



# SURENDRANATH EVENING COLLEGE

[Established in 1961]

24/2, MAHATMA GANDHI ROAD, KOLKATA - 700 009  
Phone : 2350-0261, E-mail : snevening@ymail.com  
Website : www.surendranatheveningcollege.com



## NOTICE

Dated: 21<sup>st</sup> November, 2019

A meeting of the IQAC of Surendranath Evening College will be held on 28.11.2019 (Thursday) at 4 p.m. in the Principal's chamber to discuss about the following agendas given below. All members are requested to attend the meeting positively.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. To discuss about the upcoming Internal Examinations.
3. To discuss about the seminar to be held by the Dept. of Commerce.
4. Collection of the feedback forms from different stake-holders of the college.
5. Miscellaneous.

*Debapriya Sanyal*  
**Shri Debapriya Sanyal**  
**Coordinator, IQAC**

IQAC Coordinator  
Surendranath Evening College  
Kolkata-9

*S. Saha Roy*  
**Dr. Supti Saha Roy**  
**Chairperson, IQAC**

Teacher-in-Charge / Secretary  
Surendranath Evening College  
Kolkata-700009

# MEETING RESOLUTION BOOK

মিটিং-এর ক্রমিক সংখ্যা/Serial No. of Meeting :

মিটিং-এর তারিখ/Date of Meeting : 28.11.2019

মিটিং-এর স্থান/Venue of Meeting : Principal's chamber

মিটিং-এর সময়/Time of Meeting : 4pm

## উপস্থিত সভ্যগণের নাম/Name of Members Present

|      |                         |        |      |        |
|------|-------------------------|--------|------|--------|
| ১/১. | S. Saha Ray             | ৯/৯.   | Name | ১৭/১৭. |
| ২/২. | Deben Das               | ১০/১০. |      | ১৮/১৮. |
| ৩/৩. | Tapas K. Paise 28.11.19 | ১১/১১. |      | ১৯/১৯. |
| ৪/৪. | Hornabin                | ১২/১২. |      | ২০/২০. |
| ৫/৫. | <del>Abir</del>         | ১৩/১৩. |      | ২১/২১. |
| ৬/৬. | <del>Ray</del>          | ১৪/১৪. |      | ২২/২২. |
| ৭/৭. | Dual                    | ১৫/১৫. |      | ২৩/২৩. |
| ৮/৮. | Md. A Hossain           | ১৬/১৬. |      | ২৪/২৪. |

ক্রমিক সংখ্যা  
Serial No.

## রেজল্যুশন/RESOLUTIONS ADOPTED



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## Proceedings of the IQAC Meeting held on 28.11.2019

1. The Coordinator Shri Debapriya Sanyal read out the proceedings of the last meeting held on 12.07.2019 and it was duly confirmed by all the members.
2. IQAC will ask the Examination Committee to conduct a meeting and prepare a routine for taking the internal examinations of B.A., B.Sc. and B.com. following the guidelines of the University of Calcutta.
3. The department of commerce submitted a proposal to the seminar committee for conducting a seminar in the month of February, 2020 along with a tentative budget. IQAC instructed the seminar committee to form the team for the upcoming seminar and IQAC Coordinator will supervise the seminar and all the meetings will be invited by the IQAC Coordinator and Principal. Collaboration for the seminar will be found out and a fund will be allocated from the college after being passed by the Finance Committee.
4. TIC proposes to make the seminars international, if not possible national, at least. Resource persons should be decided first.
5. The feedback forms from different stake-holders should be collected within a month and to prepare a report based on their opinions.
6. All departments must keep following documents : Number of application for admission, Migration Certificate of students from other states, the record of university rank holders, Aadhar Number, phone number and mail id of all students.

*S. Saha Ray*  
Teacher-in-Charge / Secretary  
Surendranath Evening College  
Kolkata-700009