1.1.1D. Sample resolutions adopted in the meetings of IQAC, Academic council and Departmental committee regarding preparation of Academic calendar, preparation of routine, Orientation Programme for the students, distribution of work load etc.

Principal
Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
Kolkata - 700 094

Sammilani Mahavidyalaya
(NAAC ACCREDITED)
[AFFILIATED TO CALCUTTA UNIVERSITY]
BAGHAJATIN STN./E. M. BY PASS
KOLKATA-700 075

Office Phone : 2462-6869
Library : 2436-3919
E-mail : sammilanikolkata@yahoo.co.in

Ref. No ..

Date 03.07.2019.

NOTICE

A meeting of the Academic Sub-committee will be held on **11. 07. 2019 (Thursday)** in IQAC room at **12.30 P.M** to discuss the following agenda:

1. **Commencement of Classes in the new academic session 2019-20.**
2. **Recruitment of Guest Teachers.**
3. **Annual calendar of the college for 2019-20.**
4. **Annual work diary for the staff.**
5. **Entry level assessment test for the 1st Semester students.**
6. **Innovative teaching process, if any.**
7. **Attendance percentage of students.**
8. **Subject wise academic calendar.**
9. **Interdisciplinary lecture series.**
10. **Schedule of Orientation Programmes.**
11. **Progress of publication of College Magazine.**
12. **Miscellaneous.**

All members of Academic Sub-committee are earnestly requested to be present at the meeting positively. Thanking you,

S. Palchaudhuri
Principal

Convenors :

1. Banani Gangopadhyay. 3.7.19
2. Sumita Das 03/07/19.
3. Srikanta Malakar 03/7/19

[**Academic Sub-committee**]

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Resolutions Adapted in the of Meeting Held on 11.07.2019 (Thursday) at 12:30 PM

1. It has been adapted that 1st semester, 3rd semester and 3rd year classes will commence on 22.07.2019. The departmental routines are to be submitted by the HODs to the respective conveners by 16.07.2019.
2. The guest lecturers who taught in the previous academic year, i.e., 2018-19, will continue in this academic year also. The HODs are to submit their requirements of new guest lecturers along with their routines to the Principal.
3. The Annual Calendar of the college will be included in the Prospectus andwill not be printed separately.
4. The Work Diary for the teachers for the academic year 2019 – 20 will be prepared.
5. All the departments must arrange Entry Level Assessment Test (MCQ) for the 1st semester students before 15.08.2019 and publish the results by 31.08.2019. On the basis of this result, two student groups will be formed, viz., Advanced Learners and Weaker Learners. These students will be mentored and for the Weaker Learners remedial coaching will be arranged.
6. Innovative teaching processes, like student seminar, educational tour, skill enhancement courses, should be arranged.
7. The attendance percentage of the students should be published at a regular interval, so that the students are aware of their attendance percentage and take steps to improve the same.
8. All the departments should publish semester wise academic calendars.
9. Like previous years, inter-disciplinary lectures should be arranged.
10. In the beginning of the new academic year, all the departments should arrange orientation programmes for the incoming 1st semester students so that they become aware of the facilities of the college.
11. The magazine committee members are requested to make arrangements for the publication of the college magazine.
12. In miscellaneous agenda, teachers in the Academic Council requested the Principal to arrange early availability of the subject wise student attendance register from the office.

The meeting ended with vote of thanks.

Sumita Das
11/07/19
[Convenor, Academic Sub-committee]

S. Palchaudhuri
11.07.19
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

SAMMILANI MAHAVIDALAYA

E.M. By Pass, Bagha Jatin

Kolkata 700 094

NOTICE

This is to inform you that an online meeting of Academic sub-committee of the college will be held on 5th July, 2020 (Sunday), at 5.30 p.m., through Google meet to discuss the following agenda:

1) Procedure for uploading marks of B.A / B.Sc. / B.Com final year / semester students, according to the C.U. circular in this context.
2) Commencement of 3rd and 5th sem classes for the forthcoming session.
3) Methods to be adopted to teach through online classes.
4) Miscellaneous.

All the members are requested to join in the meeting positively.

