

Members present:

1. Sulayan Das 30/7/14
2. ~~Pr~~ 30/7/14
3. Des Roy Choudhury 30/7/14
4. ~~Choudhury~~ 30/7/14
5. Anirban Chakrabarty
6. mmm 30/7/14
7. Swyambhovanitra 30/7/14
8. ~~Ag~~ 30/7/14
9. ~~Pr~~ 30/7/14
10. Bhakrady 30/7/14

Agenda - 4 G.B. dt. 17.12.14
dt. 20.08.14 Agenda - 37C

Proceedings of the 1st meeting of Newly Constituted Internal Quality Assurance Cell held on 30.07.2014

The meeting was presided over by Smt. Krishnakali Basu (Ghosh), Teacher-in-charge of the college. The members welcome Prof. Suranjan Das, Hon'ble Vice Chancellor of Calcutta University for his presence in the meeting.


1. The IQAC coordinator placed the NAAC Report of 3rd Cycle reaccreditation along with the recommendations of quality enhancement of the institution. The members considered and recorded these.
2. For further functioning of IQAC it has been proposed that Hon'ble VC, CU reminded that the IQAC should meet at least once in a quarter and the proposals be communicated to the faculty members and staff. He also said that Annual Quality Assurance Report (AQAR) of the IQAC be prepared and sent to the NAAC latest by September of every year.
3. The future plan of the college prepared by the IQAC is displayed in the meeting. Prof. Das suggested Future Plan be separated into short term and long term plans. The members proposed that the following criterion-wise activities be taken up as part of the Annual Plan.

Curricular Aspect

- a) CBCS be introduced in all PG programmes;
- b) Process of initiation B.Ed. course be started;
- c) Job oriented courses on Disaster and Fire Management, GIS & Remote sensing and Human Rights Education for wider scope of self employability introduced;
- d) UGC provisions for vocational courses and community college be considered. TIC is requested to approach Govt. of West Bengal and Principal, Ash College for necessary action.

Teaching Learning and Evaluation

- a) Invited lectures with the assistance of eminent teachers from different universities and Research institutes be organised where the teachers and students are the participants
- b) Refresher, Orientation and Workshop be organized in collaboration with the Academic Staff College of state Universities. On this matter the TIC is requested to approach the Joint Secretary UGC and the Hon'ble V.C. of the respective University for this effective implementation.
- c) The Mid term examination to be replaced by project work on optional basis.
- d) Remedial teaching for disadvantaged students be continued. NET/SET coaching be strengthened through introduction of core subjects and be also widely publicized. Assistance from concerned person (Prof Nabanita) be taken. Paper - I of NET /SET. Assistance from external experts be taken as and when required.
- e) Students Feed back mechanism needs to be upgraded and made a continuous process


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Research Consultancy and Extension

- a) Minor Research Projects of college and projects from UGC, DST, DBT etc be encouraged
- b) Linkage with CIFRI, IISER (Mohanpur) Ichapur Rifle Factory, Indian Museum, Birla Industrial and Technology Museum, Birla Planetarium / M.P. Birla Foundation be formed. TIC is requested to contact VC, CU as a follow up programme.
- c) Hospital and Hotel management institute, Geological Survey of India, National University of Juridical Science, Legal Aid Service (Govt. of W.B.), Human Rights Commission be approached for consultancy. Different departments are requested to contact with these associations for blending teaching with research. TIC is requested to make collaboration between college and these institutions.
- d) Value oriented courses be organised in collaboration with department of Sanskrit, University of Calcutta which may act as nodal centre and extending assistance from Gandhi Museum Barrackpore and Gandhi Study Centre on "Gandhian Values". TIC is requested to approach Prof. Mou Dasgupta of Dept. of Sanskrit to act as nodal centre for such programme,
- e) Collaboration with DRDO may be undertaken as outreach initiative
- f) Contact Pollution Control Board for department of Environment, Govt. of W.B.

