taken from students:

**Discussion :** It has been decided that IQAC Coordinator and other members will observe the students feedback taken and will sort out those forms where negative feedbacks on some points obtained. Then Principal and IQAC Coordinator will discuss how these drawbacks can be overcome and it will be discussed in TC meeting also for awareness of teachers.

*It was decided that the IQAC will take feedback in google form from this year.*

**Agenda :** Basic Computer training for Non Teaching Staffs :

**Discussion :** The decision has been taken by IQAC that some of the college teachers specially from Computer science and other allied departments also will train the NTS on basic computer in IT laboratory on every Saturday at 1.30 p.m.

**Agenda :** Introduction of Spoken English class for willing students of the college.

**Discussion :** Since maximum students of this college come from Bengali medium schools, it has been decided that learning of spoken English is very much essential for them. So, IQAC has taken a proposal that spoken English class can be introduced by outsourcing and the participating students will have to bear the remuneration of the teacher only. This proposal will be placed to GB and if permission is obtained this proposal will be fruitful.

**Agenda:** Functioning of Grievance and Counseling cell and Women cell:

**Discussion :** As per resolution taken in last IQAC meeting, it has been decided that Grievance and Counseling cell and Women cell will start their functioning from 14<sup>th</sup> September.

**Agenda:** Arrangement of Seminar.

**Discussion:** It has been decided that NSS unit will arrange a Seminar on 'Stress Management' on 25<sup>th</sup> September, 2018. Proposal of another online seminar has also been taken

**Agenda :** Formation of a new cell :

**Discussion :** It has been decided that 'Archiving and Uploading Question Paper' committee will be formed where Librarian will act as Convener, one or two teachers and library staffs will assist her. If University and College internal question papers are uploaded in the website the students will be benefited.

It has been also decided that librarian will be included as a member of 'News letter' committee.

*Suparna Pal*  
Co-ordinator of IQAC

*Shubh* 31/8/18  
Chairman of IQAC

**Principal**  
**Sarsuna College**  
**Kolkata-61**

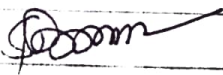
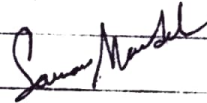

## NOTICE

All the non teaching staffs are requested to a meeting with IQAC on 28<sup>th</sup> August in Room N 1.30 p.m.

Sufarna Pal  
Co-ordinator of IQAC

Shupathi  
24.8.18  
Chairman

Principal  
Sarsuna College  
Kolkata-61

Shupathi  
24/8/18

Kanti Lal Dey 24/8/18  
Principala Bundera 24/8

Mangal Halder

Belaram Mandal  
23/8

Pradip Kumar

Rupali Prasad Maity

Anita Majhi

23/8

Suresh Ch. Barua 23/8/18

Sanjay Das

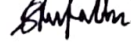





P. Narayan - 23/8/18



## Minutes of IQAC Meeting with all Non-teaching staff


Date: 28/08/2018; Time: 1.30 p.m.; Room No.-207 (Sarsuna College) Duration: 1hr.





### Members Present:

1. Dr. Subhankar Tripathi-Chairman & Principal of the college 
2. Dr. Suparna Pal-Co-ordinator of the cell (Associate Professor) 
3. Sri Uttam Kumar Bhakta-Member (Assistant Professor) 
4. Dr. Indrani Nath-Member (Assistant 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 (Assistant Professor) 
9. Sri Sanjib Gupta (Assistant Professor) 
10. Dr. Chameli Mandal Pandit (Assistant professor)

### Name of Non-teaching staff present

### Signature

1. Dinesh 
2. Dilip Sora
3. Mukul Sarker
4. Kanti Lal Seng
5. Sushu Mitra
6. Sankar Barua
7. Soumen Naikar
8. Navej Choudhary
9. Anura Debrot
10. Surjit Konda
11. Ranjit Mondal
12. Ranadeb Choudhary
13. Sunesh Ch. Balam
14. Mangal Halder
15. Rajib Bora

28/8/18

16) B. D. Das

17) ~~Ramkrishna~~

18. Ban Kr. Das

9. Panabur Gopal Das

1. Benin Dey

1. Achis Mukherjee

1. ~~Chandrasekhar~~

Tapan Sen Gupta

Mou Banerjee

Grabani Datta

Anirban Bhattacharya

Rohini Prakash Prasad  
to the editor

B. D. Das

~~Ramkrishna~~

Ban Kr. Das

P. N. Das

Mr.