Thanking you,

Banani Gangopadhyay

Sumita Das Sumita Das

Conveners

(Academic sub-committee)

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Resolutions Adapted in the of Meeting Held on 05.07.2020 (Sunday) at 5:30 PM

1. According to the Calcutta University Notice dated July 03, 2020 it has been unanimously decided that all HODs will upload the college component of the marks of the B. A. /B. Sc. (Part III, 1+1+1 system, 2020) examination, both Honours and General, within July 07, 2020. After that, the Principal along with the academic convenors and TCS, will verify and conform the marks and send the marks to the University within July 10, 2020. The ENVS marks will be uploaded by Dr. Dipannita Parial, HOD, department of Botany. For B. Com., 6th semester students, the Principal along with the HOD, Commerce will upload the marks and send the same to the University as per rules.
2. Since no communication has been received till date from the Calcutta University regarding the date of commencement of classes for the session 2020 – 21 in view of the current situation due to Covid-19, it has been decided that the same will be notified only on receipt of communication from the university.
3. Regarding online classes, it has decided that Sm. Swagata Saha Sau, HOD, department of Computer Science and Dr. Sharmila Saha Chakraborty, HOD, department of Microbiology will arrange an online training programme for online teaching for the interested teachers.

The meeting ended with vote of thanks.

Submitted by

Sumita Das

[Conveners, Academic sub-committee]

Counter-signed by

S. Balchandani

PRINCIPAL

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]

E. M. BYPASS, BAGHAJATIN,

KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammalani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No..... ....

Date .....26.09.2022...

Minutes of the first meeting of the IQAC held on Monday, September 26, 2022 at 12 noon in the IQAC Room

The meeting commenced with the Teacher-in-Charge taking the chair. The agenda were taken up for discussion one by one and the following resolutions were adopted.

1. The minutes of the last meeting held on June 29, 2022 were read and confirmed.
2. Dr. Srikanta Malakar, Coordinator of the IQAC, reported the progress of AQAR 2021-22 preparation including the status of different criteria. He told that the last date of submission of filled in criteria to the respective coordinator was 31.08.2022. The respective coordinators of the AQAR 2021-22 preparation team expressed their opinion to extend the date of submission of filled in criteria from 31.08.2022 to 30.11.2022 as they have enormous work regarding the closing ceremony of Silver Jubilee Celebration of our college on 12.12.2022.

   Resolved unanimously that all the criteria be completed and submitted to the respective coordinators latest by 30.11.2022 in order to ensure timely submission of the AQAR by 31.12.2022.
3. Resolved unanimously that Department-wise orientation programmes regarding the syllabus for the new students of Semester I be conducted in their initial classes, respectively.
4. Resolved unanimously that the necessity of commencement of training/ orientation programme for improving ICT/ computing skills for the students and the faculty members be appreciated and approved; and Dr. Bapan Kumar Maity and Smt. Brototi Mondal, Convener and Co-convener of the Information Technology Resource Management (ITRS) Sub-committee respectively, be requested to initiate the necessary process.
5. The members agreed to the proposal of the Coordinator of IQAC, Dr. Srikanta Malakar regarding the necessity of more collaborations/linkages for Faculty exchange, Studen

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Principal

Sammilani Mahavidyalaya

E.M. B... Bag...

exchange, Add-on-courses, Internship of students, Field trip, On-the-job training, Research, etc. with Academia as well as Industry, and resolved that the Teacher-in-Charge be requested to take necessary initiative in this regard including signing of Memorandum of Understanding (MoU) with other institutions/industry, wherever required.

6. Regarding the promotion of Dr. Malay Roy, Assistant Professor in Mathematics and Smt. Kasturi Kar, Assistant Professor in History under Career Advancement Scheme (CAS), Dr. Srikanta Malakar, Coordinator of the IQAC, reported that the papers submitted by the two incumbents were thoroughly scrutinised by the Scrutiny Committee of IQAC and also the report of the Scrutiny Committee of IQAC has been forwarded to the Teacher-in-Charge.

Resolved unanimously that the Teacher-in-Charge be requested to take necessary initiative in this regard.

Dr. Srikanta Malakar, Coordinator of the IQAC, reported that papers regarding re-fixation of pay under Career Advancement Scheme (CAS) of Dr. Mrinal Chandra Halder, Assistant Professor in Bengali, was thoroughly scrutinised by the Scrutiny Committee of IQAC and also the report of the Scrutiny Committee of IQAC has been forwarded to the Teacher-in-Charge.

Resolved unanimously further that the Teacher-in-Charge be requested to take necessary initiative in this regard.