Infrastructure and Learning Resources

- a) To acquire the remaining portion of 6, Riverside Road. A letter be sent to President of India and this to be communicated to VC, CU for necessary perusal;
- b) Modernization of Library, Office (Cash collection centre at 6, Riverside Road)
- c) Room no. 226 of 85 Middle Road be developed to fully equipped auditorium.
- d) Wi-fi facility at 6, Riverside Road campus be developed
- e) Enrichment of central laboratory system
- f) Construction of ground and 1st floor of Boys Hostel and construction of 3rd Floor of Girls Hostel.
- g) Introduction of model classroom in both campuses
- h) ATM counter at 85, Middle Road campus be arranged

Student Support and Progression

- a) To improve placement service, MOU with IBM be made for opening franchises. TIC is requested to pursue the matter with V.C.
- b) Sports management course in association with (IISWBM) be introduced. TIC requested to contact with the person concerned at IISWBM
- c) NSE course be activated for implementation

Governance and Leadership

- a) Modernization of Office and Accounts Section at 85 Middle Road campus be made

- b) Initiatives be taken to create more funds for poor and meritorious students
- c) Governing Body is requested to approach DPI for more substantive teaching and non teaching posts and fill up the existing vacancies
- d) Biometric card in library be introduced
- e) MIS among staff should be formalised

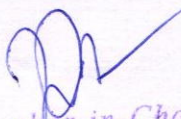
Innovative Practice

- /a) West Bengal Health Scheme be introduced for Teaching and Non-teaching staff
 - /b) Electronics & Computer Science departments are requested to tie up with Ichapur Gun Shell Factory and other industries
 - c) Physics, Chemistry, Zoology, Botany are requested to develop linkage with IISER (Mohanpur), IACS
 - d) Microbiology and Food & Nutrition are requested to develop linkage with reputed hospital and CIFRI
 - e) IQAC requested to organize "NAAC Awareness Workshop" with funding from NAAC as a measure for promoting consultancy in this field. In this matter TIC is requested to contact Dr. B.S. Madhukar of NAAC
 - f) Research Centres of the college try to acquire Intellectual Property Rights and Patent Rights to promote consultancy consultancy
 - g) Keeping the environment green policy in mind, IQAC resolved to start paper free communication within the campus as far as practicable. The book purchase procedure should start e-submission with immediate effect
- The members considered and accepted the proposals and TIC is requested to take necessary action.
3. It is resolved that TIC be authorized to dispose the money on account of grant to IQAC amounting to Rs. 3,00,000 (RS. Three lakhs) only.
4. To ensure participatory governance, the IQAC further resolved that the list of Convenors of different Sub Committees are placed in the meeting along with objectives of each sub-committee and approved and convenors are requested to choose the team members of each sub committee. The convenors and members are subject to approval of Governing Body.

[Annexure I]

As there are no other matters to discuss, the meeting ended with thanks to the Chair and Honourable VC of CU.


 Co-ordinator
 INTERNAL QUALITY ASSURANCE CELL (IQAC)
 Barrackpore Rastraguru Surendranath College


 Teacher-in-Charge
 BARRACKPORE RASTRAGURU
 SURENDRANATH COLLEGE

Objectives & Members of Different Sub Committees

1. Library Sub Committee

Objectives

- To ensure proper administration & overall development of library
- To take necessary action for betterment of library system & services
- To review the students feedback regarding the library and suggest accordingly
- To guide and oversee the proper and timely utilization of funds
- To organize orientation programme / workshop for students as well as staff

Members

TIC (Chairperson), Librarian (Convener), Sri Deb Roychowdhuri (G.B. Member), HODs or his /her representatives

2. Magazine Sub-Committee

Objectives

- To oversee and coordinate the entire process of publication of magazine in time
- To ensure elegant, correct and informative college magazine
- To encourage teachers and students, present as well as past, to publish in college magazine
- To organize publication programme on the 21st February every year
- To keep close contact with other related sub-committees for smooth functioning
- To inculcate new ideas for betterment of the publication.

