

NOTICE

DATE: 19.07.2019

All the Faculty members of the college are requested to attend a meeting in IQAC office at 3.00 p.m. on 30.07.2019. The following agendas will be discussed.

Agenda:

[Signature]
19/7/19
Principal
Sarsuna College
Kolkata-61

1. Discussion on future plan will be taken by the IQAC for development of the college regarding:
 - Faculty Improvement Program
 - Development of Laboratory
 - Student Welfare
 - Student Placement
2. Miscellaneous

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)
10. **Dr. Chameli Mandal Pandit** (Invitee, NSS Coordinator)

Minutes of the meeting held on 30.07.2019

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:

1. Discussion on future plan will be taken by the IQAC for the development of the college regarding:
 - Faculty Improvement Program- It has been unanimously decided that a minimum of two teachers will be sent for Faculty Improvement programmes like Refreshers, Orientation, and other short term Courses.
 - Development of Laboratory: It has been decided that laboratory facilities will be improved which will include availability of various reagents, apparatus and other necessary items which will further the scope for the students. Space for boost lab will be provided as per plan.

- Student Welfare: Anti-Ragging cell, Womens Complaint Cell will be more vigilant. Special drive will be carried out for the mental well-being of students.
- Student Placement: Placement cell will work more aggressively and efforts will be made to contact various recruiting agencies and other potential employment houses. Even if organizations do not come for recruitments, special initiatives will be taken by teachers.

2. Misc : It has also been decided that special attention will be given to overall discipline, infrastructural development of the college.

Subarna Pal 30.7.19.

Shripeth 30/7/19
Principal
Sarsuna College
Kolkata-81

NOTICE

DATE: 13.08.2019

All the non- teaching members of the college are requested to attend a meeting in IQAC office at 3.00 p.m. on 21.08.2019. The following agendas will be discussed.

Agenda:

Shirish
13/8/19. Principal
Sarsuna College
Kolkata-61

1. Discussion on future plan will be taken by the IQAC for development of the college regarding:
 - Computer Training for the Staff
 - Overall Infrastructural development of the College
 - Development of Laboratory
 - Organization of Sports in College (Indoor and Outdoor)
2. Miscellaneous

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)
10. **Dr. Chameli Mandal Pandit** (Invitee, NSS Coordinator)

Meeting minutes held on 21.08.2019

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:

1. Discussion on future plan taken by the IQAC for development of the college regarding:
 - Computer Training for the Staffs: Understanding and realizing the need of computer literacy in the growing age of technology, it has been decided that all Non-Teaching staffs of the college will be provided computer education especially to those who are not acquainted with the usage of computers.
 - Overall Infrastructural development of the College: Improvement of the college washrooms, development of library and laboratories, development of classrooms, teachers room, enhanced security and better internet facilities. The cheap store will also be improved.

- Development of Laboratory: Availability of reagents, apparatus will be looked upon to facilitate smooth functioning of the laboratories.
- Organization of Sports in College (Indoor and Outdoor): Initiatives will be taken for the overall development of the sports organization of the college. Students' participation will be monitored time to time.

2. Miscellaneous: Hygiene of the canteen foods and beverages will be looked into by the authority.

Suparna Pal 21.8.19.

Suparna 21/8/19.
Principal
Sarsuna College
Kolkata-61

NOTICE

DATE : 07.12.2019

The students are requested to inform their needs regarding psychological and career counselling, 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 teacher 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 teacher 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.

The students are also requested to update their extra-curricular activities like singing, dancing, painting, debating or any other skills to the Convener of co-curricular activity cell

Suparna Pal
IQAC CO-ORDINATOR

Suparna 7/12/19
IQAC CHAIRMAN

NOTICE

DATE:- 05/12/2019

All the IQAC members are requested to attend the meeting on 10th December, 2019 at 2.00 p.m. in IQAC room.

Agenda 1 : Discussion on feedback taken from students.

Agenda 2 : AQAR for the session 18-19.

Agenda 3 : Introduction of skill enhancement course.

Agenda 4 : Proper functioning of Grievance and Counselling cell and Women cell:

Agenda 5: Proposal for gender studies workshop.

Agenda 6 : Discussion on internal assessment of sem I and sem III students.

Agenda 7 : Mapping the plan for 2021 NAAC.

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)

11. Sri Sankar Basu (Head Clerk)

12. Sri Subhodeep Mukherjee (Accountant)

13. Sri Krishna Bose (student)

Signature of IQAC Chairman

Signature of IQAC Co-ordinator

Minutes of the meeting held on **10.12.2019**

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. Sri Sankar Basu (Head Clerk)**
- 11. Sri Subhodeep Mukherjee (Accountant)**
- 12. Sri Krishno Bose (Student)**

Agenda and Discussion:

- 1. Discussion on feedbacks taken from students:** While most of the students seem to be satisfied with the college , there are a few suggestions from the students which will be taken care of. Students will be further encouraged to share their views and suggest ways for the improvement of the college.
- 2. AQAR for the session 2018-2019 :** It has been decided that all documents will be prepared in time with judicious involvement of all the teaching and non-teaching members of the college.
- 3. Introduction of skill enhancement course :** There will be attempts by the respective departments to initiate various skill enhancement courses such as communication skills, spoken English organized by the English Departments, computer literacy including the basic knowledge in Microsoft word, power point presentation, etc. GIS courses which is inter-disciplinary, will be made available to the students of other departments.
- 4. Proper functioning of grievance and counselling cell and women cell :** All grievances raised by the students shall be carefully attended and proper steps will be taken as far as possible. Regular

counselling will be done. Issues of women will be dealt by the women cell without any delay and utmost care will be taken in handling sensitive cases.

