

# **ASUTOSH COLLEGE**

## **ANNUAL REPORT**

### **OF THE**

**Committee for Post-Graduate Studies**

**ACADEMIC SESSION: 2023-2024**



## **ABOUT THE COMMITTEE/ UNIT/ CELL:**

Asutosh College offers postgraduate courses to cater to the need for higher studies. The first Post Graduate Course, Environmental Science, was started in Asutosh College in 2002 under the affiliation of the University of Calcutta. Later, Post Graduate courses in Geography (2009), Zoology (2009), Bengali (2011), Applied Geology (2014), and Computer Science (2014) were gradually introduced under the affiliation of the University of Calcutta. Further, in 2023 two more PG Departments, namely Botany and Chemistry were introduced. Initially, all these courses had academic autonomy and were conducted by a Board of Studies approved by the University of Calcutta, which conducted admission and examinations in all PG Departments in Asutosh College. Since 2018, the University of Calcutta has been directly conducting these Courses.

Since the inception of PG Courses, Admission, and Examination has been handled by Dr. Parthasarathi Ghosh (Chemistry), with the active support of Dr. Sajal Bhattacharya, Associate Professor in Zoology and convener of the PG Studies of the College.

Later in 2016, a formal Post Graduate Office was set up in the newly constructed Centenary Building of the College from where all PG-related works are being conducted under the supervision of Dr. Sajal Bhattacharya, Associate Professor in Zoology & Convener, Committee for PG Studies in association with Dr. Chandramalli Sengupta, Associate Professor, Department of Bengali and Examination in-charge of Post Graduate Studies in our College. Since 2017 the committee is being convened by Dr. Sayani Mukhopadhyay, Dr. Abhik Kundu and Dr. Keya Ghosh. Dr. Soma Halder has been appointed as professor-in-charge of office and examination (PG).

## **Present Working Members of the Committee**

### **Jt. Conveners:**

Dr. Sayani Mukhopadhyay, Associate Professor in Geography  
Dr. Abhik Kundu, Associate Professor in Geology  
Dr. Keya Ghosh, Associate Professor in Chemistry

### **Professor-in-Charge of office and examination (PG):**

Dr. Soma Halder, Associate Professor, Department of Botany

### **Joint-in-charges of office and examination (PG):**

Dr. Sriparna Datta Ray, Associate Professor and Head, Department of Zoology  
Smt. Shramana Roy Barman, Assistant Professor and Head, Department of Environmental Science  
Dr. Pradyut Biswas, Assistant Professor in Botany  
Dr. Rwiti Basu, Assistant Professor in Geology  
Dr. Arpita Samanta, Assistant Professor in Geology



Sri Subhadip Gupta, Assistant Professor in Geography  
Dr. Srijita Basumallick, Assistant Professor in Chemistry  
Dr. Paramita Das, Assistant Professor in Chemistry

**Members:**

Smt. Krishna Basu, Associate Professor and Head, Department of Bengali  
Smt. Antika Sinha, Assistant Professor and Head, Department of Computer Science  
Dr. Shramana Roy Barman, Assistant Professor and Head, Department of Environmental Science  
Dr. Sri Debabrata Chanda, Assistant Professor and Head, Department of Geography  
Dr. Rwiti Basu, Assistant Professor and Head, Department of Geology  
Dr. Sriparna Datta Ray, Associate Professor, Department of Zoology  
Dr. Keya Ghosh, Associate Professor and Head, Department of Chemistry  
Dr. Supatra Sen, Associate Professor and Head, Department of Botany  
Dr. Amitava Ghosh, SACT-I, Department of Botany  
Dr. Tapan Kumar Roy, Assistant Professor and Head, Department of Zoology  
A.R. Md. Mustafizur Rahaman, Assistant Professor in Zoology  
Dr. Kaizar Hossain, Assistant Professor in Environmental Science

**ACTIVITIES -**

1. Conducted M.Sc. and M.A. examinations of the University of Calcutta at Asutosh College Centre.
  - Semester IV exam conducted- June 2023 to July 2023
  - Semester II exam conducted- June 2023 to August 2023
  - Semester III exam conducted- 3<sup>rd</sup> January 2024 to 7<sup>th</sup> March 2024
  - Semester I exam conducted - 16<sup>th</sup> February 2024 to 28<sup>th</sup> March 2024
2. Distribution of marksheets and degree certificates of M.A. and M.Sc. examinations, issued by the University of Calcutta to students from Asutosh College
3. Admission of students to Post Graduate courses
4. Meetings of the committee held on – 19.12.2023, 29.02.2024, 23.04.2024
5. The committee organised Intra Post Graduate Department Poster completion on 14<sup>th</sup> May 2024.