Members

TIC (Chairperson), Dr. Meenakshi Krishnan (JC), Sri Dipankar Majumder (JC), Smt. Moumita Chaudhuri, Sri Arun Kr. Dutta, Dr. Sujata De Chowdhury, Sri Joydip Chandra, Sri Vivek Shaw, Sri Angshuman Chakraborty, Sri Nilotpal Chatterjee, Sri Mridul Dutta, Smt Salma Khatun

3. Campus Publication Sub Committee

Objectives

This committee will work in coordination with Magazine sub-committee, different institution publication units, admission sub-committee and IQAC. The basic objectives are:

- To oversee and coordinate the entire process of college publications in time.
- To encourage teachers and students to publish research articles, papers in these publications
- To cooperate with the admission committee regarding the publication of prospectus
- To cooperate with the academic sub-committee regarding the publication of academic calendar
- To encourage and pursue post-seminar publications/seminar proceedings
- To take initiatives to publish departmental monographs, series,
- To encourage and coordinate the regular publications of departmental wall magazine
- To take necessary steps to setup a printing unit in the campus.

Members

TIC (Chairperson), Sri Debaprasad Sarkar (JC), Smt. Molly Ghosh (JC), Dr. Abhijit Kundu, Dr. Sutapa Saha, Dr. Indira Samajdar Gangopadhyay, Smt. Moumita Chaudhuri, Smt. Poulomi Mukherjee, Sri Mridula Dutta

NCC

Objectives

According to Government norms and rules

Members

Cpt. Galive Iqbal (ANO), Dr Nilay Kar Chaudhury, Sri Subrata Roy, Sri Animesh Chakraborty

NSS

Objectives

According to Government norms and rules

Members

Sri Pankaj Kr. Mondal (PO), Sri Angshuman Chakraborty, Sri Partha Banerjee, Smt. Molly Ghosh, Dr. Indira Samajdar Gangopadhyay, Dr. Abhijit Kundu, Dr. Sutapa Saha, Dr. Swati Roy, Sri Dibyendu Ghosh, Sri Swayambhoo Mitra, Smt. Sabia Khan, Sri Debaprasad Sarkar, Sri Dipankar Majumdar, Librarian, Sri Anirban Chakraborty (COM), Sri Nilotpal Chatterjee.

Discipline Sub-Committee**Objectives**

The mission of the institute is to promote excellence in teaching-learning, to inculcate & nourish research aptitude and provide community service to strengthen the community bonding, social harmony and universal brotherhood. Inherent in this mission is the responsibility of the Institute to educate its students to be responsible, civic minded citizens. Therefore, the disciplinary code of conduct is designed to provide information to students, faculty and staff regarding the ideals that underlie our academic mission, and the expectations that the Institute has regarding the conduct of students.

The student discipline system exists to handle infractions against college rules and regulations. This system is based on a philosophy of fairness for all parties affected by any situation. The student discipline system is designed for an educational system, therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus. If a student or a group of students are cited by staff, faculty, or other students for a possible violation of college policies on campus or in hostel, they may be subject to the disciplinary process of the college.

The disciplinary committee will act in cooperation with anti ragging committee, Grievance Redressal Cell and GS Cash. The disciplinary proceedings could be conducted based on the nature of violation.

Members

TC (Chairperson), Dr. Sutapa Saha (JC), Smt. Molly Ghosh (JC), NCC ANO, TCS, Convenor (Hostel Sub-Committee) Smt. Madhumita Ghosal, Sri Kallol Saha, Dr. Chandra Sekhar Mukherjee, Head Clerk, Students' Representative

Health Sub-Committee**Objectives**

- To promote awareness of health and sanitation within the campus and maintain regular health service
- To organize health camp for developing local community health in collaboration with NSS and Women Empowerment Sub-committee as & when required
- To organize specially designed health orientation programme for women staff & students
- To organize health camp/ blood donation camp in and outside the college
- To organize programme on anti-tobacco, anti-alcohol/drug, prevention of early marriage etc
- To keep in touch with Hostel Sub-committee to ensure basic health care of boarders.

