

INTERNAL QUALITY ASSURANCE CELL (IQAC)

EGRA SARADA-SHASHI BHUSAN COLLEGE

(Reaccredited by NAAC with – 'B' Grade with a CGPA of 2.32)

P.O.–Egra ❖ Dist. – Purba Medinipur (West Bengal) ❖ Pin – 721429.

Chairperson : **Dr. Dipak Kumar Tamili** (Principal)

Co-ordinator : **Dr. Aloy Chand Biswas** (Deptt. of English)

Website - www.egrassbcollege.ac.in : E-mail – igacegrassbcollege@gmail.com

Ref. No. 31-26

Date : 06.08.2026.

An extract of the

Proceedings of the meeting of IQAC of Egra S. S. B. College held at 12.30 p.m. on 06.08.2026 in the room of IQAC of the College.

: Members Present :

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| 1. Dr. Pijush Kanti Tripathi (Chairperson) | 8. Dr. Maniklal Pati |
| 2. Dr. Dipak Bisai (Co-ordinator) | 9. Dr. Dipak Kumar Hazra |
| 3. Dr. Sravasti Roy | 10. Dr. Nirmal Kumar Hazra |
| 4. Dr. Chayan Ranjit | 11. Prof. Pathik Pradhan |
| 5. Mr. Tapaslal Das | 12. Dr. Sunil Yadav |
| 6. Prof. Mamtaj Khatun | 13. Dr. Santanu Dalai |
| 7. Mrs. Niminita Hazra | 14. Mr. Goutam Kumar Nanda |

Dr. Dipak Kuamr Tamili, Chairman of IQAC of the college took the chair in the meeting.

Agenda :

1. To read and confirm the proceedings of the last meeting.
2. Submission of AQAR for 2024-2025, 2025-2026 academic session and Convenors selection.
3. Update of College website and departmental profile.
4. Upgradation of Library access system.
5. Installation of CC TV in the Library stack rooms and reading room surveillance and security propose.
6. Renewal of ISO Certificate / Green Audit / Gender Audit.
7. Energy Audit and formation of concern committees, refilling of fire extinguishers.
8. Extension of MOUs.
9. New guideline preparation for different departments for organizing seminar, workshop, skill developments programme etc. and requirement of fund for 2026-2027 academic session.
10. Installation and repair of Vending Machines in the College and Girls' Hostel.
11. Fund requirement for Mushroom Culture and Vermicompost Pit renovation.
12. New Co-ordinator appointment for A. J. C. Bose Eco-Club and requirement of fund for outreach programme activities of NAAC new guideline (Proposed).
13. Opening of the new PG Course in Geography and Botany.
14. Engagement of IIC Co-ordinator.
15. Meeting date confirmation for different Criteria.
16. Misc.

Resolution :

1. The proceedings of the last meeting held on 07.01.2025 are read and confirmed.
 - The proceedings of the last meeting held on 07.01.2025 are read and confirmed.



2. Submission of AQAR for 2024-2025, 2025-2026 academic session and Convenors selection.
 - The IQAC Coordinator brings up the problem of the unsubmitted AQAR for 2024-2025 and 2025-2026. The house decided that the submission should be prepared appropriately and presented only after all relevant documents have been verified. IQAC Co-ordinator is requested to develop the related format for submission it, when required. The office and every IQAC member will kindly assist with the report's preparation. The House determined that the new convenors will kindly assist the IQAC Co-ordinator with this task. Additionally, the house chose the names of the convenors for the academic year 2026-2027 and any subsequent changes to these positions. The names of the convenors chosen based on criteria are shown below:-
 - i. Criteria – I : Curricular Aspects – Convenor : Dr. Chayan Ranjit
 - ii. Criteria – II : Teaching-Learning & Evaluation – Convenor : Dr. Maniklal Pati
 - iii. Criteria – III : Research & Extension – Convenor : Dr. Mamtaj Khatun
 - iv. Criteria – IV : Infrastructure & Learning Resources – Convenor : Dr. Sravasti Roy
 - v. Criteria – V : Student Support & Progression – Convenor : Dr. Nirmal Kumar Hazra
 - vi. Criteria – VI : Governance, Leadership & Management – Convenor : Dr. Sunil Kumar Yadav
 - vii. Criteria – VII : Institutional Values & Best Practices – Convenor : Dr. Santanu Dalai
3. Update of College website and departmental profile.