**Date of Meeting- 19.12.2023**

ASUTOSH COLLEGE  
 (Estd. 1916)  
 92, S.P. Mukherjee Road  
 Kolkata – 700026

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 Mail : mail @asutoshcollege.in  
 Web : www.asutoshcollege.in

**NOTICE**

A meeting of the committee for Post Graduate Studies will be held on 19.12.2023 (Tuesday) from 3p.m. at the Principal's Room to discuss the following agenda:

1. Admission and Registration status of 1<sup>st</sup> Sem students of 2023
2. Marksheet distribution of 2<sup>nd</sup> semester
3. Preparation for 3<sup>rd</sup> semester Examinations in different departments
4. Form fill-up and Admit card distribution for Examination
5. Composite Examination routine preparation
6. Question paper receiving and Answer scripts sending
7. Work distribution among the faculties and non teaching staff
8. Miscellaneous

The following members are requested to attend the meeting :

**Jt. Conveners**  
 Dr. Sayani Mukhopadhyay (Associate Professor in Geography) Sayani Mukhopadhyay 19/12/23  
 Dr. Avik Kundu (Associate Professor in Geology) Avik Kundu 19/12/23

**Professor-in-Charge**  
 Dr. Soma Halder Paul (Associate Professor in Botany) Soma Halder Paul 19/12/23

**Joint-in-Charge**  
 Dr. Sreparna Datta Roy (Associate Professor in Zoology) Sreparna Datta Roy 19/12/23  
 Dr. Riwiti Basu (Assistant Professor in Geology) Riwiti Basu 19/12/23  
 Dr. Shramana Roy Barman (Assistant Professor in ENVS) Shramana R. Barman 19/12/23

**Head of the Departments :**  
 Dr. Krishna Basu (Bengali) Krishna Basu 19.12.2023  
 Dr. Supatra Sen (Botany) Supatra Sen 19.12.23  
 Dr. Keya Ghosh (Chemistry) Keya Ghosh 19/12/23  
 Dr. Anika Sinha (Computer science) Anika Sinha 19/12/2023  
 Dr. Shramana Roy Barman (Environmental science) Shramana R. Barman 19/12/23  
 Dr. Riwiti Basu (Geology) Riwiti Basu 19/12/23  
 Dr. Debabrata Chanda (Geography) Debabrata Chanda 19/12/23  
 Dr. Tapan Kumar Roy (Zoology) Tapan Kumar Roy 19/12/23

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**Members Representatives from each department**  
 Sangita Ghosh (Bengali) Sangita Ghosh 19/12/23  
 Pradyut Biswas (Botany) Pradyut Biswas 19/12/23  
 Srijita Basu Mallick (Chemistry) Srijita Basu Mallick 19/12/23  
 Kajirika Kar Chowdhury (Computer science) Kajirika Kar Chowdhury 19/12/23  
 Kaizur Hossain (ENVS) Kaizur Hossain 19/12/23  
 Subhadip gupta (Geography) Subhadip gupta 19/12/23  
 Arpita Samanta (Geology) Arpita Samanta 19/12/23  
 Deep Chandan Chakraborty (Zoology) Deep Chandan Chakraborty 19/12/23

**Non Teaching staff :**  
 Suman Chongdar (IT Section)  
 Mousumi Majumder  
 Sujoy Sarkar  
 Supriyo Gupta Supriya Gupta

Dr. Manas Kabi  
 Principal  
 Asutosh College  
 920  
 KOLKATA-700 026  
 ASUTOSH COLLEGE  
 PRINCIPAL