Miscellaneous:

I. Dr. Srikanta Malakar, Coordinator of the IQAC, opined that the Research Sub-committee should be more proactive regarding research activities in different fields. He also suggested that our college should sanction adequate amount to run the research activities internally apart from grant received from UGC or other funding agencies.

Resolved unanimously that the Teacher-in-Charge be requested to take necessary initiative in this regard.

II. Resolved unanimously that special classes for Value-based education (Ref.: Institutional preparedness for NEP: 3. Skill development) to enrich moral values and

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ethics of the students be introduced for the students in online/ offline mode, and Smt. Sangita Dey Sarkar, Associate Professor in Philosophy, be entrusted with the responsibility of planning and executing the programme.

III. Resolved unanimously that at least one vocational course (Ref.: Institutional preparedness for NEP: 3. Skill development) for all students before graduating from the college, be introduced, and Smt. Sangita Dey Sarkar, Associate Professor in Philosophy, be entrusted with the responsibility of framing and executing the course.

IV. Resolved unanimously that a short-term course in Sanskrit language (Ref.: Institutional preparedness for NEP: 4. Appropriate integration of Indian Knowledge system) be started for the students of the college in online/ offline mode, and Dr. Sudeshna Basu, Assistant Professor in Sanskrit, be entrusted with the responsibility of framing and executing the said course.

V. Resolved unanimously that the proposal of Dr. Bapan Kumar Maity, Librarian and the Convener of Information Technology Resource Management (ITRM) Sub-committee regarding the change of domain name of the college website from 'dot org' (.org) to 'dot ac dot in' (.ac.in), be appreciated and approved; and Dr. Maity and Smt. Brototi Mondal, Assistant Professor in Computer Science and Co-convener of the ITRM Sub-committee be requested to complete the necessary process.

VI. Dr. Srikanta Malakar, Coordinator of the IQAC placed the feedback obtained from students and other stakeholders. Necessary discussion was made on the feedback and a report was prepared on that basis.

Resolved unanimously that the feedback report be accepted and sent to the Governing Body for its approval.

As there was no other agendum to discuss, the meeting ended with a vote of thanks to the chair.

Srikanta Malakar.
Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC
Sammilani Mahavidyalaya
E. M. By-Pass, Baghajatin
Kolkata-700 094

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

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Sammilani Mahavidyalaya

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[AFFILIATED TO CALCUTTA UNIVERSITY]

E. M. BYPASS, BAGHAJATIN,

KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammalani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date 30/08/2022

This is to inform that a meeting of Academic sub-committee will be held on 1st September, 2022 (Thursday) at I.Q.A.C. room at 2:30 p.m. All the members of the committee are hereby requested to attend the meeting to discuss the following agenda:

1. Commencement of the new session for odd semesters, 2022-23.
2. Approval of Academic Calendar, 2022-23.
3. Fixing the deadline for the submission of the Departmental Routines to Academic Council.
4. Discussion on conducting the orientation programme for the new students.
5. Miscellaneous.

Pavel Moni

Vijay Saren

Conveners

(Academic Sub-Committee)

01/09/2022.

SChakraborty 30/8/22

Teacher-In-Charge

Sammilani Mahavidyalaya

E.M. Bypass, Baghajatin

Kolkata-700094

1.9.22

01/09/22

01/09/2022

1/9/22

01/09/22

01/09/22

01/09/22

Sipra Roy

1.9.22 1/09/22

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Principal

Sammilani Mahavidyalaya

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E. M. BYPASS, BAGHAJATIN,
KOLKATA - 700 094

Phone : 2462-6869
E-mail :
principal.sammalani@gmail.com
info@sammilanimahavidyalaya.org
Website :
www.sammilanimahavidyalaya.org

Ref.No.....

Date 30/08/2022

To,
KASTURI ROY CHATTERJEE
External Member
Academic Council
Sammilani Mahavidyalaya.

Dear Madam,
This is to inform you that a meeting of Academic sub-committee of our college will be held on 1st September, 2022 (Thursday) at I.Q.A.C. room at 2:30 p.m. You, as an external member of the committee, are hereby requested to attend the meeting. Please oblige.

Thanking You,
Yours' sincerely,

Pavel Moni
Ujjal Saren

Conveners,
(Academic Sub-Committee)
Sammilani Mahavidyalaya.

