

মিটিং নং / Meeting No.	18th	উপস্থিত সভ্যগণের নাম	স্থান / Place
তারিখ / Date		NAME OF MEMBERS PRESENT	সময় / Time
১। ১	Principal	১৪। ১৫	
২। ২	Principal	১৫। ১৬	
৩। ৩	Principal	১৬। ১৭	
৪। ৪	Principal	১৭। ১৮	
৫। ৫	Principal	১৮। ১৯	
৬। ৬	Principal	১৯। ২০	
৭। ৭	Principal	২০। ২১	



## SUSHIL KAR COLLEGE

NAAC Accredited Grade- B

GHOSPUR, P.O.- CHAMPAHATI, 24 PARGANAS (S)  
PIN - 743330

PHONE : 03218-260005 / 201034 / 261584

Email : susilkarcollege@gmail.com

Website : www.susilkarcollege.com



Date: 25-08-2017

### NOTICE by IQAC

A meeting of IQAC with faculty members will be held on 01-09-2017 at 3 PM in Principal's Room to discuss the following agenda. All the faculty members are requested to attend the meeting.

#### Agenda:

- To read and confirm the minutes of the meeting dated 11-05-2017
- Construction of ladies hostel
- Construction of first floor of science building
- Introduction of virtual classroom
- To analyze reports of proctoring and mentoring system introduced by the resolution of the meeting held on 12-04-2016

*[Signature]*  
Principal

Principal

*[Signature]*

*[Signature]*  
Coordinator

COORDINATOR  
IQAC

Meeting No. 18<sup>th</sup>

Date: 01-09-2017

Place: Principal's Room

Time: 3 PM

A meeting of IQAC in presence of the Principal is held with all faculty members signed left to arrive at the following resolutions of the given agenda of the notice dated 25-08-2017. Minutes of the meeting are as below:

#### Agenda 1

Minutes of the last meeting held on 11-05-2017 are read and confirmed.

#### Agenda 2

Principal stated that a fund from non-conventional organization was affirmed to build a ladies hostel for the minority section. Resolution was made to accelerate the process.

#### Agenda 3

It was resolved that the construction of the first floor of the new science building would be completed before the Puja Vacation.

#### Agenda 4

The possibility of introduction of virtual classroom was discussed. It was resolved that such classroom would be initiated as early as possible.

#### Agenda 5

IQAC wanted to know the proceedings of proctoring and mentoring system run by the faculty members after its introduction by the resolution of the meeting held on 12-04-2016. Department wise reports were presented. IQAC asked for betterment of the system.

As there was no other matter to discuss the meeting ended with a vote of thanks to the chair and the members present.

*[Signature]*  
P. Bose

*[Signature]*  
f. Kumbhar

*[Signature]*  
S. Chakraborty

*[Signature]*  
Anil Basak

MEETING RESOLUTION		উপস্থিত সভ্যগণের নাম		স্থান / Place	
ক্রমিক / Meeting No.	তারিখ / Date	NAME OF MEMBERS PRESENT	সময় / Time		
১।	১৩/১১/১৭	Principal	১০। ১৫.		
২।			১০। ১৬.		
৩।			১০। ১৭.		
৪।			১০। ১৮.		
৫।			১০। ১৯.		
৬।			১০। ২০.		
৭।			১০। ২১.		



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 GHOSH PUR, P.O.- CHAMPAHATI, 24 PARGANAS (S)  
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 Email : susilkarcollege@gmail.com  
 Website : www.susilkarcollege.com



Date: 13-11-2017

**NOTICE by IQAC**

A meeting of IQAC with faculty members and librarian will be held on 21-11-2017 at 3 PM in Principal's Room to discuss the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:
- i) To read and confirm the minutes of the meeting dated 01-09-2017
  - ii) Decision on damaged and obsolete books of library
  - iii) To purchase Koha software for library
  - iv) To initiate career counseling awareness programs

*[Signature]*  
Principal

*[Signature]*  
Coordinator

COORDINATOR

Meeting No. 19<sup>th</sup>  
 Date: 21-11-2017

Place: Principal's Room  
 Time: 3 PM

A meeting of IQAC in presence of the Principal is held with all faculty members and librarian signed left to arrive at the following resolutions of the given agenda of the notice dated 13-11-2017. Minutes of the meeting are as below:

Agenda 1

Minutes of the last meeting held on 01-09-2017 are read and confirmed.

Agenda 2

It is stated that library space is blocked by damaged and obsolete books of no use. Library Committee is asked to take decision regarding the matter.

Agenda 3

IQAC justifies the complete automation of library by purchasing and installing relevant software Koha. Library Committee and librarian are asked to do the needful in this matter.

Agenda 4

Career Counseling Awareness Programmes are prescribed to conduct for the benefit of the students. Faculty members are requested to show required initiation in this regard.

As there is no other matter to discuss the meeting ends with a vote of thanks to the chair and the members present.

*[Signature]*  
P. K. Kundu

*[Signature]*  
Shree

*[Signature]*  
S. Chatterjee

*[Signature]*  
Anand Biswas

*[Signature]*  
Anish

সিটিং নং / Meeting No.	উপস্থিত সভাপণের নাম NAME OF MEMBERS PRESENT	স্থান / Place
১১	Principal	১১
১২	Coordinator	১২
১৩	P. K. Chatterjee	১৩
১৪	P. K. Chatterjee	১৪
১৫	P. K. Chatterjee	১৫
১৬	P. K. Chatterjee	১৬
১৭	P. K. Chatterjee	১৭



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Date: 05-01-2018

### NOTICE by IQAC

A meeting of IQAC with the members of Alumni Association will be held on 18-01-2018 at 3 PM in Teachers' Room to discuss the following agenda. All the faculty members are requested to attend the meeting.

Agenda:

- i) To analyse the role of Alumni Association in Golden Jubilee
- ii) To seek cooperation in other fields

*[Signature]*  
Principal

Principal  
Sushil Kar College  
Champahati, 24 Pgs. (S)

*[Signature]*  
Coordinator

*[Signature]*  
P. K. Chatterjee

*[Signature]*  
P. K. Chatterjee

*[Signature]*

Meeting No. 20<sup>th</sup> Place: Teachers' Room  
Date: 18-01-2018 Time: 3 PM

A meeting of IQAC in presence of the Principal is held with the Alumni Association and all faculty members signed left to arrive at the following resolutions of the given agenda of the notice dated 05-01-2018. Minutes of the meeting are as below:

Principal and all faculty members expressed their gratitude to the members of Alumni Association for their extensive cooperation in the celebration of Golden Jubilee of the College in the previous year. Avijit Roy, secretary of the Alumni Association assured that they would always be available for any kind of requirement of the college in future. All other members also ensured the Principal to work hand in hand with management for potential betterment option. They also agreed to interact with students to share knowledge, suggestions and placement activities. It was informed on the part of the Principal and the Coordinator that the period of NAAC accreditation for the 2<sup>nd</sup> Cycle would expire on upcoming September, 2018 and college would start its activities to face NAAC Assessment and Accreditation process for the 3<sup>rd</sup> Cycle. All the members of the Alumni Association assured the Principal once again of their complete cooperation in this regard.