Members

TC (Chairperson), Smt. Sumita Chakraborty (JC), Dr. Sujata De Chaudhury (JC), Smt. Madhumita Ghosal, Smt. Rama Das, Smt. Sibanwita Mukherjee, Dr. Swati Roy Gangopadhyay, Sri Sandip Dey, Dr. Debratna Mukherjee, Cap. Galive Iqbal, Sri Anirban Chakraborty (CMS), Sri Rajat Shaw

Equal Opportunity Cell**Objectives**

- To promote diversity and healthy inter-personal relationships cutting across social barriers within the campus
- To oversee the effective implementation of policies and programmes for disadvantaged groups (SC/ST/OBC/minority/physically challenged) within the campus
- To plan suitable remedial / career oriented teaching policies to utilize the available funds to provide equal opportunity among the non creamy layers of the students
- To provide guidance and counselling with respect to academic, financial and other matters
- To sensitize the college on the problems of disadvantaged groups
- To recommend measures for better opportunities
- To disseminate the information related to schemes and programmes for the welfare of the disadvantaged students such as notifications, memoranda, government orders
- To establish coordination with government/other agencies/organizations to mobilize academic and financial resources to provide assistance to the target group

Members

TC (Chairperson), Dr. Gunomoni Saha (JC), Smt. Rama Das (JC), Dr. Manisankar Roy, Dr. Nilay Karchaudhuri, Sri Swayambhoo Mitra, Sri Kallol Saha, Sri Pijush Mandal, Sri Malay Krishna Dutta, Librarian, Sri Rupam Mukherjee

9. Gender Sensitization Committee Against Sexual Harassment

Objectives

- To prevent gender discrimination and sexual harassment against women by promoting gender amity among students, faculty and staff
- To promote gender sensitization through seminars, workshops, campaigns, posters involving government agencies/NGOs
- To recommend necessary changes in rules, regulations, infrastructure of the institution to make them gender sensitive
- To recommend measures to ensure gender balance in governance
- To deal with cases of discrimination and sexual harassment against women in a time-bound manner interacting with all the parties concerned
- To recommend appropriate action against the guilty party to the Principal/Teacher-in-charge

Members

Smt. Madhumita Ghosal (Chairperson), Dr. Anjan Majumder, Smt. Molly Ghosh, TCS, Dr. Debatree Mukherjee, Smt. Maumita Chaudhury, Dr. Sutapa Saha, Smt. Sabiha Khan Students' Female Representative, Smt. Sarbani Ghosh Hazra,

10. Backward Class Welfare Sub-Committee

Objectives

- To ensure observance of reservation policies in admission and recruitment
- To take necessary steps to promote the economic and social development of backward students
- To promote extended academic support for backward students
- To ensure the disbursement of different scholarship for backward students
- To keep regular touch with the Equal Opportunity Cell for career support to backward students
- To keep regular touch with the Grievance Redressal Cell to prevent any discrimination against the backward students

Members

TIC (Chairperson), Smt. Puṣpha Bairagya (JC), Smt. Sabiha Khan (JC), Convenor (Grievance Redressal Cell), Dr. Gunomoni Saha, Sri Pijush Mondal, Sri Dipankar Majumder, Smt. Lipika Biswas, Sri Pankaj Mandal, Smt. Saswati Nandy, Dr. Tanusree Dutta

11. Environmental Awareness Sub-Committee

Environmental awareness, which is essential for a good citizenship, is not always a prominent feature of education programmes of higher learning. Agenda 21 states that "education is critical for promoting sustainable development and improving the capacity of the people to address environment and development issues", moreover, education is stated to be an indispensable means of "achieving environmental and ethical awareness, values and attitudes, skills and behavior consistent with sustainable development and effective public participation in decision-making" (Chapter 36). This emphasis has influenced the inclusion of environmental education through different participatory mechanism, i.e., seminar, symposium, quiz, play, etc. The students are the young generation of a nation and the decision makers of the future. Their way of thinking about the environment and their involvement in environmental conservation is critical to sustainable development.