Am

~~Chandrasekhar~~

~~me~~

~~Dr.~~

S. Datta

AB

P. P. Prasad  
to the editor



Resolution of meeting of IQAC with Non-teaching Staffs on 28<sup>th</sup> August:-

IQAC met all the non-teaching staffs of the college to know about the problem they faced (if there be any) in the college, they did not report any. The main objective of IQAC was to be familiar with them with computer. IQAC team decided a basic computer training course would be started by the teachers of Computer Science department for non-teaching staffs on every Saturday after college was over. When IQAC proposed this to non-teaching staffs, many of them showed their interest and it was decided that the non-teaching staffs would inform IQAC the names of willing candidates within a week. After that this course would be started as early as possible.

*Shifath* 28/8/18  
**Principal**  
**Sarsuna College**  
**Kolkata-61**

# NOTICE

DATE:- 29/08/2018

It is hereby informed that IQAC will meet the student representatives on 07/09/2018 at 1.30 p.m. in room no.207. So the Heads of all departments are requested to select the two representatives from 3<sup>rd</sup> Year/2<sup>nd</sup> Year Honours course, two from General course and inform them the date, time and venue of meeting. The representatives must be aware of the problems/grievances of all students so that they can represent well to IQAC. The Heads are also requested to inform the names of the student representatives to IQAC within 1<sup>st</sup> September.

*Prof. P. K. Dasgupta* 29/8/18

Signature of the Chairman

Principal  
Sarsuna College  
Kolkata-81

*Suparna Pal* 29/8/18

Signature of the Coordinator

*A. Dasgupta*  
30.08.18

*P. K. Dasgupta*  
31/8/18

*P. K. Dasgupta*  
30/8/18

*S. Pal*  
30/8/18

*K. K. Dasgupta*  
30.8.18

*P. K. Dasgupta*  
30.08.18

*P. K. Dasgupta*  
30.8.18

*P. K. Dasgupta*  
30/8/18

*S. Pal*  
31/08/18

*P. K. Dasgupta*  
31.08.18

*P. K. Dasgupta*  
31/8/18

Minutes of IQAC Meeting with students:

Date: 07/9/2018; Time: 1.30 p.m.; Room no: 207 (Sarsuna college) Duration : 1 hr

**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)
11. Sri Sankar Basu (Head clerk)
12. Sri Subhadeep Mukherjee (Accountant)

*Subhankar Tripathi*  
*Suparna Pal*

*Indrani Nath*

*Sanchaita Lala*

*Sanjib Gupta*

Sl.No.	Name of the Student	Department	Signature
1.	Sayan Nandi	Eng. Hons.	<i>Sayan Nandi</i>
2.	Sunanda Das	Eng. Hons.	<i>S. Das</i>
3.	Sayoni Chatterjee	Eng. Hons.	<i>S. Chatterjee</i>
4.	Gurjan Chatterjee	Eng. Hons.	<i>G. Chatterjee</i>
5.	Ashya Chatterjee	History Hons.	<i>Ashya Chatterjee</i>
6.	Prasanna Bhattacharya	History (Hons)	<i>Prasanna Bhattacharya</i>
7.	Ajan Mukherjee	History (Hons)	<i>Ajan Mukherjee</i>
8.	Aradhana Bhattacharya	Economics (Hons)	<i>A. Bhattacharya</i>
9.	Homash Nebu	Economics (Hons) 2nd	<i>Homash Nebu</i>
10.	Banali Samanta	Biochemistry (Hons)	<i>Banali Samanta</i>
11.	Deva Das	Biochemistry (Hons)	<i>Deva Das</i>

Sl.No.	Name of the Student	Department	Signature
01.	Debasis Bena	ZOOLOGY(H)	Debasis Bena.
02.	Umi Kunder	ZOO(A)	<u>Umi</u>
03.	Madhumita Paul	BNGIA(H)	M. Paul
04.	Priyanka Mukherjee.	BNGIA(A)	P. Mukherjee.
05.	Nisha Bhattacharya.	BNGIA(H)	N.B
06.	Sabana Khatun	EDU(H)	S.k
07.	Gabitra Gayen.	EDU(H)	<u>Gayen</u>
08.	Pritisha Nanda	EDU(H)	<u>Nanda</u>
09.	Santanu Halder	EDU(H)	<u>Halder</u>
10.	Dibendu Sengupta	GEGR(H)	Dibendu Sengupta
11.	Pratim Mondal	GEOA(H)	Pratim Mondal
12.	Anish Ganguly	GEOA(H)	Anish Ganguly
13.	Madhumita Nasken	GEOA(H)	Madhumita Nasken
14.	Gouri Das	GEOA(H)	Gouri Das