The meeting ended with a vote of thanks to the chair and members present.

*[Signature]*  
P. K. Chatterjee

*[Signature]*  
P. K. Chatterjee

*[Signature]*  
P. K. Chatterjee

*[Signature]*  
P. K. Chatterjee

Sl. No / Meeting No	Name / Date	NAME OF MEMBERS PRESENT	Sl. No / Time
31	Principal		5:07:15
31.2	Principal		5:07:16
31.3	Principal		5:07:17
31.4	Principal		5:07:18
31.5	Principal		5:07:19
31.6	Principal		5:07:20
31.7	Principal		5:07:21



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## NOTICE BY IQAC

Date: 02-02-2018

A meeting of IQAC with faculty members will be held on 12-02-2018 at 3pm in principal's Room.

To discuss the following agenda. All the faculty members are requested to attend the meeting.

### Agenda:

- To read and confirm the minutes of the meeting dated 21-11-2017.
- To introduce discussion session with students.
- To enlarge the volume of extension activities.
- To gather feedback to create better ambience.
- To declare plan of action from the next session.

*[Signature]*  
Principal

Principal  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*  
Coordinator

COORDINATOR  
IQAC  
Susil Kar College  
Champanati, 24 Pgs. (S)

*[Handwritten notes]*  
Principal  
Champanati

Meeting No: 21

Date: 12-02-2018

A meeting of IQAC in presence of the Principal is held with all faculty members signed left to arrive at the following resolutions of the given agenda of the notice dated 02-02-2018. Minutes of the meeting are as below:

### Agenda 1:

Minutes of the last meeting held on 21-11-2017 are read and confirmed.

### Agenda 2:

Discussion sessions with students are recommended. It is expected that the same would be obvious for skill enhancement. Debate, quiz competition, result evaluation and micro teaching are also prescribed.

### Agenda 3:

Faculty members concerned with NSS and NCC are asked to conduct more constructive extension Activities.

### Agenda 4:

Faculty members are asked to collect feedback from parents and other stakeholders regarding academic activities and students amenities to develop a better atmosphere.

As there is no other matter to discuss the meeting ends with a vote of thanks to the chair and the members present.

### Agenda 5:

IQAC coordinator declared the plan of action for 2018-19 as given below:

- To prepare the SSR, 3<sup>rd</sup> cycle
- Intiative taken to send AQAR.
- To find sources of non-conventional funds from different sources.
- To complete the floors of the new building and shifting of physics and chemistry.
- Planned move to get more teachers in substantive posts.
- To make more student friendly routine & ambience.

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

Principal  
Sushil Kar College  
Champanati, 24 Pgs. (S)

COORDINATOR  
IQAC  
Susil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*

*[Signature]*



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## NOTICE by IQAC

Date:08-08-2018

A meeting of IQAC with faculty members and NTS will be held on 14-08-2018 at 3PM in

Teachers' Room to discuss the following agenda. All the faculty members and NTS are requested to

Attend the meeting.

### Agenda:

- To read and confirm the minutes of the meeting dated 12-02-2018.
- Preparation for NAAC accreditation 3<sup>rd</sup> cycle.
- Sub mission of AQAR, 2017-18.
- To consider formation of steering committee for NAAC, 3<sup>rd</sup> cycle.
- To look on the proposal of placed before the teachers'.

*[Signature]*  
Principal

*[Signature]*  
Coordinator

Principal  
Sushil Kar College  
Champahati, 24 Pgs. (S)

COORDINATOR  
IQAC  
Susil Kar College  
Champahati, 24 Pgs. (S)

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

Date:14-08-18

Place:Teacher's Room

Time:3pm

A meeting of IQAC in presence of the principal is held with all faculty members and non-teaching staff signed left to arrive at the following resolutions of the given agenda of the notice dated 08-08-18. Minutes of the meeting are as below:

### Agenda 1

Minutes of the last meeting held on 12-02-2018 are read and Confirmed.

### Agenda 2

It is stated that NAAC 2<sup>nd</sup> cycle period would be expired on upcoming September,2018. Faculty members and NTS are asked to get prepared to face NAAC, 3<sup>rd</sup> cycle.

### Agenda 3

It is resolved that to face NAAC accreditation for the 3<sup>rd</sup> cycle AQAR,2017-18 should be sent by December,2018.

### Agenda 4

It is also resolved that the steering committee for NAAC accreditation,3<sup>rd</sup> cycle would be formulated in a Teacher's council 's meeting in future which would be placed in Governing Body's meeting to get approval.

As there is no other matter to discuss the meeting ends with a vote of thanks to the chair and the members present.

### Agenda 5

- NSS & NCC confirmed to IQAC regarding more extension activities done by them.
- Faculties of various departments confirmed the proposal discussion session with the students different depts.reported about the debate,quiz competition, publishing of wall magazines.They also Confirmed about the result evaluation activities & Microteaching with the students.
- Teachers confirmed to IQAC about more academic activities with the students.Secretary, IC informed about more effective routines.
- Principal confirmed to IQAC about enhancement of students amenities.

*[Signature]*

Principal  
Sushil Kar College  
Champahati, 24 Pgs. (S)

*[Signature]*

COORDINATOR  
IQAC  
Susil Kar College  
Champahati, 24

**MEETING RECORD**

Sl. No. / Meeting No.	Sl. No. / Date	NAME OF MEMBERS PRESENT	Sl. No. / Place	Sl. No. / Time
01	01	Principal	01	01
02	02	Coordinator	02	02
03	03	Dr. Rupa Chattopadhyay	03	03
04	04	Dr. Basu	04	04
05	05	Dr. Tusher Baran Halder	05	05
06	06	Dr. Poppy Kundu	06	06
07	07	Dr. R. Dutta	07	07



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**Email : susiikarcollege@gmail.com**

**Website : www.susiikarcollege.com**



NOTICE by IQAC

Date: 07-11-18

IQAC arrange an emergent meeting with all faculty members, NTS and students' representative in presence of principal at 3PM Teacher's Room on 16-11-18 to resolve the following matters. All teachers, NTS and students are requested to attend the meeting positively.

Agenda:

- 1) To decide the period for NAAC accreditation, 3<sup>rd</sup> cycle.
- 2) To formulate the steering committee.
- 3) To monitor fund raising activities.