Objectives:

- To generate environmental awareness among students, staffs, faculties through its teaching and research,
- To facilitate better understanding and appreciation of nature in all its forms,
- To protect and preserve our natural heritage through engaging in various conservation and educational activities and other organization with similar objectives
- Maintain personal accountability for responsible environmental and safety behavior within the college premise;
- To initiate and stimulate group activities related with env.
- To organize trips, field excursions other outdoor activities to connect the students with nature
- To organize workshops, symposiums, seminars to generate awareness about the biodiversity conservation issues
- To raise the consciousness about the environmental rules and regulations
- To make the campus 'plastic free zones'.
- To celebrate world environmental day
- To investigate and improve the present practice of rainwater conservation with the motto 'jal dhoru, jal bhoru'.
- To promote sustainability through efficient and appropriate use of resources and to encourage more use of non conventional sources of energy
- To adopt the green techniques to minimize energy consumption
- To propose and execute the green auditing of the campus with the help of necessary expertise

Members

TIC (Chairperson), Dr. Sutapa Saha (JC), Smt. Poulomi Mukhopadhyay(JC), Sri Gautam Chaudhuri, Dr. Sutripta Sarkar, Sri Swyambhoo Mitra, Sri Nilotpal Chatterjee, Sri Angshuman Chakraborty, NSS Programme officer, Dr. Debopam Acharyya, Dr. Tanushree dutta

12 Campus Development Sub – Committee**Objectives**

- To keep the campus clean and tidy
- To develop physical infrastructure of campus.
- To improve condition of canteen in 85, Middle Road campus
- To improve cleanliness of toilets in both campus.
- To beautify both the campus by planting tree and maintain garden.
- To assure availability of clean and safe drinking water at both the campuses.
- Look into the safe disposal of bio hazard / waste
- To make 6, Riverside road campus Wi-fi
- To make permanent cycle stand at 6, Riverside Road campus.
- To maintain the play ground and basket ball court at 6, Riverside Road campus.

Members

TIC (Chairperson), Sri Gautam Chaudhuri (JC), Sri Partha Banerjee, (JC), Dr. Chandrasekhar Mukherjee, Dr. Srinamta Sinha Roy, Dr. Manisankar Roy, Sri Biswajit Dey, Dr. Jyotiprasad Chattopadhyay, Sri Pankaj Kr. Mondal, Sri Arijit Chaudhuri, Sri Amitava Bhaduri, Sri Anirban Chakraborty (COM), Dr. Priyadarshi Majumder, Smt. Sutapa Ghosh, Smt. Chandrani Sanyal, Head Clerk, Sri Arindom Chakraborty, Sri Ashoke Bhattacharyya, *Sri Deb Roychowdhury*

13. Sports Sub – Committee**Objectives**

- To upgrade proper infrastructure for sports.
- Special concession and financial support be extended to students who excel in sports or represent the college in various sports events.
- Special tutorial / remedial classes be organized for sports person (students) who often miss class due to sports activities.
- Tie up be made with department of sports management in IISWBM so that the subject may be introduced in the college.
- Tie up with different local club to organize so that students are able to watch and play in different environment to make them ready for bigger events. This will also act as a encouragement to sports in locality. This is a part of social responsibility of college.
- Special fund be allocated for transport, food and stay of sports person attending various events representing the college.
- Appeal be made to various funding agencies to bring in funds (like Govt. of India, Govt. of WB, UGC, Sports Authority of India) for development of sports infrastructure

Members

TIC (Chairperson), Dr. Nilay Karchaudhuri (Convenor), Sri Vivek Shaw, Sri Biswajit Sashmal, Sri Mithun De, Sri Arjit Chaudhuri, Dr. Jyotiprasad Chattopadhyay, Sri Debiprasad Bhattacharyya, Cap. Galive Iquebal, Sri Rupam Mukherjee

14 ICT Sub – Committee**Objectives**

- To promote ICT enabled teaching & learning and arrange workshop etc to orient stake holders
- To work for regular upgradation of ICT infrastructure of the college
- To promote the use of open source software as far as practicable
- To upgrade and update institutional website
- To monitor proper use and maintenance of ICT resources