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 19/12/2023

Minutes for the Meeting of the Committee for Post Graduate Studies -

- Dr. Sama Halder is Professor in-charge of Committee for PG Studies
- Migration students have pending registrations
- Bengali - All CU students; Document Verification incomplete
  - Already admitted students to all departments - registration related paperwork to be completed & readied.
  - Migration certificate to be submitted, as completed by name, remaining to be done later - Geography & Botany not complete.
- Registration Marksheet distribution -
  - PG office to intimate Dr. Sama Halder & respective H.O.s after collecting marksheet from CU.
  - Notice to be done by PG office staff - forwarded by Subhama Halder, signed by Principal Sir - then circulated to group by Dr. Halder.
- 3rd Semester Examination
  - Zoology, Comp. Chem, L.V.V's form-fill up done; forms submitted on 19/12/23
  - Bengali forms to be submitted by 20/12/23
  - Exam composite routine to be done - via Bengali form(?)
  - Dept. to notify PG in-charge & convenors about CBC (receipt combinations)
  - Form-fill-up notices to be done by Dept. in consultation with human (IT); Notices to be shared to PG Studies & PG Office for records.
  - ~~Question papers to be prepared/collected by Dept. staff - if not clear with~~
  - Question paper collection to be done by Dept. staff, & PG Office to be notified about the process & the staff members handling the

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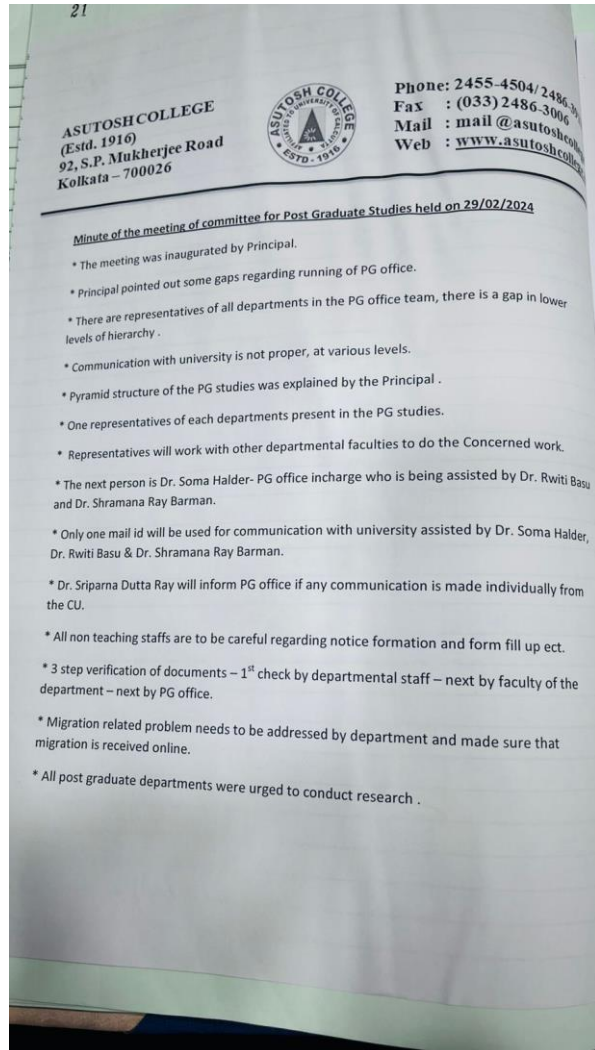
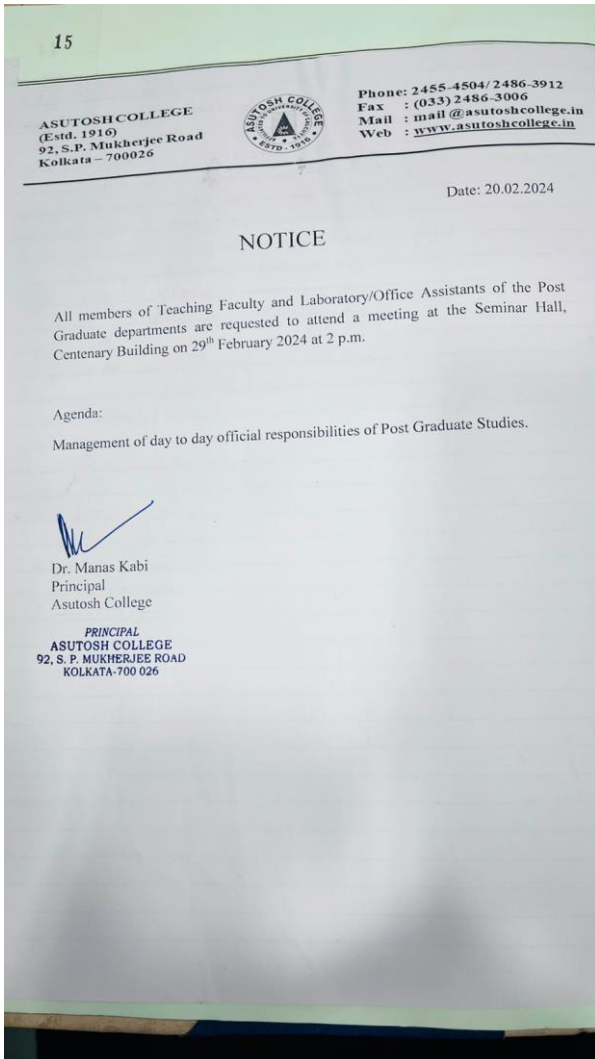
- Question papers to be submitted to Jayanta da - & collected from Jayanta da / Subash da by respective invigilators before exam.
- Work load distribution -
  - Registration to be done with doc verification at the time of admission itself from next year
  - Moumuni to assist human to with this;
  - 1st year admission/counselling notice to be furnished excel sheet - with the following info -