*[Signature]*  
Principal  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*  
Coordinator

COORDINATOR  
IQAC  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*

*[Signature]*  
*[Signature]*

Meeting No. 257  
Date: 16-11-18

Principal  
Sushil Kar College  
Champanati

IQAC arranges an emergent meeting with all faculty members, non-teaching staff and students' representatives signed left to arrive at the following resolutions of the given agenda of the dated 7-11-18. Minutes of the meeting are as below.

Agenda 1:

It is resolved that the college would proceed for NAAC accreditation, 3<sup>rd</sup> cycle and it would apply to avoid the June, 2019 session for the same.

Agenda 2:

A 16 member steering committee is formed to prepare SSR and to do relevant works. Principal is requested to get Governing Body's approval. The formation of the steering committee is as below:

1. Principal, ex-officio chairman: Dr. Manas Kr Adhikari
2. Coordinator: Prof. Tejas Sarkar
3. Dr. Amit Tribedi
4. Dr. Raju Dutta
5. Dr. Basab Sii
6. Dr. Rupa Chattopadhyay
7. Dr. Tusher Baran Halder
8. Dr. Poppy Kundu
9. Dr. Sudeshna Chakrabarty
10. Prof. Purbita Bose
11. Prof. Purnendu Bhowmik
12. Librarian: Sri Ashim Kr. Paul
13. NTS representative: Sri Akhil Mondal
14. Sri Bikramjit Mjundar
15. Sri Swarup Mondal
16. General secretary, Student's Council.

As there is no other matter to discuss the meeting ends with a vote of thanks to the chair and the members present.

Agenda 3:

Regarding non-conventional fund from different Dr. Raju Dutta, Assistant professor in math Department provides following facts:

- a) Unnat Bharat fund (central Govt) Rs 500000.
- b) SN Bose National fund Rs 500000
- c) IC SSR control fund Rs 1000000

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

Principal  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*

COORDINATOR  
IQAC  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*

ক্রমিক / Date	NAME OF MEMBERS PRESENT	সময় / Time
১। ১.	১। ৪. P. Das	১৫। ১৫.
১। ২. Ant Jha	১। ৯. Rupa Chatterjee	১৬। ১৬.
১। ৩. Anis Barua	১। ১০. Anis Barua	১৭। ১৭.
১। ৪. S. Chakravarty	১। ১১. S. Das	১৮। ১৮.
১। ৫. Anis Barua	১। ১২.	১৯। ১৯.
১। ৬. Anis Barua	১। ১৩.	২০। ২০.
১। ৭. Subrata Das	১। ১৪.	২১। ২১.

ক্র / No. রেজুল্যন / Resolution Adopted



## SUSHIL KAR COLLEGE

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**PHONE : 03218-260005 / 261584**  
**Email : susilkarcollege@gmail.com**  
**Website : www.susilkarcollege.com**

### NOTICE by IQAC

Date: 02-01-19

IQAC will arrange a meeting regarding action plan for the next year in principal's room in presence of faculty members. All are requested to join the meeting where the following agenda will be discussed;

**Agenda 1:**

To form plan of action for the next period, i.e., 2019-20

*[Signature]*  
Principal  
Principal  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*  
Coordinator  
COORDINATOR  
IQAC  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Handwritten signatures and notes]*  
237822  
Shoo

Meeting No. 74th  
Date: 08-01-19

Place: Teacher's Room  
Time: 5PM

A meeting of IQAC in presence of the principal was held with all faculty members and non-teaching staff signed below to arrive the following resolutions of the given agenda of the notice dated 02-01-2019

Minutes of the meeting are as below:

**Agenda 1:**

Minutes of the last meeting held on 16-11-2018 are read and confirmed.

**Agenda 2:**

To form plan of action for the next period, i.e., 2019-20.

- a) To monitor activities of the members to prepare reports of NAAC, 3<sup>rd</sup> cycle so that SSR can be Submitted within the stipulated period.
- b) To encourage faculty members for collection of more non-conventional fund from different sources.
- c) To get entry to new buildings with teachers' staffroom, office as well as principal's room
- d) To make operative of physics & chemistry laboratories in the new building.
- e) To develop computer science department purchasing new computers.
- f) Purchase of sports equipments.

As there was no other matter to discuss the meeting ended with a vote of thanks to the chair and the members present.

*[Signature]*  
Principal  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Signature]*  
COORDINATOR  
IQAC  
Sushil Kar College  
Champanati, 24 Pgs. (S)

*[Handwritten signatures and notes]*  
Anis Barua  
Shoo  
Sachin

22.11  
 23.11  
 24.11  
 25.11  
 26.11  
 27.11

Resolution Adopted



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 Email : sushilkarcollege@gmail.com  
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NOTICE by IQAC

Date: 16-05-2019

A meeting of IQAC is proposed to be held in principal's room on 24-05-2019 to discuss the performance of the different teachers academic as well as administrative audits and others regarding the action plans of the previous meeting.

Agenda 1:  
To discuss the steps of the action plans undertaken in the previous meeting.

Agenda 2:  
To discuss the status of preparation of SSR for NAAC, 3<sup>rd</sup> cycle.

Agenda 3:  
To discuss the scope of academic as well as administrative audits.

Principal  
Principal  
Sushil Kar College  
Champhali, 24 Pgs. (S)

[Signatures]  
 Coordinator  
 COORDINATOR  
 IQAC  
 Sushil Kar College  
 Champhali, 24 Pgs. (S)

A meeting of IQAC in presence of the principal is held with all faculty members and non-teaching staff signed left to arrive at following resolutions of the given agenda of the notice dated 16-05-2019. Minutes of the meeting are as below

Agenda 1 - Agenda 2 & Agenda 3

Resolutions:

- Criteria heads confirmed their activities for collection of data so that 'SK' for 3<sup>rd</sup> cycle can be prepared. The progress as reported was hand some.
- Prof Dr Raj-Datta again provided information about the funds collected from different sources and he has been encouraged to proceed accordingly for further collection.
- Principal confirmed to opening of new building within upcoming 2020.
- Principal provided complete account of preparation of physics & chemistry lab within the session 2020-21. He also gave an account of budget sanctioned by GB in this regard.
- Faculty of computer science dept informed about the purchase of computers proposed by IQAC.
- Principal confirmed to IQAC regarding the purchase of sports equipments as advised by IQAC in the previous meeting.

To do some kind of academic as well as administrative audits internally

Resolutions:

- Regarding internal methods of Academic audit IQAC verifies whether teacher wise classes distributed in the time table are taken properly with study materials supply and other supporting helps by every faculty member concerned. If any lacking of duty found the Principal according to the advice of IQAC meets the concerned faculty to rectify the same by mentioning his or her duty. A complete account of classes taken and presence in the college are required to maintain every faculty member as it is an unavoidable part of their promotion to hire stages and each one has to make a study plan as well as performance sheet.