Sl.No.	Name of the Student	Department	Signature
1	Madhuparna Ghosh	Chemistry (Hons)	Madhuparna Ghosh.
2	Indranil Ghosal	Chemistry (Hons)	- Indranil Ghosal
3	Purbasa Das	Physics (Hons)	Purbasa Das -
4	Mrinmoy Bc	Physics (Hons)	Mrinmoy Bc
5	Madhusrima Mondal.	Political Science (H)	Mondal.
6	Priya Mondal	Political Science (H)	Priya Mondal
7	Rajesh Kumar Shaw	Political Science (H)	Rajesh K. Shaw.
8	Fajid Ali Molla	Political Science (H)	- Fajid Ali Molla
9	Soumen Bid	GEA (H)	Soumen Bid. -
10	Gaurika Dey	Geography (H)	Gaurika Dey.
11	Tanmoy Saha	Geography (H)	Tanmoy Saha



### Resolution of the meeting (with students) held on 7<sup>th</sup> September, 2018-

The students informed their different problems they faced in the college to IQAC.

1. The students of Bengali department complained that the students not having minimum attendance to sit in the final examination were allowed to appear in the final examination- in this regard they expressed their grievances. They requested for a reading room so that they could utilize their off periods.
2. Students of mathematics general complained regarding their irregularity of their classes.
3. The students of Political Science department (3<sup>rd</sup> Year) proposed to reduce the time gap between two classes. They requested for white board in place of black board and they complained that the referred books by the teachers were not often available in the library. They also demanded for a fixed class room .
4. The students of Physics department proposed to increase the duration of practical class from 2 to 3 hours.
5. Biochemistry department informed that due to lack of space both 1<sup>st</sup> year and 2<sup>nd</sup> year students were compelled to do their practical classes in the same laboratory and it would hamper their work. So they demanded for a separate laboratory. They also informed that they had no suitable laboratory for microbiology general class.
6. The students of Education Hons. complained that they were not aware of their routine of general classes. They also said that departmental wall magazine were not visible due to many overlapping notices.
7. Geography department told that their classes were not held in the allotted room, so they had to lose their time to search the class. They complained regarding electrical switch/wire maintenance in the class room. They informed that even after promoting to 2<sup>nd</sup> year they didn't get their ID cards. Due to insufficient number of required books in the library they faced a big problem.
8. The students of Zoology department informed regarding parking issues in the college. As the scooty stand had not yet been opened , they were compelled to keep their vehicles outside the college. They also informed that they had to face a problem to wait in between the classes since no room in the college was allotted for waiting of the students. They protested for the arrangement of water supply in front of toilet. They also complained regarding quality and variety of foods in the college canteen and the students of all departments supported it.
9. History department appealed for more audio-visual classes.

10. The students of Chemistry department informed that no updated books was in the library. In most of the times they didn't get their required books from library. They suggested to allot the practical and theoretical classes on the same day in the routine.

11. All students raised a complaint against office staffs, mainly of their non co-operation and rude behavior. They told that all information's were not communicated by the office to the students properly.

12. The students also complained regarding the environment of the college. They told that they faced a problem to follow their classes due to loitering and loudly noise in the corridor.

Suparna Pal  
7.9.18.

*Dr. Dipak*  
Principal  
Sarsuna College  
Kolkata-61  
7/9/18.

## NOTICE

DATE : 03/10/18

This is to inform all students that IQAC of our college has formed different "CELLS" for benefit of the students :

- i) Counseling and Grievance Cell
- ii) Women Cell
- iii) Anti Ragging Cell
- iv) Placement Cell
- v) SC/ST/Minority Cell
- vi) Co-curricular Activity Cell
- vii) News Letter Cell

The students requiring career counseling or any type of psychological counseling or having any type of grievances, are requested to inform IQAC . They have to inform IQAC by dropping a paper with their names, roll nos. and departments in the respective box in front of the IQAC room(R.No. 316).The members of this cell will be available in that room on every Saturday from 12.00p.m. to 2.00p.m.

The girl students facing any type of problems may inform the Women Cell following the above procedure. The members of Women cell will meet the girl students facing any problem in the college on every Friday between 12.00p.m. to 2.00p.m.

Similarly the students facing any type of ragging in the college may inform it to Anti Ragging Cell by maintaining the above procedure.

The students having queries regarding placement may inform to the Placement Cell by the above procedure.

Besides academics the students having extracurricular activities like singing, dancing, painting, debating or any other skills are requested to inform their ability to the respective cell members or the Head of the Departments. It will be easier for the respective cell members to organize cultural programmes, debate, quiz competition etc. with those students.

The students who have got prize/reward, any achievement or recognition in academics, sports, any cultural activity or any other field are requested to update this to their Head of Departments or any member of 'News Letter' cell. IQAC will publish a News Bulletin in every year comprising such achievements of teachers, students and non-teaching staffs of this college.

\* The students are requested to go through the college notice board. The names of each cell members are given there.