| Dept | Sl No | Name | Dept. | Mobile no. | Part | Phase | Date |
|------|-------|------|-------|------------|------|-------|------|
|      |       |      |       |            |      |       |      |

- Supplementary exam/candidate list to be given to PG Studies Committee after publication of each respective examinations.
- PG Office staff to send gazette & summary for Dept.; Dept. staff to list supplementary candidates and forward to correspondence mail id.



**Date of Meeting: 29.02.2024**

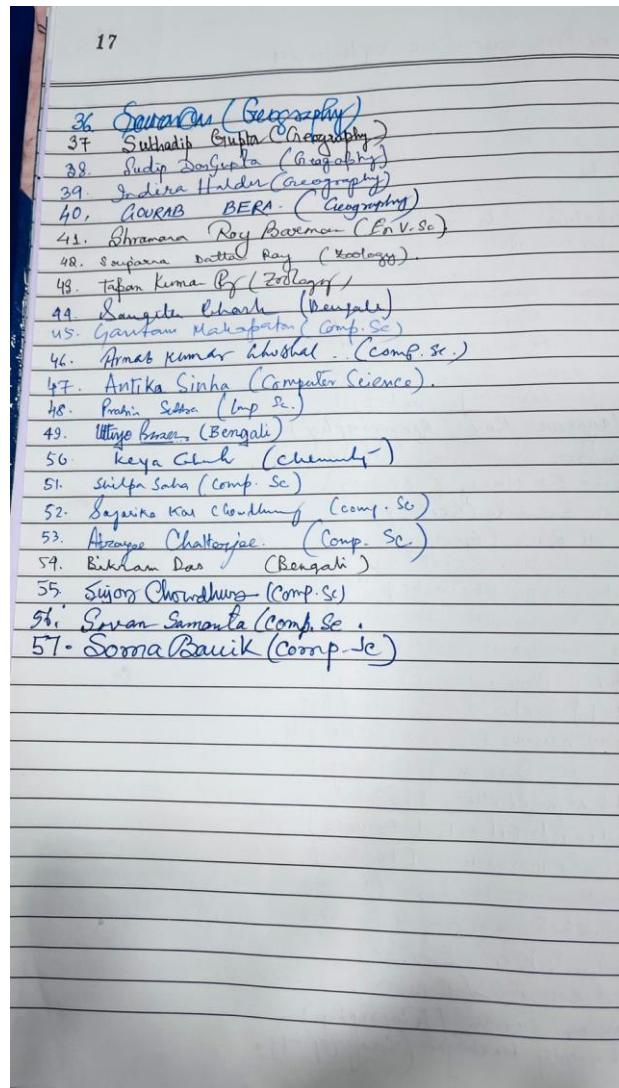
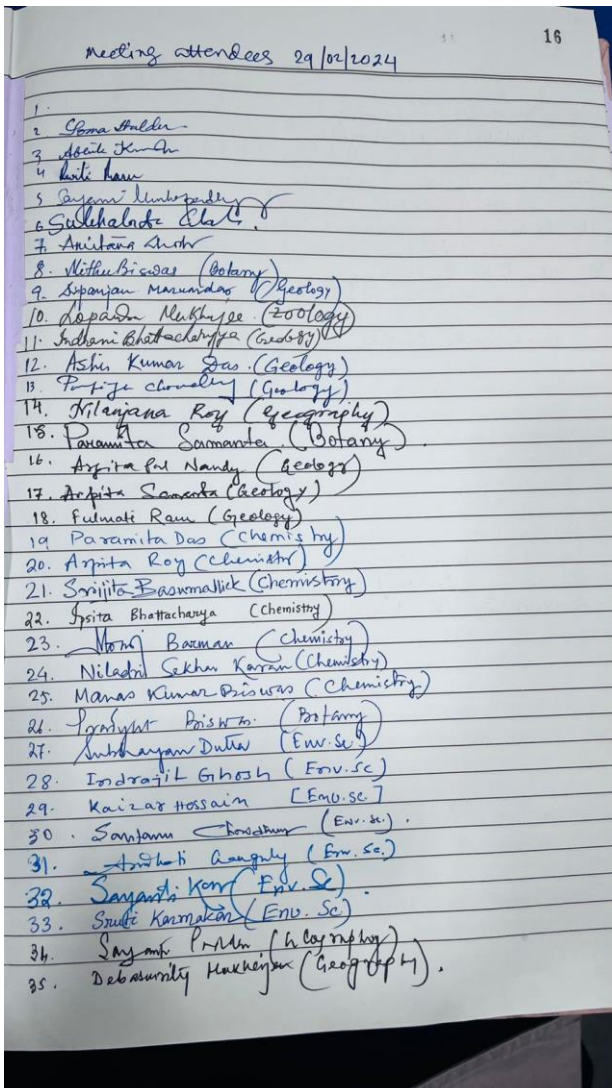




- \* Dr. Sayani Mukhopadhyay proposed a meeting that will be held before each exam.
- \* Dr. Sayani Mukhopadhyay also suggested that proper scrutiny of all documents need to be done .
- \* Students information is not reaching PG office properly .
- \* Register to be maintained for distribution of marksheet .

**SUGGESTIONS :**

1. Marksheet & Certificate – 2 copies to be Xeroxed with Gazette – 1 copy to be sent to department – One copy to be kept in PG office .
2. Total list of students who have taken marksheet to be sent to department from PG office .
3. All faculties of the department to reach the department on time for Practical exam .
4. Research papers should include student's name.

