



SURENDRANATH EVENING COLLEGE

[Established in 1961]

Affiliated to the University of Calcutta

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009

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(NAAC Re-accredited in 2016)



Date: 18.09.2023

NOTICE

A meeting has been scheduled on 23.09.2023 at 5.30 PM to distribute some NAAC related works for the session 2022-23 among different sub-committees. Convenors of following subcommittee, are requested to present in this meeting. Please bring the minutes book. I also requested Dr. Amit Das, Dr. Himadri Nath Saha, Secretary of Student Union, Subhajit Banerjee, Obaidullah Khan and all IQAC members to be present in this meeting.

Thanking you.

Debari Manna 18-9-23
IQAC Coordinator

Principal

Surendranath Evening College

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Kolkata - 700 009

1. Smt. Urmila Sen (Convenor of Admission Sub-committee, ICC and Cultural Sub-committee)
2. Dr. Samit Bhowal (Convenor of Placement Cell)
3. Dr. Abhijit Poddar (Convenor of Grievance Redressal cell)
4. Sri Arun kr. Singh (Convenor of NSS)
5. Sri Toton Ghosh (Anti-Tobacco Sub Committee)
6. Dr. Satarupa Saha (Convenor of Anti-ragging Squad)
7. Dr. Noushin Baba Khan (Debate Sub Committee)
8. Sri Subhajit Chakraborty (Convenor office administration and accounts subcommittee)
9. Sri Ranjit Kumar Ray (General Secretary, Students Union)

Members present at the IQAC meeting held on
23.09.2023

1. ~~A~~ 23.09.2023
2. Debasis Manna 23.9.23
3. Guha 23/9/23
4. Tapas K. Parra
5. Abhijit Poddar
6. Anil Das 23/09/2023
7. ~~Shankar~~ 23/09/23
8. Himadri Nath Saha 23/09/23
9. Samit Bhowal 23/9/23
10. Nousheer Babu Khan 23/09/23
11. Satyendra Saha 23/09/23

Resolution of the IQAC meeting held on 23.09.2023:

Agenda 1: The Coordinator read out the proceedings of the last meeting held on 23.09.2023 and it was duly confirmed by all the members.

Agenda-2: IQAC distributed NAAC related works to different sub-committee as follows.

- i. IQAC distributed the following work for Admission sub-committee for the session 2022-23 and 2023-24:**
 - Uploading of the prospectus.
 - Preparation of Students' admission data for 1st semester in excel format (course wise, caste wise and gender wise).
 - Intake capacity of semester 1 (course wise, caste wise).
 - Demand ratio.
The convener of admission sub-committee has been given the responsibility for preparation of this work.

- ii. IQAC asked placement cell convener to submit the data of the events organized in 2022-23 and 2023-24.**
 - Student placement drive.
 - Training for competitive examinations.
 - Job related training.
 - Awarenessprogramme related to code of conduct.
 - GSCE will organize a career counselling programme on 29.09.2023. College may permit GSCE to use the physical infrastructure of our college to take a few classes, provided students show interest.
 - Willing faculty members may also take a few classes.
 - IQAC proposes to organize an awareness programme related to Code of Conduct and to invitedistinguished persons to act as chief guests for the programme.

- iii. Dr. Tapas Kr. Paira is to guide Alumni Association members to perform their activities smoothly.**

The outgoing students of the last session 2022-23 will be approached to add themselves in the association. A general meeting of the Alumni Association to be organized as soon as possible.

iv. Financial Budget for the college will be prepared by Dr. Amit Das for 2022-23 and 2023-24. Financial-internal audit will also be carried out. A register will be prepared for all UGC grants received. Each department will give the estimate of their expenses for the upcoming session according to the proforma given by Dr. Amit Das.

v. **Membership drive will be taken by NSS. NSS unit will prepare a budget and maintain a work diary related to the following works:**

- SwachhBharat.
- World Photography Day (Exhibition on 19th August.)
- World environment day. (5th June)
- Worlds Aids Day. (1st December poster)
- National Youth Day (12th June celebration)
- Poster related to green campus, landscaping garden, restriction of automobile, plastic free zone, CCTV surveillance

vi. IQAC proposed to hire a professional photographer to take pictures of events organized by our college for website and NAAC related work.

vii. **Cultural subcommittee will organize the following events:**

- Rabindra Jayanti.
- International women's day (Celebration).
- Bhasa Divas.
- Agamoni.
- Birth anniversary of Surendranath Bannerjee.

viii. **Research committee will organize two events**

- Seminar on IPR.
- National Science Day celebration (28th Feb).

In absence of the convenor of this committee, Dr. Abhijit Poddar will take the charge.

ix. **Anti-ragging committee will organize the following events**


- Pasting Anti-Ragging posters all over the campus.
- Awareness programme.

x. Debate committee will organize an inter-college debate competition in the month of February 2024. An intra-college debate competition will organized before the end of this year.

xi. Anti-Tobacco-committee will put posters all over the campus and will celebrate Anti-Tobaco Day (31st May).

xii. Dr. Himadri Nath Saha and Dr. Abhijit Poddar will organize a training programme for staff of our college on topics like CAS, ICT and software, ^{MOOCs} MOOCS, NPTEL-SWAYAM etc.

Debanis Manu
IQAC Convenor

Approved

06.10.2023
Principal