The house reaffirmed that the college's website and departmental profile must be updated as soon as feasible. Therefore, the website committee and its convenor are requested to take rapid action in this respect so that the website can be updated as needed.
4. Upgradation of Library access system.

Since Agenda item - 4 is directly relevant to the teaching-learning system, it has been thoroughly discussed at the meeting. Therefore, library upgrades and automation through digital technology processes must be provided in accordance with requirements.
5. Installation of CC TV in the Library stack rooms and reading room surveillance and security propose.

The honorable chairperson reported on the installation of CCTV for routine surveillance purposes in the library stock room, reading room, boys' hostel, and girls' hostel. It is sincerely important for this goal, the house decided.
6. Renewal of ISO Certificate / Green Audit / Gender Audit.

The ISO certificate must be renewed as needed. It is requested that Dr. Dipak Kumar Hazra handle this. Additionally, he is requested to create Green Audits, Energy Audits, and Gender Audits in accordance with the standard required format. If necessary, he is also asked to ask relevant agencies or individuals to do the same. Certain MOUs that have already been signed with other similar institutions need to be renewed. In this context, Dr. Hazra is also requested to take action.
7. Energy Audit and formation of concern committees, refilling of fire extinguishers.

The house decided that, for safety reasons, fire extinguishers that have previously expired should be refilled.
8. Extension of MOUs.
 - All MOUs are to be extend for next academic session. All heads in different departments to be intimated in this regard.
 - New guidelines are being prepared for various departments to organize seminars, workshops, skill development programs, etc., and the findings are needed for the academic year 2026-2027. In the meeting it is also resolved that, all departments will be intimated regarding, organizing seminar, workshop, symposia etc. for conducting in the session of 2026-2027 for perusing academic activity of the concern department.
9. Installation and repair of Vending Machines in the College and Girls' Hostel.

And
10. Fund requirement for Mushroom Culture and Vermicompost Pit renovation.
 - The meeting also resolved that, vending machines for girls' which are already installed be repair if required as urgent basis. Two new machines also to be installed at Girl's Common Room and Girls' Hostel. It is also was an issue for renovation of vermicompost that has been included in agenda no. -11, it is also resolved that, Pit is necessary for compost management purpose so, that it may renovate as per requirement hon'ble Principal is requested to allot required funds for this purpose. The activity



of Mushroom to be resumed by the department of Botany, the faculty of Botany and Dr. Mamta Khatun are requested to take necessary steps in this matter.

11. New Co-ordinator appointment for A. J. C. Bose Eco-Club and requirement of fund for outreach programme activities of NAAC new guideline (Proposed).
 - The house requested Dr. Dipak Kumar Hazra, to be the new Co-ordinator of A.J.C. Bose ECO-Club for the running academic session and up to further closing notice. He is also agreeing to take the responsibility of A.J.C. Bose ECO Club. The Principal is requested to issue an appointment to Dr. Hazra as soon as possible.
12. Opening of the new PG Course in Geography and Botany.
 - As mention on agenda-13, The Principal is requested to take necessary steps to opening of PG Course in Botany and Geography.
13. Engagement of IIC Co-ordinator.
 - As pe discussion in the meeting, Dr. Nirmal Kumar Hazra is selected for IIC Co-ordinator with effect from 06.08.2026.
14. Meeting date confirmation for different Criteria.
 - Meeting date of different Criteria will be decided with the consent of IQAC Chairperson, IQAC Co-ordinator and convenors of respective criteria.
15. Misc.
 - Prof. Partha Mukherjee point out to purchase or open a YouTube Channel for smooth floats of our college activities through Social Media platform. If possible, a G-Suite may be purchased for college. Institutional mail will be created for every faculty number, if necessary. An official Facebook page to be open for college. The Principal is requested to take necessary steps regarding FDP programme for all Associate Professor in collaboration different organization.

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Having no other agenda, the meeting comes to an end with vote of thanks to the chair.




S/D - Dr. Pijush Kanti Tripathi,
Chairperson,
IQAC, Egra S. S. B. College.

Chairperson
Internal Quality Assurance Cell
Egra Sarada Shashibhusan College
Egra + Purba Medinipur + W.B.
PIN-721429