

Date of Meeting: 17.11.2025
Venue: Annex Professors' Room

Meeting Minutes



1. Upcoming Event

Sparsha Annual Meet: **22nd December 2025 (Monday)**

2. Newsletter Publication

- Initiative has been taken to begin work.
- Workload distribution to be completed by 15th December 2025.

3. Proof-check Teams

Bengali Team

1. Sudip Mondal
2. Saswati De Mondal
3. Deep Chandan Chakraborty
4. Sayanti Kar

English Team

1. Subhashree Ghosh
2. Nima Doma Lama
3. Paromita Chaudhuri

Deadline for proof-check: 21st November 2025 (Friday)

4. Layout of Newsletter

- Layout preparation of Newsletter: Shamuda / Prabir Paul
- Coordination: Shamuda (Priyanka Roy, Paromita Chaudhuri, Saswati De Mondal, Subhashree Ghosh) (For communication purposes)

5. Sparsha Birthdays Section

- Pictures required
- Must include geotagged and non-geotagged versions

6. Newsletter Heading

- Title: Sparsha Newsletter (Final name to be selected by Principal Sir to be communicated by Saswati De Mondal)

7. Tribute Section

Last 2 years—members who passed away

- Include: Picture, Name, Date of Birth, Date of Passing, Year of Joining.
(Dec 23 – Dec 25)

Ex-teacher passed away

1. Physics – Sudhindra Kumar Bandyopadhyay
2. English – Ramen Dutta / Udaybhanu Bhattacharya
3. Zoology – Supriya Sengupta
(Ex-Coordinator, Env. Sc. / Fishery)
4. Debasish Chakraborty – Physics

Notice by Sparsho to all HODs, for departmental data of ex-teachers passed away (Saswati De Mondal / Paromita Chaudhuri).

8. Kabi Bakshi Write-up Word Limit to Set: 500–600 words, follow-up by Somnath Das

9. Printers Line: To be included

10. Members involved in uploading activity are exempted from the Monthly Birthday

Activity: Priyanka Roy, Arnab Samadder, Tapas Soren, Sayanti Kar

11. Sparsho meeting pictures to be included in newsletter.

Bulletin ✗

Book for Everyone ✓

For Consultation

- Ex-teachers can be included in the college picnic – Principal consultation.
- Video documentary to be displayed on 22nd Dec, 2025. (Parikshit Dutta)

To be added in Sparsho Drive.

(Priyanka Roy – Parikshit Dutta – Moon Jana)- Principal Consultation

Members Present:

