

Date: 11.08.2017

NOTICE

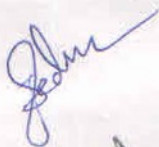
A meeting of e-maintenance cell will be held on 17.08.2017 at 2.00 pm in the Botany Lab-I.  
Presence of all the members of the cell is solicited.

  
Principal

  
Convener

  
11/8/17

  
11/8/17



  
12/8/17

A.K. Rai  
11.8.17

Date: 15.12.2017

### NOTICE

A Meeting of e-Maintenance cell will be held on 19.12.2017 at 2 pm in the LAB-I of the Dept. of Botany. All the members are requested to be present in the meeting.

#### Agenda:

1. Confirmation of the minutes of the previous meeting.
2. Feed Back of the proposals resolved in the last meeting
3. Plan of Action for next 3 months.

Convener  
for *[Signature]*



Date: 21.08.2018

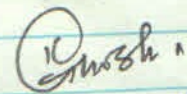
### NOTICE

A meeting of e-Maintenance cell will be held on 27.08.2018 (Monday). All the members are requested to attend the said meeting in the Dept. of Botany (Lab-I) at 2.00pm.

  
Convener

  
Principal

A meeting of e-maintenance cell held on 27.08.2018 (Monday) at 2pm in the presence of following members.

- ① 
- ② Dipanree Roychoudhury, 27/08/18.
- ③ Firdous Akram
- ④ Jayanta Sikda

## Notice

Date: 04.04.2019

All the members of e-maintenance cell listed below are requested to attend a meeting scheduled on 9<sup>th</sup> April 2019 at 2 pm in Botany Staff room (2<sup>nd</sup> floor).

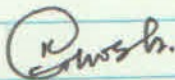
### Members

1. Mr. Kaushik Ghosh (Convenor)
2. Dr. Adity Sarbajna
3. Dr. Dipasree Roychowdhury
4. Dr. Jayanta Sikdar
5. Mr. Firdouz Ahmed



Mr. Kaushik Ghosh (Convenor)

A meeting of e-maintenance cell held on 9<sup>th</sup> April (Tuesday) at 2pm in the presence of following members:-

- ① 
- ② Dipasree Roychowdhury 9/4/2019
- ③ Firdous Ahamed 09.4.19
- ④

NOTICE

A meeting of IT AND E MAINTENANCE CELL will be held on 13.08.2019 at 12.30 pm in the Library E-zone. All members are requested to be present.

Agenda:

1. Confirmation of last meeting
2. Distribution of work
3. Miscellaneous

Jt. Conveners

Kousik Ghosh & Barnali Ray Basu

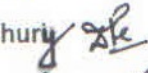


Members:

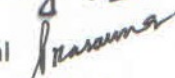
Adity Sarbajna




Dipasree Roy Choudhury



Prasanna Kr. Mondal



Swapan Majhi



Ishani Waiba



Samir Kr. Biswas

S. K. Biswas

Rupesh Dubey



Malati Chakraborty



## NOTICE

Date: 20.05.2020

An online meeting of IT and E maintenance Cell will be held on 25.05.2020 at 7.00 pm through Google meet. All members are requested to join the meeting positively. Link will be provided in due time.

### Agenda:

1. Maintenance of College web site
2. Uploading Study Materials in the College Web site
3. Miscellaneous

Jt. Conveners, IT and E maintenance Cell

An online meeting of IT and E maintenance Cell held on 25.05.2020 at 7.00pm through Google meet (<http://meet.google.com/ijr-epju-alt>). All members are present.

### Resolution:

1. It has been decided by College authority, due to lockdown all classes of Semester4 and Semester2 will be taken in online mode. As per the direction of the Head of the Institution we are updating our website regularly for our stakeholders.
2. We are regularly uploading all important notice in the website.
3. We created Log in ID and Password for our guest Lecturer to upload the study materials in the college website. We also requested the Jt. Conveners of academic subcommittee to request all the faculty members to upload their respective study materials.
4. We also decided to make a video to make it clear to the faculty members how they can upload the study materials.
5. The Cell also recommend for purchase of a professional ZOOM platform for conduction of Webinars and other online programmes during lock down period.

## NOTICE

Date: 24.11.2020

An online meeting of IT and E maintenance Cell will be held on 29.11.2020 at 6.00 pm through Google meet. All members are requested to join the meeting positively. Link will be provided in due time.

### Agenda:

1. Online Platform Management
2. Creation of separate page in website to conduct CU examination
3. Miscellaneous

Jt. Conveners, IT and E maintenance Cell

An online meeting of IT and E maintenance Cell held on 29.11.2020 at 6.00pm through Google meet (<http://meet.google.com/ijr-epju-alt>). All members are present.

1. The cell resolved that a separate cell will be formed for the management of the online platform.
2. A separate page will be created in the College website for conduction of CU examination specially for uploading Question Papers for students.

# Notice

All the Departmental Heads are hereby requested to provide following information within 11<sup>th</sup> Sept. 2017.

Name of Department:

Name of Faculty Members

In Addition Guest Lecturer

Academic Calendar 2017-18


Routine 2017-18

Lesson Plan Faculty wise

Name of Support Staff

All information to be sent to [surendranathcollege.iqac@gmail.com](mailto:surendranathcollege.iqac@gmail.com) and hard copies to be submitted e-maintenance sub-committee members (Jayanta Sikdar and Firdous Ahmed).

*S Chatterjee*  
IQAC Coordinator

  
Principal  
Surendranath College

## NOTICE

03/02/2022

A meeting of IT-e-maintenance cell will be held on 07/02/2022 at 1 PM in the department of Botany. All members are requested to be present.

### Agenda:

1. IT infrastructure repair and maintenance
2. Miss.

*B. D. Ghosh, Ghosh,*

A MEETING OF IT and E-MAINTENANCE CELL WAS HELD ON 7-02-2022 AT 1PM IN PRESENCE OF FOLLOWING MEMBERS :-

- |                       |    |
|-----------------------|----|
| 1. <i>(K) Ghosh,</i>  | 5. |
| 2. <i>B. D. Ghosh</i> | 6. |
| 3.                    | 7. |
| 4.                    | 8. |