Members

TIC (Chairperson), Sri Arijit Chaudhuri (Convener), Sri Biswajit Dey, Sri Joydip Chandra, Smt. Poulomi Mukherjee, Sri Debiprasad Bhattacharyya, Sri Anirban Chakraborty(COM), Smt. Satarupa De Neogi, Sri Arindom Chakraborty

Hostel Sub – Committee**Objectives**

- To keep in record the number of seats inside the hostel, how many have filled up and how many are vacant
- To maintain discipline inside the hostel strictly
- To monitor regularly in and out times of the boarders
- To monitor whether each and every student has a local guardian and keep in touch with the local guardian as well as the guardian as and when required
- To monitor drinking water, sanitation, food quality and cleanliness of the hostel and make improvements as and when necessary
- To keep in constant touch with the hostel warden
- To keep the records of all documents of the boarders
- To continue its efforts on improvement of available facilities for the students
- To promote a healthy and harmonious relationship among the boarders
- To work with Anti-Ragging Committee to prevent ragging in any form in the hostel

Members

TIC (Chairperson), Dr. Indira Samajdar Gangopadhyay (JC), Dr. Ishita De (JC), Sri Anirban Chakraborty (COM), Smt. Sarbani Ghosh Hazra, Sri Partha Banerjee, Smt Sumita Chakraborty, Sri Ranjit Goswami, Moumita Chaudhuri, Convenors (Discipline Sub-Committee)

Grievance Redressal Cell**Objectives**

- Aim should be on prevention of misconduct rather than controlling through punitive measures.
- To design and implementation of redressal policy
- To look after grievances related to teaching, learning, office administration and infrastructure made by students, faculty and staff
- To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct
- To make necessary recommendations to the Principal/Teacher-in-charge

Members

TIC (Chairperson), Sri Arun Kr. Dutta (JC), Sri Dibyendu Ghosh (JC), Dr. Manisankar Roy, Cap. Galive Iqbal, Sri Amitava Bhaduri, Dr. Nilay Karchaudhuri, Dr. Gunomoni Saha, Sri Pankaj Kr. Mandal

Research & Development Sub - Committee**Objectives**

- Maintaining & Upgrading of different instruments which have been rendered obsolesces by the manufacturer.
- Research projects (College, UGC, DBT, DST) be encourage by regular communication with faculty members regarding various funds that they can explore in their respective fields.
- To monitor approval process of college funded minor research projects
- Special "Center for Innovation" be setup to promote research atmosphere among the students. The students are able to test their ideas and promote innovative culture among students.
- Facility will be encouraged to interact with young innovative students and help them innovate at the graduate level. Even facilities can be project with students at the center for innovation
- Acquiring of different cutting edge instrument and creating frame work for funds generation through sample testing using such instruments.
- Acquiring funds for research from various funding agencies for development of R & D infrastructure of college.
- A 70% - 30% sharing of consultancy fees with the college.

Members

TIC (Chairperson), Dr. Abhijit Kundu (JC), Sri Swayambhoo Mitra (JC), Dr. Malini Basu, Dr. Rakhi De Sharma, Dr. Sujata De Chaudhuri, Dr. Indira Samajdar Gangopadhyay, Smt. Moumita Chaudhuri, Smt. Molly Ghosh, Dr. Sutapa Ghosh Dastidar, Sri Debiprasad Bhattacharyya, Sri Anirban Chakraborty (Comm), Sri Dipankar Majumder, Sri Debaprasad Sarkar, Sri Sukalyan Som

Women Empowerment Sub - Committee**Objectives**

- To uplift the status of women in the broader society with participation of students, faculty and staff

- To organize short term/long term programmes to empower women belonging to socially and financially backward section
- To build-up liaison with Government agencies/NGOs in implementing such programmes

Members

TIC (Chairperson), Dr. Sutapa Ghosh Dastidar (JC), Dr. Debatree Mukherjee (JC), Smt. Lipika Biswas, Smt. Pushpa Bairagya, Anirban Chakraborty (Comm), Smt. Keya Dutta, Smt. Susmita Roy, Dr. Sutapa Saha, Dr. Debratna Mukhopadhyay, Smt. Satarupa De Neogi