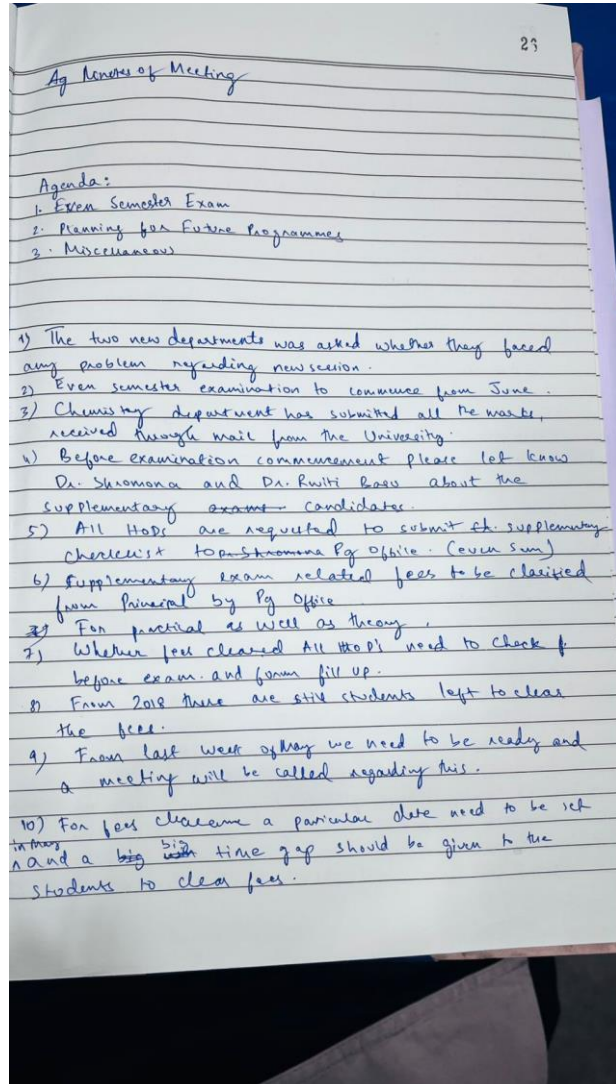
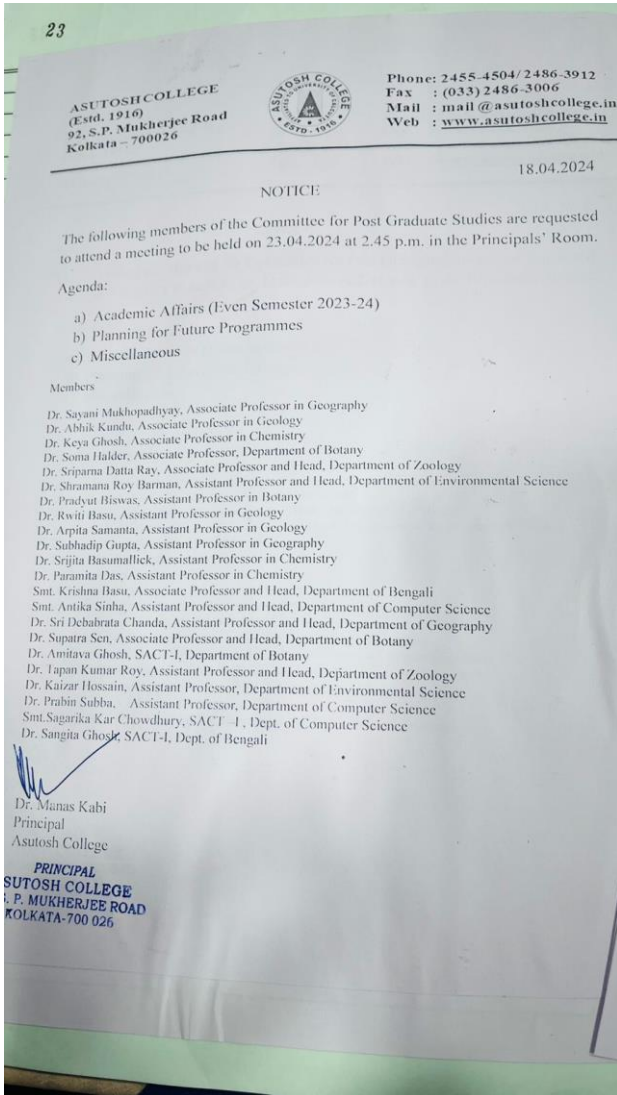






**Date of Meeting: 23.04.2024**

Resolutions: A Register for of PG office was installed. Academic Subcommittee to supervise all PG exams, routines etc.





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11. Simone and Anil will communicate with Sumon Choudhury to extract the date <sup>sumon</sup> fees collection from individual departments.
12. Being form filling faculty must be present.
13. When the forms are available, each department must check whether any student's <sup>form</sup> ~~form~~ is missing. If also communicate back to Pg office (Some Madam).
14. From all the departments atleast visit once in a week in Pg office.
15. Department head needs to prepare a list of faculty who can be present in Pg office atleast once in a week. (at least 2 faculties).
16. Students need to communicate with the <sup>respective</sup> Department regarding any issue rather than going to Pg office directly.
17. Department will release a list the summary of result, no. of student appeared and mail to Pg office.
18. Department must maintain Attendance sheet, \* attendance record per paper and also check <sup>with</sup> ~~with~~ gazette. Report if any discrepancy found.
19. Alumni database need to be maintained by the google <sup>form</sup> ~~form~~.
20. <sup>Form</sup> Details need to be shared with the department representative.
21. Appointment letter / ID of the student need to be given by student.
22. Posters competition between inter-departments of college. Representative needs to fix the topic.
  - Proposed date - 10th May (tentative) and 14th May 2024. Total - 10 posters. (Per group - 3-4 students).
  - Per department - 1 theme.
  - Kaizad and Lavita will take the posters theme, with