Individual academic diaries/accounts self-appraisals maintained by every teachers showing classes taken and attendance which to be prepared in promotional papers may be taken as approve of documents of Academic Audit. The alternative documentation is the teachers' attendance registers where day to day classes taken and arrival/ departure timings of faculty members according to time table are reflected properly which is verified by the principal and IQAC regularly. Moreover, departmental meetings are regularly held where HOD's distribute classes according to parts of syllabi to their faculty members which may be a helpful documents of academic audit.

A committee to serve this purpose is formed by the Principal in IQAC meeting dated 24-05-2019 comprises the Principal, IQAC coordinator and secretary of teachers council.

- Regarding internal type of Administrative Audit the principal himself with the help of IQAC coordinator and members verify the office registers of different types whether the day to day activities of support staff are upto the mark with the students and teachers and others who meet the office counters in regular manner for different needs and activities. The Principal keeps his eyes regularly in all types of official activities which are of various kinds. For administrative Audit, Support staffs' attendance registers may be considered a vital source of documents to perform their daily workloads which is regularly checked by the principal and the IQAC coordinator. A committee to serve the purpose is formed in the IQAC meeting comprising of Principal, IQAC coordinator and to senior members of The GB. The Committee decided that all the support staff should be acquainted with the changes made by the government like the introduction of PFMS, HRMS, CBCS system of examinations. For this purpose, the support staffs were given training by the HE Departments, Government of West Bengal and university and when arranged.

[Signatures and initials]  
 [Handwritten notes and signatures]



মিটিং রেজল্যুশন বই  
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	26	উপস্থিত সভাপণের নাম NAME OF MEMBERS PRESENT	স্মরণ / Place MNR / Time
তারিখ / Date			
01		01. 8	01. 15
02		02. 9	02. 10
03		03. 10	03. 17
04		04. 11	04. 18
05		05. 12	05. 19
06		06. 13	06. 20
07		07. 14	07. 21

রেজল্যুশন / Resolution Adopted

ক্র / No.



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Dated: 06.12.2019

NOTICE

An IQAC meeting will be held on 17.12.2019 to discuss the action plan taken in the previous meeting held on 24.05.2019, where the preparation of the SSR, for the NAAC, Third Cycle was the goal. The meeting will have the following agenda to discuss:

Agenda 1: To read and confirm the minutes of the meeting dated 24.05.2019.

Agenda 2: Status of the action plan regarding the preparation of SSR.

Agenda 3: Review of the workings of Academic as well as Administrative Sub-committees formed earlier.

Agenda 4: Status of fund collection from other sources.

Agenda 5: Misc.

All members are requested to attend the same.

P. Bora  
Stampen Br.

Meeting: 26th

Page 7

Meeting Date: 17.12.2019

An IQAC meeting is held today on 17.12.2019 at 2pm in Principal's room in presence of the members signed above where the agenda given in the Notice dated 6.12.2019 were discussed. The resolutions of the meeting were as below:

Agenda 1: The minutes of the meeting dated 24.05.2019 were read and confirmed.

Agenda 2: It has been resolved that NAAC, Third Cycle should be done within the next year. All Conveners are requested to collect data till date so that SSR could be prepared.

Agenda 3: To do some kind of academic as well as administrative audits internally.

- Regarding internal methods of Academic audit IQAC verifies whether teacher wise classes distributed in the time table are taken properly with study materials supply and other supporting helps by every faculty member concerned. If any lacking of duty found the Principal according to the advice of IQAC meets the concerned faculty to rectify the same by mentioning his or her duty. A complete account of classes taken and presence in the college are required to maintain every faculty member as it is an unavoidable part of their promotion to hire stages and each one has to make a study plan as well as performance sheet.

Individual academic diaries/accounts self-appraisals maintained by every teachers showing classes taken and attendance which to be prepared in promotional papers may be taken as approve of documents of Academic Audit. The alternative documentation is the teachers' attendance registers where day to day classes taken and arrival/ departure timings of faculty members according to time table are reflected properly which is verified by the principal and IQAC regularly. Moreover, departmental meetings are regularly held where HOD's distribute classes according to parts of syllabi to their faculty members which may be a helpful documents of academic audit.

A committee to serve this purpose is formed by the Principal in IQAC meeting dated 24-05-2019 comprises the Principal, IQAC coordinator and secretary of teachers council.

*[Signature]*  
COORDINATOR  
IQAC  
Susil Kar College  
Champanhat, 24 Pgs. (S)

*[Signature]*  
Principal  
Susil Kar College  
Champanhat, 24 Pgs. (S)

1972

MEETING RESOLUTION		Sl. No.	Sl. No.
Sl. No.	Meeting No.	Sl. No.	Sl. No.
1	17-12-19	1	17-12-19
2	17-12-19	2	17-12-19
3	17-12-19	3	17-12-19
4	17-12-19	4	17-12-19
5	17-12-19	5	17-12-19
6	17-12-19	6	17-12-19
7	17-12-19	7	17-12-19
8	17-12-19	8	17-12-19
9	17-12-19	9	17-12-19
10	17-12-19	10	17-12-19
11	17-12-19	11	17-12-19
12	17-12-19	12	17-12-19
13	17-12-19	13	17-12-19
14	17-12-19	14	17-12-19



**SUSHIL KAR COLLEGE**  
 NAAC Accredited Grade-B  
 GHOSH PUR, P.O. - CHAMPAHATI, 24 PARGANAS (S)

PHONE : 03218-260008 / 201034 / 261584  
 Email : sushilkarcollege@gmail.com  
 Website : www.sushilkarcollege.com



**NOTICE BY IQAC**

Date: 16-11-2020

Due to some unavoidable circumstances & technical disadvantages we could not submit the SSR in due course of time. And now in this Covid situation it has been rather impossible to do the same as the Government has declared Lock Down for all academic institutions. But we have a positive intention to proceed so that NAAC, 3rd cycle can be done as early as possible after the lock Down is over. However IQAC of the college is not at all inactive to maintain the quality concerned. For the reason, IQAC desires to continue its activities operating an offline meeting on 24/11/2020 in college at principal's room. So all members are asked to join the meeting, if possible, maintaining all Covid norms. A handsome number of members could attend the meeting signed below to discuss over the agenda stated in the notice intimated personally.

- Agenda 1: To read and confirm the resolution of the previous meeting dated 17-12-19
- Agenda 2: To organize online classes sending study materials and etc. creating whatsapp groups for different semesters.
- Agenda 3: To take initiative for outreach programmes operating locally by the local stakeholders of the college.
- Agenda 4: Miscellaneous.