Received
Kasturi Roy Chatterjee
01/09/2022

S Chakraborty 30/8/22
Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Dt:- 01/09/2022

Meeting of Academic Sub-Committee

Members-Present:

1) S Chakraborty 1/9/22
2) Partha Sarathi Bhanja 1/9/22
3) Kasturi Roy Chatterjee 01/09/2022.
4) Ananda Mukherjee 01/09/22
5) Srikanta Malakar 01/09/22.
6) Shefali Pal 01/09/22.
7) Kuntoy Mohanty Roy 01.09.22
8) Banani Gangopadhyay 1.9.22
9) Brototi Mondal 01/09/22
10) Ujjal Saren 01/09/22
11) Pavel Mondi 01/09/22

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Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Resolutions Adopted in the Meeting of Academic Sub-Committee, Held on 1st September, 2022 (Thursday), at 2:30 p.m.

1. The minutes of the previous meeting have been confirmed in this meeting.

2. Classes of 3rd and 5th semesters have already started from 17th August, 2022. It has been decided in the meeting that the classes of 1st semester will commence from 19th September, 2022.

3. The Academic Calendar 0f 2022-23 has been disclosed in the meeting and it has been approved by all the members present in the meeting.

4. The issue of fixing the deadline for the submission of the Departmental Routines to Academic Council has been unresolved as there has been a great confusion regarding the number of working days of a SACT in a week. In this regard, it has been decided that a letter from the Teachers' Council will be forwarded to the GB delineating the problem of preparing Departmental routines if SACTs are allowed to come only 3 days a week.

5. It has been unanimously decided that Orientation Programmes for the 1st semester students will be organized by the different streams for their 1st semester students withing one week from the commencement of their classes. It has also been decided that documentation of those programmes will be done.

The meeting ended with vote of thanks.

Submitted by

Pavel Moni

Pavel Moni

Ujjal Saren

Ujjal Saren

(Conveners, Academic Sub-Committee)

S Chakraborty

Counter-signed by

Dr. Sharmila Chakraborty

Teacher-in-Charge

Teacher-in-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Sammilani Mahavidyalaya

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[AFFILIATED TO CALCUTTA UNIVERSITY]
E. M. BYPASS, BAGHAJATIN,
KOLKATA - 700 094

Phone : 2462-6869
E-mail :
principal.sammalani@gmail.com
info@sammilanimahavidyalaya.org
Website :
www.sammilanimahavidyalaya.org

Ref.No.....

Date 2.7.2018

Department of Geography

NOTICE

A departmental meeting will be held on 5.7.2018 (Thursday) at 1:30 pm in the departmental staff room to transact the following agenda:—

1. Introduction of CBCS curriculum.
2. Preparation of the departmental time-table for the academic Session – 2018–19.
3. Distribution of Syllabus among the faculties members.
4. Fixation of the date for conducting Entry level assessment test of the newly admitted first year students.
5. Miscellaneous.

All the members are requested to be present in the meeting.

Kamonashish Murmu
2.7.2018
Head
Department of Geography
Sammilani Mahavidyalaya
Baghajatin Stn./E. M. Bypass
Kolkata - 700 094

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

5/7/18

The meeting started at 1:30 pm in the staff room of the department.

Members present :—

1. Kamonasish Murhr — 5.7.18
2. Tanamita Dasgupta — 5/7/18
3. Arundhuti Mukherjee
4. Ashmita Pramanik

- The minutes of the previous meeting were read & confirmed.
- Detailed discussion took place regarding the newly introduced CBCS curriculum & the guidelines framed by the UGBOS of Geography. It was resolved unanimously that the routine be framed by the HOD following the guidelines & then be placed before the house for approval & suggestion.

- The newly introduced curriculum of CC1 (both theoretical & practical) was distributed among the faculty members as follows :—

CC1

Unit I – 1 – AM
Unit I – 2,3 – AM
Unit I – 4,12 – AP
Unit II – 5 – SG
Unit II – 6,9, – PDG
Unit II 7,11 – NR
Unit II 10 – RM

Regarding syllabus distribution of 2nd & 3rd yr. it was resolved that it would remain unchanged.

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Principal
Sammilani Mahavidyalaya
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Kolkata-700084

Kamonasish Murhr
P.T.O
Head
Department of Geography
Sammilani Mahavidyalaya
Baghajatin, Gia/E. M. Bypass
Kolkata - 700 084

- It was resolved unanimously that the entry level assessment be completed within 15th days from the date of commencement of the class of 1st Semester.