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Student details

- Posters should be handmade/digital.
- Post semester - 1 prize <sup>Prize</sup> Kaizad will inform.

23. 19-24, 20-22, all marksheets data are collected and ready.
24. Without Hincipati letter, marksheets and certificates will be hold.
25. Supplementary per paper = Univ Exam Fee (Tk) = 200+20 = 220/-  
 @ 500 per paper - College fee - (500-220) = 280/- per paper.  
 Univ Exam Fee (Px) = 250+20 = 270  
 College fee - (500-270) = 230/- per paper.



|   |                                |
|---|--------------------------------|
| Dr. Sayani Mukhopadhyay, Associate Professor in Geography                                   | Sayani Mukhopadhyay<br>23/4/24 |
| Dr. Abhik Kundu, Associate Professor in Geology   | Abhik Kundu<br>23/4/24         |
| Dr. Keya Ghosh, Associate Professor in Chemistry  |                                |
| Dr. Soma Halder, Associate Professor, Department of Botany                                  | Soma Halder<br>23/04/24        |
| Dr. Sriparna Datta Ray, Associate Professor and Head, Department of Zoology                 |                                |
| Dr. Shiramana Roy Barman, Assistant Professor and Head, Department of Environmental Science | Shiramana Roy Barman           |
| Dr. Pradyut Biswas, Assistant Professor in Botany   | Pradyut Biswas                 |
| Dr. Rwitri Basu, Assistant Professor in Geology   | Rwitri Basu                    |
| Dr. Arpita Samanta, Assistant Professor in Geology  | Arpita Samanta                 |
| Dr. Subhadip Gupta, Assistant Professor in Geography  | Subhadip Gupta<br>23/04/24     |

|   |  |
|---|--|
| Dr. Srijita Basumallick, Assistant Professor in Chemistry                       |  |
| Dr. Paramita Das, Assistant Professor in Chemistry                              | Paramita Das<br>23/4/24                  |
| Smt. Krishna Basu, Associate Professor and Head, Department of Bengali          | Krishna Basu<br>23.04.2024               |
| Smt. Antika Sinha, Assistant Professor and Head, Department of Computer Science | Antika Sinha<br>23/4/24                  |
| Dr. Sri Debabrata Chanda, Assistant Professor and Head, Department of Geography | Sri Debabrata Chanda<br>23.04.2024       |
| Dr. Supritra Sen  |  |
| Dr. Amitava Ghosh   | Amitava Ghosh<br>23/4/24                 |
| Dr. Tapan Kumar Roy   | Tapan Kumar Roy 23/4/24                  |
| Dr. Sagarika Kar Chowdhury<br>Prabin Saebera                                    | Sagarika Kar Chowdhury<br>Prabin Saebera |
| Dr. Kaizor Hossain  | Kaizor Hossain                           |
| Dr. Sangita Chakraborty   | Sangita Chakraborty                      |

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23.04.2024 16:07  
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92, Shyama Prasad Mukherjee Rd, Jatin Das Park, Patuapara,  
Bhowanipore, Kolkata, West Bengal 700025

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92, Shyama Prasad Mukherjee Rd, Jatin Das Park, Patuapara,  
Bhowanipore, Kolkata, West Bengal 700025



## Post Graduate students Poster competition - on 14th May, 2024

Intra Post Graduate Department Poster completion organised by Post Graduate Studies in association with IQAC, Asutosh college on 14<sup>th</sup> May, 2024.

130 Students participated in this Intra Post Graduate Department Poster completion from various Post Graduate Departments of the college and secured 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position based on their given topic and presentation judged by senior subject experts.