Student Support & Progression Sub - Committee

Objectives

- To keep record of students performance in University Examination
- Recording of data of various student support mechanisms existing like financial support systems preexisting in the college.
- To ensure that future progression of students is further enhanced, the placement cell need to be further strengthen.
- Professional placement agency tie up to ensure proper training of students to help them become industry ready.
- To keep record of performance of student achievements in various co-curricular and extra curricular fields.
- To strengthen the Alumni base and involve department based alumni database. Record keeping of horizontal as well as vertical progression of alumni.
- Create alumni students interface as a part of moral boost to students.
- CEL to be strengthened and further soft skill workshop be organized so that students become aware of the necessity of soft skill and communicative English
- Career Fair organized every year.
- To promote co-curricular and extra curricular activities, innovation among students special mechanism be organized.
- Special center for innovation be setup where students are allowed to bring to reality or test their innovation.
- To bring in funds from various funding agencies to ensure students progression mechanism remains well funded. Various soft skill and value added courses like Stock Market to introduced to help students get self employed.

Members

TIC (Chairperson), Dr. Nilay Karchaudhuri (JC), Smt. Moumita Chaudhuri (JC), Sri Partha Banerjee, Dr. Manisankar Roy, Dr. Meenakshi Krishnan, Sri Swayambhoo Mitra, Smt. Madhumita Ghosal, Smt. Doyel Mukherjee, Dr. Indira Samajder Gangopadhyay, Sri Joydip Chandra, Sri Angshuman Chakraborty

Examination Sub – Committee

Objectives

- To conduct the examination process systematically and peacefully
- To keep records of every change of preparatory days for full time teachers and available days of PTT and guest teachers
- To keep in touch with the university authority for timely availability of university examination schedule
- To keep record of the teacher who will be unavailable during any examination process or on any kind of leave

Members

TIC (Chairperson), Maumita Chaudhuri (JC), Pijush Kanti Mandal (JC), Anjan Majumder, Debaprasad Sarkar, Abhijit Kundu, Malay Krishna Dutta, Swayambhoo Mitra

Cultural Sub – Committee

Objectives

- To prepare an annual cultural calendar
- To keep and maintain records of different important dates throughout the year and observe them in collaboration with other sub-committees or body, if required
- To explore talent and skill of the faculty members, staff and students for optimal utilization
- To maintain a healthy cultural environment within the campus
- To maintain a department wise database of performers
- To arrange for video/photographic documentation of all programmes

Members

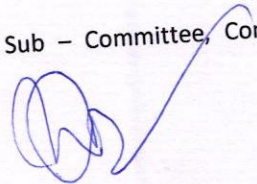
TIC (Chairperson), Sri Gautam Chaudhuri (C), Puspha Bairagya, Swati Roy Gangopadhyay, Sutapa Basu Dhar, Suparna Roy Bhattachayya, Mitratithi Dey, Mridual Dutta, Debasish Chakraborty, Chandrani Sanyal, Barnali Banerjee, Sandip Dey

ragging Cell

Institution is required to take necessary steps for its implementation in to include the monitoring mechanism as per provisions provided in the above regulation and ensure its strict compliance. The following preventive measures for Anti-ragging should also be strictly followed:-

- The Institutions may erect suitable hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging and also indicating there in the names of the officials and their telephone numbers to be contacted in case of ragging.
- An affidavit must be obtained from every Student, Parent/Guardian separately as per clause (m & n) of Regulation 6.2 of the Raghavan Committee recommendations.
- A film developed by UGC on anti-ragging on its website. Institute should download the same and give wide publicity amongst the students, before the start of the academic session. Besides, this may be constantly monitored during the entire period of the academic session.
- Students in distress owing to ragging related incidents can access the toll free helpline 1800-180-5522.

Chairperson), Dr Anjan Majumder (JC), Sri Amitava Bhaduri (JC), Convener, Discipline Sub - Committee, Convener, (Grievance Redressal Cell), Convener (Hostel Sub - Committee), TCS, Students' Representative.



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