*[Signature]*  
 Principal

*[Signature]*  
 IQAC  
 Coordinator  
 COORDINATOR  
 IQAC  
 Susil Kar College  
 Champahati, 24 Pgs. (S)

Sushil Kar College  
 Champahati, 24 Pgs. (S)

Meeting No 27<sup>th</sup> Place: Principal's Room  
 Date: 24-11-2020 Time: 2:00 P.M.

**Resolutions:**

All IQAC members along with the principal have assembled in college for a meeting maintaining all Covid norms on 24-11-2020 at 1PM in principals' Room where the following resolutions have been taken against the agenda stated in the notice of date 16-11-2020.

**Agenda 1:**

Minutes of the previous meeting of 17-12-2019 are read and confirmed.

**Agenda 2:**

Faculty members informed that whatsapp groups for different semesters had been formed where online classes along with voice mails and study materials were sent in a regular manner. Arrangement of online examinations was also done according to the initiative and suggestions of the IQAC. The performance of the cell thus could be justified during the pandemic situation.

**Agenda 3:**

- a) Principal informed that some relief in the form of food grains were distributed to the five adopted villages with proper guideline of the authority out of college fund which was according to the initiative taken by the IQAC.
- b) A central government scheme meant for assistance for awareness and improvement of the socio-economic well being of the rural community. The college received Rs50000 under UBA scheme and adopted five villages named kamalpur, Naridana(C.T.), Haral, China & Begampur. In the Pandemic situation the college authority thought to utilize the fund for providing reliefs to the people of the villages. The college distributed food items, sanitary goods to 100 families (approx.). In this way the out reach programmes suggested by the IQAC were met.
- c) Principal informed that the office had been shifted to the new building to provide more infrastructure facilities.

**Agenda 4: Miscellaneous..**

- a) Due to covid situation Academic Audit sub-committee as well as Administrative sub-committee formed earlier could not function properly.
- Furthermore, Financial audit of the College could not be done. However, Principal and IQAC jointly verified whether classes taken by the different faculty members of all departments were regular. Faculty members have conducted Internal Assessments, Tutorials and Theory examinations in online mode. Different Departments have prepared academic calendars, as well as, teaching plans to take proper online classes.

*[Handwritten initials: M, K, R, S, etc.]*

*[Signature]*  
 Principal  
 Susil Kar College  
 Champahati, 24 Pgs. (S)

*[Signature]*  
 IQAC  
 Coordinator

*[Signature]*

Moreover, shifting of the office in the new building was done in the manner to

Sl. No. / Meeting No.	Name of Members Present	Time / Date
1	Dr. Ashok	18/08/20
2	Dr. Ashok	18/08/20
3	Dr. Ashok	18/08/20
4	Dr. Ashok	18/08/20
5	Dr. Ashok	18/08/20
6	Dr. Ashok	18/08/20
7	Dr. Ashok	18/08/20
8	Dr. Ashok	18/08/20
9	Dr. Ashok	18/08/20
10	Dr. Ashok	18/08/20
11	Dr. Ashok	18/08/20
12	Dr. Ashok	18/08/20
13	Dr. Ashok	18/08/20
14	Dr. Ashok	18/08/20

**SUSHIL KAR COLLEGE**  
 NAAC Accredited Grade- B  
 GHOSH PUR, P.O.- CHAMPAHATI, 24 PARGANAS (S)  
 PIN - 743330  
 PHONE : 03218-260005 / 201034 / 261584  
 Email : suslikarcollege@gmail.com  
 Website : www.suslikarcollege.com

NOTICE by IQAC Date: 17-05-21

IQAC arranges a meeting in the college premises on 25-05-21 at 1PM for which all members are requested to join maintaining covid norms along with the Principal to resolve the following agenda.

- Agenda 1:  
 To read and confirm the minutes of the last meeting dated 18-08-20
- Agenda 2:  
 Plan of activities for 2021-22.
- a) Increase of class rooms and etc.

Principal  
 Susil Kar College  
 Champahati, 24 Parganas (S)

Coordinator  
 Susil Kar College  
 Champahati, 24 Parganas (S)

Meeting No. 28<sup>th</sup> Place: Principal's Room  
 Date: 25-05-21 Time: 1PM

A meeting of IQAC is held on 25-05-21 at 1PM in the college in principal Room in the new building maintaining covid norms in presence of the members where the following resolutions were done.

- Agenda 1:  
 To read and confirm the minutes of the last meeting dated 18-08-20.
- Agenda 2:  
 Plan of actions for 2021-22 has been undertaken by IQAC given below:
- More infrastructural benefits. The principal informed that according to the advice of IQAC more class rooms would be available in the next session for the students.
  - To undertake educational tours by various departments when covid would be over.
  - IQAC plan to inaugurate physics laboratories along with office, teacher's Staffroom and principal's room as early as possible that would release more classrooms available once the offline mode is started.
  - More and more purchase of computers and other electronic devices of various forms to provide better infrastructure development.
  - Emphasis on non-conventional fund collection.
  - To take initiative to arrange some alternative source of power having non-conventional character.
  - Department wise allocations of classrooms have been suggested.
  - Academic Audit sub-committee as well as Administrative Audit sub-committee. Audit started its functioning in limited scales reviewing the online classes taken & study materials sent by the teachers in their respective whatsapp groups. The principal also visited the office with IQAC coordinator to review the Administrative works like examination forms filling-up and admission processes and other works are whatever done properly. ~~was taken to go~~
- The principal informed that the above-mentioned action plans of the institution are student and teacher friendly. The meeting was ended with a vote of thanks to the chair and the members.

Principal  
 Susil Kar College  
 Champahati, 24 Parganas (S)

Coordinator  
 Susil Kar College  
 Champahati, 24 Parganas (S)

MEETING RESOLUTION BOOK

ক্রমিক / Meeting No.	উপস্থিত সভাপণের নাম NAME OF MEMBERS PRESENT	স্থান / Place DATE / Time
১	S. Chy	২০। ১৫.
২		২০। ১৬.
৩		২১। ১৭.
৪		২১। ১৮.
৫		২১। ১৯.
৬		২০। ২০.
৭		২১। ২১.