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Date: 29.04.2024

**NOTICE**

All Heads of the PG Departments of, Bengali, Botany, Chemistry, Computer Science, Environmental Science, Geography, and Zoology are requested to submit a topic for poster competition by 03.05.2024 to [correspondence.asutosh@gmail.com](mailto:correspondence.asutosh@gmail.com) and [kajzar.hossain@asutoshcollege.in](mailto:kajzar.hossain@asutoshcollege.in).

Guidelines for Posters:

- 1) The poster must adhere to the theme
- 2) The size of the poster should be 70X56 cm or 22X28 inches approximately
- 3) Any form of color can be used to make the poster i.e water color/foil paper/crayon/sketch pen
- 4) AI generated images will be disqualified
- 5) Technique of preparing the posters can be manual, digital or blended
- 6) An abstract of 200 words to be included in the poster and also to be submitted in a separate sheet

For any query contact: Dr. Kajzar Hossain and Dr. Paramita Das

Dr. Manas Kabi  
Principal  
Asutosh College

Joint Conveners  
Committee Post Graduate Studies  
Dr. Abhik Kundu and Dr. Sayani Mukhopadhyay Dr. Keya Ghosh

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10.05.2024.

**NOTICE**

PG Classes will **remain suspended** due to Intra Post Graduate Department Poster Competition which will be held on 14.05.2024 from 12 noon onwards.

In this connection all Faculty members of Post Graduate departments are requested to participate and make the event a grand success.

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# ASUTOSH COLLEGE

92, S.P. MUKHERJEE ROAD, KOLKATA - 26

Intra - Department

Poster  
Competition  
2024

Organised by

**COMMITTEE FOR POST GRADUATE STUDIES, ASUTOSH COLLEGE**

In collaboration with the

**IQAC, ASUTOSH COLLEGE**

14th May 2024, 12 Noon Onwards

**Venue: Seminar Hall, Centenary Building, Asutosh College**

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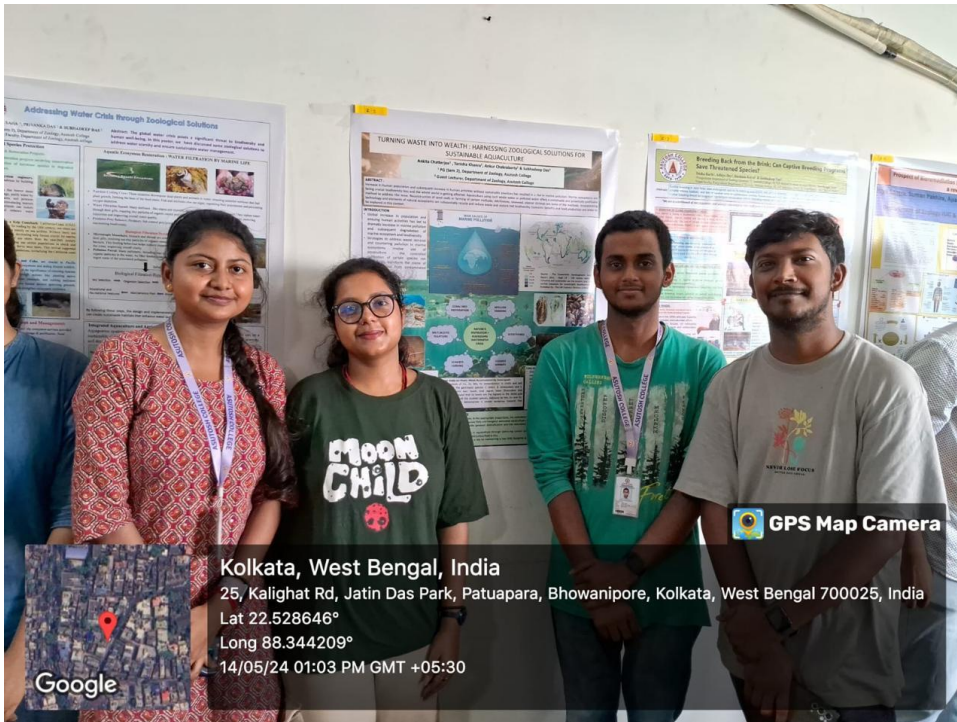




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