5. **Proposal for gender studies workshop:** Gender studies workshop will be organized to eradicate gender stereotypes, gender bias and to promote a healthy environment of mutual respect.
6. **Discussion on internal assessments of sem 1 and sem 3 students:** Internal assessment results have been discussed and it has been decided that special care will be provided to the weak students and initiatives will be taken to find the reason of their weaknesses.
7. **Mapping the plan for 2021 NAAC :** A NAAC committee along with various sub-committees will be formed . And this committee will henceforth suggest and prepare a road map for NAAC.

Suparna Pal 10.12.19

Suparna 10/12/19
Principal
Sarsuna College
Kolkata-81

NOTICE

DATE: 10.02.2020

All the internal members of the college are requested to attend an emergency meeting in IQAC office at 3.00p.m. on 19.02.2020. The following agenda will be discussed.

Agenda:

1. Discussion on future plan will be taken by the IQAC for development of the college regarding:
 - Webinar
 - Seminar
 - Faculty improvement program
2. Miscellaneous

Principal
10/2/20
Principal
Sarsuna College
Kolkata-81

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)
10. **Dr. Chameli Mandal Pandit** (Invitee, NSS Coordinator)

Meeting Minutes held on 19.02.2020

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:

1. Discussion on future plans taken by the IQAC for development of the college regarding:
 - Webinar : It has unanimously been decided that Inter-college webinars will be organized twice a year for the betterment of the students and to make them familiar with the growing use of technology in work field
 - Seminar: It has unanimously been decided that Inter-college webinars will be organized twice a year for the betterment of the students and to make them familiar with the art of public speaking and to instill confidence in them.

- Faculty improvement program: Regular inter-college online interactive sessions will be organized by the Hods of different departments.

Miscellaneous: Cleanliness of college campus and further security issues like cctv footages of the college premises will be monitored properly.

Sufarna Pal 19.12.20

Sufarna 19/12/20
Principal
Sarsuna College
Kolkata-81

NOTICE

DATE: 13.03.2020

All the Teaching members of the college are requested to attend a meeting in IQAC office at 3.00 p.m. on 14.03.2020 to discuss the given agendum.

Agenda:

1. To decide upon field trips of practical based departments in keeping with the recently developing pandemic situation
2. To discuss pandemic issues and college standpoint.

Members: All college Teachers.

Shifethi
13/03/20
Principal
Sarsuna College
Kolkata-61

Minutes of the meeting held on 14.03.2020

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. **Sri Sanjib Gupta**- Member (Assistant Professor)
9. **Dr. Chameli Mandal Pandit** (Invitee, NSS Coordinator)
- 10.**Dr. Anamitra Chattopadhyay** (Associate Professor)
- 11.**Dr. Pintu Kr. Maji** (Assistant Professor)
- 12.**Dr. Abul Hasan Sardar** (Assistant Professor)
- 13.**Dr. Sutapa Ganguly** (Assistant Professor)
- 14.**Sri Tarun Kumar Mondal** (Assistant Professor)
- 15.**Sri Arun Kumar Dawn** (Associate Professor)

Dr. Subhankar Tripathi
Principal
Sarsuna College
Kolkata-61

Agenda and Discussion:

1. It was decided that the field trips of Geography, Zoology and Botany departments will stand postponed and the travel agents will be requested to manage the financial matters.
2. The college decided to take step as per government directions. Department teachers were requested to communicate with their students and keep them updated about the decisions as and when taken.

Suparna Pal 14.3.20.

Suparna 14/3/20
Principal
Sarsuna College
Kolkata-81

Action Taken Report of IQAC for the Session 2019-20

1. Feedback forms were regularized and alumni feedback was introduced. The feedback forms were shared in the departmental WhatsApp groups for students to access them easily. The alumni feedback form was circulated among the alumni through various departments.
2. Feedback forms that were received, was analyzed by IQAC. The analysis report was shared with various stakeholders and also uploaded in the college website.
3. The IQAC had planned webinars to be organized by different departments. With the onset of pandemic, a National webinar on 'Literature in the time of Pandemic' was conducted by department of English in collaboration with Bamanpukur Humayun Kabir Mahavidyalay and Brahmananda Keshab Chandra College on 30th May 2020.
4. Annual Gender Sensitization seminar was organized on 7th January, 2020. As per IQAC resolution, staff members of the college participated in this webinar. This seminar was one of the quality steps taken by the IQAC to create a gender sensitive workplace and a safe working environment.
5. Library upgradation work began, as per the IQAC resolution. Library website was created and is in a work-in-progress stage. To encourage student-leaders, library has started with the initiative of 'Best Reader of the Month' mention in the Library notice board. This initiative has been very successful as it has increased the number of unique reader footfall in the library.
6. Internal assessment Examinations and projects were efficiently taken
7. Academically weaker students were identified and departmental teachers have tried to
8. Anti-ragging, women cell and counselling cells have started functioning more regularly in their designated rooms. The students came to consult with the teachers in charge of these cells. Most of the issues that were brought to the notice of these cells have been effectively addressed.
9. The college continued with its role in providing financial support to the economically weaker students. As per the IQAC suggestion, the economically weaker students were encouraged to seek help from the college in order to stop them from dropping out of the academic system.
10. Annual sports meet was organized in keeping with the tradition followed each year. This is a part of the IQAC initiative towards overall development of the students.