রেজল্যুশন / Resolution Adopted

**SUSHIL KAR COLLEGE**  
 NAAC Accredited Grade-B  
 GHOSH PUR, P.O. - CHAMPAHATI, 24 PARGANAS (S)  
 PIN - 743330  
 PHONE : 03218-260005 / 201034 / 261584  
 Email : susilkarcollege@gmail.com  
 Website : www.susilkarcollege.com

NOTICE by IQAC

date: 17.11.2021

An offline meeting will be arranged by IQAC on 22-11-2021 in the College premises in Principal room at 2 pm. All teaching & Support staffs and other stake-holders are requested to attend the same, the meeting will be discuss the following agenda:

- Agenda 1:** To read and confirm the minutes of the last meeting dated 25-05-2021.
- Agenda 2:** Qualitative initiatives to be taken by the IQAC for the forthcoming periods
- Agenda 3:** To select a new NAAC coordinator, 3<sup>rd</sup> cycle and a fresh steering committee with a view to do NAAC, 3<sup>rd</sup> cycle as early as possible within 31-12-2022.
- Agenda 4:** Miscellaneous

Principal  
 Sushil Kar College  
 Champahtati, 24 Pgs. (S)

Coordinator  
 COORDINATOR  
 IQAC  
 Sushil Kar College  
 Champahati, 24 Pgs. (S)

*(Handwritten signatures and dates: 20/11/2021, 21/11/2021)*

Meeting No. 29<sup>th</sup> Place: Principal's Room  
 Date: 23/11/2021 Time: 2pm

A meeting of IQAC is held on 23/11/2021 in Principal's room in the new building at 2pm in the presence of members. The following resolutions are made in the meeting.

Agenda 1:

Minutes of the last meeting dated 18/08/2020 are read and confirmed.

Agenda 2:

Qualitative initiative are taken according to the action plans of the last meeting dated 18/08/2020. The resolutions undertaken are as follows:

- According to the plan of IQAC, some of the departments are allocated specific class rooms namely, Bengali, History, Commerce, Mathematics.
- Educational tours of different departments are planned to materialize soon. The faculties of History, Bengali, Commerce and Mathematics confirmed the same to the IQAC.
- Increase of classroom are made possible with the inauguration of the new building where IQAC played an important role to resolve the matter with the cooperation of the Principal.
- IQAC with the positive move of the Principal has arranged for Solar-power available as a non-conventional source of power.
- IQAC made it possible to provide more benefits of infrastructure with the inauguration of the new building. Further infrastructural benefits are its one of the basic objectives/goals to achieve.
- IQAC advised and helped to prepare time-table for offline mode after a long period of online class session, which will be the basis of Academic Audit.

Agenda 3:

The Principal stated the necessity of doing NAAC, 3<sup>rd</sup> cycle which was pending due to unavoidable circumstances in the COVID situation. To speed up the process the Principal proposed the name of Purbita Bose as the new NAAC coordinator seconded by Dr. Sudeshna Chakravorty. As Purbita Bose was physically absent in the meeting for testing COVID positive, the Principal asked the following teachers to form a new Steering Committee stated below:

- Purbita Bose (Coordinator)
- Dr. Amit Tribedi
- Dr. Basab Kumar Sil
- Dr. Raju Dutta

It was also resolved in the meeting that the pending AQAR of the previous years must be submitted within the beginning of the session 2022-23. Finally, it was decided that criterion wise convenors and the members of each criterion would be selected in the first meeting of the new Steering Committee and the other stake holders after the arrival of Dr. Purbita Bose.

Agenda 4: Misc

- Principal directed IQAC Coordinator to conduct Academic Audit as well as Administrative Audit. Sub-Committee functional accordingly as the duties of their stated earlier before the Pandemic situation. The IQAC coordinator confirmed him to make the processes functional once again. It is also emphasized that the internal type of financial audit of the office would be done for the following years shortly.
- Fresh NAAC Coordinator Purbita Bose, handed over IQAC Coordinators list of seven criteria convenors and the name of the members.
- Measures are taken by the IQAC making the ambience of the institution These Qualitative upgraded. The meeting ended with a vote of thanks and the members present.
- Measures are taken by the IQAC making the ambience of the institution These Qualitative upgraded. The meeting ended with a vote of thanks and the members present.

The meeting ended with a vote of thanks to in the the chair and the members present meeting.

*(Handwritten signatures and notes: Purbita Bose, Dr. Amit Tribedi, Dr. Basab Kumar Sil, Dr. Raju Dutta, Principal, Sushil Kar College, Champahtati, 24 Pgs. (S))*

মিটিং রেজলিউশন বই  
MEETING RESOLUTION BOOK

কিঃ নং / Meeting No.	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	সময় / Place Time / Place
21.1		24.1.15.
21.2		24.1.16.
21.3		24.1.17.
21.4		24.1.18.
21.5		24.1.19.
21.6		24.1.20.
21.7		25.1.21.



**SUSHIL KAR COLLEGE**  
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PIN - 743330  
PHONE : 03210-260005 / 201034 / 261584  
Email : sushilkarcollege@gmail.com  
Website : www.sushilkarcollege.com

NOTICE by IQAC

Date - 22/05/22

IQAC will arrange a meeting in the Principal's room on 30/05/22 at 2:00PM. All teaching and support staffs and other stakeholders are requested to attend the meeting to discuss the agenda given below:

- Agenda 01: To read confirm the minutes of the last meeting dated = 22/11/2021.
- Agenda 02: To formulate action plan for the period.
- Agenda 03: Misc.

Principal  
Coordinator  
S. Chakraborty  
P. Bose  
A. Mondal  
S. Chakraborty

Meeting NO. 30<sup>th</sup> Place: Principal's Room

Date - 30/05/2022 Time: 2PM

A meeting of IQAC is held on the Principal's room at 2:00PM in presence of all teaching, support staffs and other stakeholders to discuss and resolve the agenda stated in the notice served on the date.

- Agenda 01: Minutes of the meeting dated 22/11/21 are read and confirmed.
- Agenda 02: Regarding plan of actions for the upcoming period the following resolutions are made

- It has been resolved that the college will go for NAAC, 3<sup>rd</sup> cycle that could not be done due to some unavoidable circumstances and the preparation for the same would be done as soon as possible. To speed up the process the principal suggested the name of Prof. Purbita Bose as new NAAC coordinator. A new NAAC steering committee, therefore, under the co-ordinatorship of Prof. Purbita Bose are also formulated in the same meeting heads and groups of different criteria are also proposed and made. It is resolved that the process of preparing SSR would be started without delay and the submission of the same would be done within 31/12/22.
- It has also been resolved that the submission of AQARS of the previous years that remained pending due to the Pandemic situation would be prepared and submitted in the beginning of the next session to make the NAAC, 3<sup>rd</sup> cycle possible as planned. IQAC requested the concerned criterion heads and members to collect and prepare quantitative as well as qualitative documents with best efforts.

