

# SURENDRANATH EVENING COLLEGE

[Established in 1961]

Affiliated to the University of Calcutta

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009  
Phone : 033 2985-9011, E-mail : snevening@ymail.com

Website : www.surentranatheveningcollege.com

(NAAC Re-accredited in 2016)



Ref. No. ....

Date : .....

## NOTICE

Date: 14.12.2024

A meeting of IQAC will be held on 21.12.2023 (Saturday) at 6:00 pm to distribute some NAAC related works among different sub committees. Convenors of following sub-Committees are requested to present in this meetings. Please bring the minute's book. All IQAC members, Subhijit Banerjee and Obaidullah Khan are also requested to present in the meeting.

**Venue:** Principal's Chamber

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 Grivence Redreassal Cell)
4. Dr. Nusrat Jahan ( Convenor Seminar Committee)
5. Sri Arun Singh ( Convenor of NSS)
6. Dr. Sanjit Sarkar (Convenor Research sub-committee & Sports sub-committee))
7. Sri Toton Ghosh ( Anti Tobacco Sub-committee)
8. Dr. Satarupa Saha ( Convenor of Anti-ragging Squad)
9. Dr. Noushin Baba Khan ( Convenor of Debate sub-committee)
10. Sri Subhajit Chakraborty (Convenor Office Administration & Accounts sub-committee)
11. Sri Ranjit Kumar Ray

*Debasis Manna*  
Dr. Debasis Manna  
IQAC Convenor

*Dr. Jafor Ali Akhan*  
14.12.24  
Principal

## Members Present

- 1.
2. Manna
3. Urmiladevi
4. Nasrat Jahan
5. Nousheen Binte Khan
- 6.) ~~AA~~
- 7) Ashjit Poddar 21/12/2024
- 8) Tapas K. Patra
- 9) Averi Guha
- 10.) Talon Ghosh
- 11) Samit Bhowal.



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## Resolution of the meeting held on 21.12.2024

1. The Convenor of Admission committee sub-committee is asked to update the data of students applied and students admitted. The minutes book of ICC and Cultural committee is to be updated till date and report of cultural programme also is to be prepared. Documentation of all the complaint to be kept in ICC minute book.
2. Report of placement programme is to be kept in the minute book of placement cell till date
3. In Grievance Redressal cell, grievances related to infrastructure should be addressed here and others to be passed on respective cells like ICC, Anti-ragging committee as per the case.
4. All the reports of seminar are to kept with the seminar committee
5. Convenor of seminar sub-committee are to be asked to arrange a meeting with all HoDs and asked them to arrange seminars in the coming year.
6. Convenor of NSS is asked to celebrate all the following Day like Youth Day, Womens' Day, Anti-Tobacco Day, Environment Day, NSS Day, Worlds Aids, Yoga Day, Republic Day and Independence day by NSS team etc in every year a make a report of all programme. At least 5 outreach and extension programme are to be done each year. All the yearwise reports re to be uploaded to college website.
7. Sports sub-committee are said to issue certificate for all the sports event.
8. A meeting of Research sub committees should be held to encourage doing more publications by the teachers.
9. Poster should be made by Anti Tobacco Team
10. Reports to be made for the programme done by Anti-Ragging squad.
11. All the department are asked to keep their ICT classes documents with them.
12. The MoU done by teachers of each department should keep a slide regarding this in their ppt.

Debasis Manna IOAC Coordinator  
Surendranath Evening College  
Kolkata-9