Suparna Pal 3/10/18  
Signature of IQAC Coordinator

*Shipathi* 3/10/18  
Signature of IQAC chairman

**Principal**  
**Sarsuna College**  
**Kolkata-61**

## NOTICE

DATE: 03/10/18

This is to inform the students to go through the notice to be acquainted with the names of the cell members

Counseling and Grievance Cell: 1. Dr.Indrani Nath (Convener).  
2. Dr.Nabanita Sengupta.  
3. Dr.Indraneel Saha.  
4. Dr.Shreyasi Palit.  
5. Sri Shankar Basu.  
6. Smt. Mou Banerjee.

Women Cell: 1.Smt.Sarottama Majumder (Convener)  
2. Dr.Chameli Mandal Pandit ,  
3. Smt.Prashasti Bhattacharya,  
4. Dr. Mahua Chakraborty.  
5. Smt.Srabani Dutta.

Anti-Ragging Cell: 1. Sri.Sanjib Mitra (Convener).  
2. Sri. Sajib Mandal.  
3. Sri .Prosenjit Paul.  
4. Sri Amit Mukherjee.

Placement Cell: 1. Sri. Saptarshi Naskar (Convener).  
2. Sri. Sanjib Mitra.  
3. Smt. Prashasti Bhattacharya.  
4 .Sri Sanjib Gupta.  
5. Sri Prabir Roy Chowdhury.



# NOTICE

DATE: 03/10/18

All the members of 'Anti Ragging Cell' and 'Placement Cell' are requested to attend a meeting with the IQAC members on 5<sup>th</sup> October, 18 in staff room sharp at 1230 p.m. (12.30 p.m.).

The names of these two cell members are as following:

## Anti-Ragging Cell:

1. Sri. Sanjib Mitra (Convener). *Smith*
2. Sri. Sajib Mandal. *Sy*
3. Sri. Prasenjit Paul. *P Paul*
4. Sri Amit Mukherjee. *Amit Mukherjee*

## Placement Cell:

1. Sri. Saptarshi Naskar (Convener). *(B)*
2. Sri. Sanjib Mitra.
3. Smt. Prashasti Bhattacharya.
4. Sri Sanjib Gupta. *R*
5. Sri Prabir Roy Chowdhury. *Prabir*

*Sufarna Pal* 3/10/18.  
Co-ordinator of IQAC

*Shufath* 3/10/18  
Chairman of IQAC  
Principal  
Sarsuna College  
Kolkata-61

## NOTICE

DATE: 05.12.2018

A meeting will be held on 12<sup>th</sup> December 2018 to discuss the following  
agendum.

### Agendum:

1. Confirmation of agenda of last meeting confirmed
2. To discuss problems brought into notice in the student-IQAC meeting on 7.9.2018.
3. To discuss the working of various IQAC subcommittees till date.
4. To discuss ways of library innovation.

*Dr. Subhankar Tripathi* 5/12/18.  
Principal  
Sarsuna College  
Kolkata-61

### Members:

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)

## **Minutes of the meeting held on 12.12.2018**

### **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)

### **Agenda and Discussion:**

1. Confirmation of agenda of last meeting confirmed.
2. Subject related problems will be sent to the corresponding department and other disciplinarian and administrative issues will be discussed with the governing body and the Principal.
3. The teacher-member in-charge of the IQAC subcommittee updated about the respective committees.

4. It was decided that more active students' involvement was required. The students union will be asked to interact more actively with the students.
5. The IQAC will hold a meeting with the librarian and library staff to discuss ways of implementing library facilities. Some of the suggestions were to make library open access, to find ways to reward the library goers, to think of innovative ways of library development.

Subarna Pal  
12.12.18.

 12/12/18  
**Principal**  
**Sarsuna College**  
**Kolkata-61**

# NOTICE

DATE: 12.12.2018

A meeting will be held between IQAC members and Library staff on 18.12.2018. The following agenda will be discussed.

*Suparna* 12/12/18  
Principal  
Sarsuna College  
Kolkata-61

## Agenda:

1. To discuss ways of Library upgrade.
2. Innovating ways of making library popular among students.

## 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)
11. **Anindita Basu**. (Librarian)
12. **Arun Halder** (Assistant Librarian)
13. **Mangal Halder** (Library peon)



## Minutes of meeting held on 18.12.2018

### 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)
11. **Anindita Basu**. (Librarian)
12. **Arun Halder** (Assistant Librarian)
13. **Mangal Halder** (Library peon)

### Agenda and Discussion:

1. The Librarian suggested building a library website for a better access to users. It was decided that the work in this regard will be taken up with immediate effect.
2. It has been decided that names of best library user of the month among students will be put up on the library notice board.

Suparna Pal.  
18.12.18.

*Dr. Subhankar Tripathi*  
Principal  
Sarsuna College  
Kolkata-61  
18/12/18.