Agenda 03: Miscellaneous.  
(a) A fresh body of IQAC is formulated in the meeting under the co-ordinatorship of Prof. Tapas Sarkar. The new body comprises the members as below:

- Principal, Ex-officio chairperson (Dr. Manas Kr. Adhikari)
- Prof. Tapas Sarkar Co-ordinator.
- Dr. Nilanjana Biswas---G.B member,
- Mr. Akhil Mondal---Senior administrative officer
- Mr. Sukumar Das---Local society/Trusts (BIRD NGO)
- Mr. Priyabrata Sarda---students representative
- Mr. Sourin Mondal--- Member of Alumni Association
- Mr. Bapi Mondal---Office nominee from employer
- Mr. Avijit Roy---Stakeholder
- Dr. Rupa Chattopadhyay

- Dr. Amit Basak
  - Dr. Rupa Chattopadhyay
  - Dr. Amit Trivedi
  - Dr. Sudeshna Chakravorty
- (b) NAAC co-ordinator Prof. Purbita Bose provide the seven criterion-wise conveners and their group members names as below:

The meeting ended with vote of thanks to the chair and the members present in the meeting and all other participants.  
Academic Audit sub-committee and Administrative Audit sub-committee started functioning by checking criterion-wise class distribution and departmental meeting resolution regarding the curricular activities. It is decided to meet with support staffs, financial audit

*(Handwritten signatures and notes)*  
Principal  
Coordinator  
S. Chakraborty  
P. Bose  
A. Mondal  
S. Chakraborty  
Tapas Sarkar  
IQAC  
Sushil Kar College  
Champanati  
P.O. - 743330

**MEETING RESOLUTION**

ক্রমিক/Meeting No.	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান/Place	সময়/Time
১। ১	১। ১ ১৬৬৪	১। ১ ১৫	
১। ২	১। ২ ১৬৬৪	১। ১ ১৬	
১। ৩	১। ৩ ১৬৬৪	১। ১ ১৭	
১। ৪	১। ৪ ১৬৬৪	১। ১ ১৮	
১। ৫	১। ৫ ১৬৬৪	১। ১ ১৯	
১। ৬	১। ৬ ১৬৬৪	১। ১ ২০	
১। ৭	১। ৭ ১৬৬৪	১। ১ ২১	

**রেজল্যুশন / Resolution Adopted**



## SUSHIL KAR COLLEGE

NAAC Accredited Grade-B

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Website : www.susilkarcollege.com



### Notice

Date: 22.8.2022

All IQAC members, technical and supports staff and other stake holders are requested to attend a emergent meeting arranged by IQAC on 26.8.2022 in Principal's room at 3PM to discuss the following agenda.

- Agenda 1: To read and confirm the resolutions of the last meeting dated 30.05.2022.
- Agenda 2: To discuss the proceeding of sending AQARs and also the status of making SSR.
- Agenda 3: To discuss the activities of Academic as well as Administrative Audit Sub-Committee.
- Agenda 4: Misc

- (a) To discuss the initiative for Green Audit.
- (b) To discuss the proceedings of student Redressal Cell, Anti- Ragging Cell, Posh committee.
- (c) To discuss the status of fund collection.

*(Handwritten signatures and dates)*

Principal: *[Signature]* 23/8/22

Coordinator, IQAC: *[Signature]* 23/8/22

Members: *[Signatures]* 23/8/22

Meeting No: 11  
Date: 26.08.22

A meeting of IQAC was held on 26.08.22 in Principal's room at 4PM in presence of all regular support staff and other stakeholders. The resolutions are as below:

Agenda 1: Minutes of the last meeting dated 30.05.22 were read and confirmed.  
Agenda 2: All teachers and other staffs confirmed the process of collecting concerned data to prepare AQAR of the session 2020-2021 so that the same would be submitted within 11.08.22. It was also resolved that the process of preparing SSR would be finally completed after submitting the above AQAR that would be done before the end of 11.12.22.

Agenda 3: Principal as well as IQAC coordinator confirmed the Academic and Administrative Audit are important part of the Academic Audit committees. Making of Academic standard was an Agenda 4: Misc

- a) It has been resolved that the process of doing Green Audit should be known from relevant persons of a few colleges those were done the same. It was also resolved that to save papers feedbacks of students and others would be done online mode. College has arranged to disposal of solid and liquid wastes properly to keep the campus clean. There are also proper arrangements to manage chemical and other types of wastes of different laboratories.
- b) Conveners of Grievance Redressal cell, Anti- Ragging cell and Posh Committee informed that they were doing their works properly. There were no such cases found by the Anti- Ragging cell and Posh committee. The convener of Grievance Redressal cell mentioned that the grievance received from a few students were met with due measure.
- c) The principal stated that no further fund could be collected in the present session. However, he confirmed the effort of finding some sources might be materialized in the forthcoming days.

The meeting ended with the vote of thanks to the chair and the other members.

*(Handwritten signatures and names)*

Principal: *[Signature]*

Coordinator IQAC: *[Signature]*

Members: *[Signatures]*



# SUSHIL KAR COLLEGE

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Website : www.susilkarcollege.com



This is to certify that the following teaching staff of this institution have actively participated and completed a course on use of different tools/platforms of online teaching mode on 3<sup>rd</sup> May, 2021.

Dr. Rupa Chattopadhyay, Dr. Amit Basak  
Dr. Madan Mohan Jana, Dr. Arati Banik  
Dr. Tusher Baran Halder, Dr. Poppy Kundu  
Dr. Nilanjana Biswas Mitra, Sunanda Halder  
Dr. Basab Kr. Shil, Dr. Sudeshna Chakravarti  
Dipali Mondal, Dr. Subrata Naiya  
Purbita Bose, Dr. Dipika Chhatri  
Dr. Shampa Das, Dr. Raju Datta  
Bharati Show, Sanjib Rajak  
Swapan Sardar, Dr. Mihir Dey, Ashim kumar Paul  
Munmun Biswas, Ria Chakraborty  
Sudeshna Bhattacharya, Palash Naskar  
Md. Tajmol Hoque, Dr. Sanat Halder  
Rajib Mondal, Rituparna Sengupta  
Sohini Roy, Bidhan Das  
Victoria Sharmila Gomes, Debasree Dey  
Taraknath Halder, Dolon Kunti  
Tanumoy Sardar, Rafiul Hasan Sardar  
Dr. Pabitra Maity, Dhrubaraj Giri, Payel Dutta

PRINCIPAL

Principal  
Sushil Kar College  
Champahati, 24 Pgs. (S)



# SUSHIL KAR COLLEGE

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Email : susilkarcollege@gmail.com

Website : www.susilkarcollege.com



This is to certify that the following administrative staff of this institution have actively participated and completed a course on PFMS, HRMS, and basic computer softwares on 11<sup>th</sup> August, 2020.

Anup Mondal  
Akhil Mondal  
Sushanta Halder  
Subrata Mondal  
Bapi Mondal  
Bikramjit Majumdar  
Swarup Mondal  
Pradyut Sardar  
Sabita Biswas  
Sitanath Bahadur  
Prasenjit Naskar  
Shankar Naskar

PRINCIPAL

Principal  
Sushil Kar College  
Champahati, 24 Pgs. (S)



**S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES**  
**Block – JD, Sector – III, Salt Lake City**  
**Kolkata – 700 106**

Sanction No.SNB/BOSE-125/2018-19/1132

Date: 12<sup>th</sup> December, 2018

**ORDER**

**Subject : Financial Assistance for organizing Outreach Programme – A tribute to Prof. S.N. Bose on his 125<sup>th</sup> Birth Anniversary.**

**Name of the Programme: One-day workshop on Scientific issues for the Development of the Nation: Challenges and Prospects to be held at Sushil Kar College, Champahati, South 24 Parganas, West Bengal on 20.12.2018.**

Sanction of S.N. Bose National Centre for Basic Sciences is hereby accorded to above mentioned one-day workshop at a total cost of Rs. 30,000/- (Rupees Thirty Thousand only) to the Principal, Sushil Kar College, Champahati, South 24 Parganas, West Bengal during the financial year 2018-19 to meet the expenses related to TA, food, accommodation, printing and contingencies in connection with the above mentioned conference.

1. The amount of Rs. 30,000/- (Rupees Thirty Thousand only) will be transferred (through NEFT) to the Bank Account as detailed below :

Account Name	SUSHIL KAR COLLEGE
Account Number	32571794787
Bank Name	STATE BANK OF INDIA, CHAMPAHATI BRANCH
IFS Code	SBIN0010538

2. The sanction has been issued with the approval of the Competent Authority.

3. It is mandatory that the convener of the programme Dr. Raju Dutta, Assistant Professor, HOD, Department of Mathematics, Sushil Kar College, Champahati, South 24 Parganas, West Bengal is required to submit this office, audited Statement of Accounts and Utilisation Certificate (in duplicate) and a brief report of the above event within fifteen days from the date of completion of the above event.

4. The unspent amount, if any, may be refunded through Demand Draft issued in favour of S.N. Bose National Centre for Basic Sciences.

*S. Majumder*

Registrar 12-12-18

**S.N. Bose National Centre for Basic Sciences**

Copy to:

1. Director, SNBNCBS
2. Dr. Raju Dutta, Assistant Professor, HOD, Department of Mathematics, Sushil Kar College, Ghoshpur, Champahati, South 24 Parganas, West Bengal-743330
3. Deputy Registrar (Finance), SNBNCBS
4. Deputy Registrar (Academic), SNBNCBS



INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH  
(Ministry of Human Resource Development)  
Post Box No. 10528, Aruna Asaf Ali Marg  
New Delhi - 110067  
Fax: 91-11-26741836

F. No.M5/20/NS/2018-19

Dated: 12.03.2019

The Principal  
Sushil Kar College  
Ghoshpur, Champahati  
South-24 Parganas  
West Bengal- 743330

SANCTION ORDER

Subject: Sanction of Rs.1,00,000/- for organizing a National Seminar on "Application of Graph Theory to Promote Interdisciplinary and Multidisciplinary Research in Allied Social Science, Engineering and Technology"

Dear Sir/Madam,

Sanction of the Council is hereby accorded for the payment of Rs.1,00,000/- (Rupees one lakh only) to meet the expenditure on the above mentioned National Seminar organised by Dr. Raju Dutta during 26-27 April, 2019.

The sanctioned amount will be released in two installments as follows:

First installment:	Rs.	75,000/-
Second installment:	Rs.	25,000/-
Total	Rs.	1,00,000/-

The First installment of Rs.75,000/- will be released on receipt of the grant-in-aid bill and PFMS form(copy enclosed) duly signed and stamped by the competent authority of the Institution/College/University.

The second installment of Rs.25,000/- will be released only after receiving the proceedings of the seminar in a publishable form along with the following documents that may please be submitted at the earliest after holding the Seminar.

I. The complete proceedings (hard bound copy) of the seminar/conference that should necessarily constitute of the following:

- List of the actual participants of the seminar.
- The exact titles & presenters of each of the session.
- Proceedings of Seminar with full papers.
- A note on the contribution of the seminar to the existing body of research.

II. The audited head-wise statement of accounts and utilization certificate in GFR (Form 12A-copy enclosed) for the entire expenditure incurred from the sanctioned amount. Both these needs to be duly certified by the Chartered Accountant/Finance Officer (in case of Central University), Convener and the Head of the concerned institution/college/university.

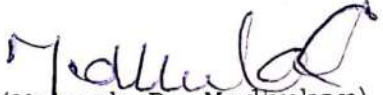
The above documents are mandatory requirement to settle the account and enable us to release the final installment.

The other conditions are:

- The financial assistance should be utilized for the purpose for which it has been sanctioned.
- A part of the assistance is to be utilized for publication of the proceedings of the seminar/conference.
- The amount sanctioned herein is to be utilized on the proposed seminar/conference.
- Any amount of the assistance remaining unspent during the current financial year shall be refunded to the ICSSR immediately after completion of the seminar. If the organization do not refund the amount in time, it will be required to refund the amount of the grant with interest thereon @ 10% per annum from the date of the issue of cheque.

As per the directives from the Government of India, all the payments are to be made by e-payments only. Kindly furnish the information in the PFMS form, duly verified by the administrative head of the Institution/ University /College

The expenditure will be debited to the budget head General (OH 31)NIS (National Seminars).

  
(Manesh P. Madhukar)  
Deputy Director(IC)  
for Member Secretary

Copy to:

1. Dr. Raju Dutta  
Assistant Professor  
Department of Mathematics  
Sushil Kar College  
Ghoshpur, Champahati  
South 24 Parganas  
West Bengal- 743330

# Psychosocial Impact of Covid 19: A Philosophical Perspective

When

Mon Aug 10, 2020 2pm – 4pm India

Standard Time - Kolkata

Joining info

Join with Google Meet

[meet.google.com/wxc-kzwp-xqd](https://meet.google.com/wxc-kzwp-xqd)

Join by phone (US) +1 601-516-5092

(PIN: [267400163](https://meet.google.com/wxc-kzwp-xqd))

Calendar

[raysutapa1972@gmail.com](mailto:raysutapa1972@gmail.com)

Who

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[principal@pjc.ac.in](mailto:principal@pjc.ac.in) - organizer

•

[raysubrata1964@gmail.com](mailto:raysubrata1964@gmail.com)

•

[raysutapa1972@gmail.com](mailto:raysutapa1972@gmail.com)

more details »

One Day National Webinar on  
Psychosocial Impact of Covid 19: A  
Philosophical Perspective

Organised Jointly by The Department  
of Philosophy, Prabhu Jagatbandhu  
College, Howrah and Sushil Kar

College, South 24 Paraganas