- In the miscellaneous section it was resolved that requisition list of books be placed to the library committee.
- It was further resolved that mentor mentee system be introduced from this current academic session involving the newly admitted first semester students.

As there was no more issue to discuss, the meeting ended with vote of thanks.

Kamenasish Maity Panamita Dangra
5/7/18.

Head
Department of Geography
Sammilani Mahavidyalaya
Baghajatin Stn E.M. Bypass
Kolkata - 700 094

ACTION TAKEN REPORT (ATR)

1. The time-table was framed by the HOD incorporating the guidelines as discussed in the meeting dated 5/7/18 & was approved by all the faculties.
2. The teaching plan was also prepared as per the resolution adopted in the previous meeting (5.7.18) & was communicated to the students.
3. The 'Entry level Assessment' test was held

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

P.T.O

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4. The Book list for the New C
curriculum was prepared & su
to the Library.

5. The mentor-mentee groups were
by lottery system.

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Kamonasish Murthy
Head
Department of Geography
Sammilani Mahavidyalaya
Baghajatin Stn./E. M. Bypass
Kolkata - 700 094

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

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NOTICE

17.8.2018

A Departmental meeting will be held on 20/8/2018 at 12.00 pm to discuss the following agenda. All the faculties and staff are requested to attend the meeting.

Agenda:

1. Procurement of new instruments for newly introduced semester systems
2. Allotment of the examiner for C.U. examination.
3. Honours and General laboratory setup.
4. Discussion about the space problem of the department.
5. Departmental Budget
6. Repairing of the instruments.
7. Miscellaneous.

Kalpana Santra (Maji)

Dr. Kalpana Santra (Maji)
[Head, Department of Physics]

HEAD
DEPT OF PHYSICS
Sammilani Mahavidyalaya
E.M. By Pass, Baghajatin
Kolkata-700094

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

17/8/18

Departmental Meeting

Chaired by:
Dr. Kalpana Santra (Maj)

MINUTES OF MEETING

1) Examiner for C.U. Examination is alloted.

2) Honours and General laboratory setup is done.

3) Space problem of the department has been tried to be solved.

4) Instruments have been repaired.

Signature:-

1. Kalpana Santra (Maj)
2. Sanmak Dutta Roy
3.
4. Bhattacharya.

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

NOTICE

08.07.2019

A Departmental meeting will be held on 11/7/2019 at 11.00 am to discuss the following agenda. All the faculties and staff are requested to attend the meeting.

Agenda:

1. **Discussion about the change of the syllabus of semester system.**
2. **Distribution of the teaching work – load.**
3. **Preparation of class routine.**
4. **Commencement of the classes of all semesters.**
5. **Procurement of the new instruments for the different semesters.**
6. **Requirement of Guest Lecturer.**
7. **Miscellaneous.**

Kalpana Santra (Maji)

Dr. Kalpana Santra (Maji)
[Head, Department of Physics]

DEPARTMENT OF PHYSICS
SAMMILANI MAHAVIDYALAYA
KOLKATA-700 094

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Sony
08/07/19

Departmental Meeting 11/07/2019
(11:00 am)

Chaired by :
Dr. Kalpana Santra (Maji)

MINUTES OF MEETING.

(1) ~~Detailed~~ Detailed discussion on change of syllabus for 2019 has been done. The newly introduced subjects are given to the teachers as per their convenience.

(2) Distribution of ~~t~~ work-load for teachers has been done.

(3) The class routine has been prepared.

(4) Required number of guest lecturers have been alotted.

Signatures —

(1) Kalpana Santra (Maji)
(2) Bhattacharya
(3) Sayantani Kar
(4)

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Department of Botany meeting minutes

Date: **06/06/2021**
Attendees: Dr. Dipannita Parial, Dr. Monolina Sarkar

Agenda items

1. **Departmental Teaching Plan**
   Appendix I attached

2. **Summary of allotment of classes in the routine**
   Appendix II attached

3. Both will contribute towards the setting of internal examination question papers and examination copies evaluation.

4. Cleaning of Department to be organized.

5. List of stationeries has been prepared.

6. List of chemicals for 5th Semester Photochemistry practical to be procured prepared.

Monolina Sarkar 6/6/21

Dipannita Parial
6/6/21

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Department of Botany meeting minutes

Date: 04/01/2022
Attendees: Dr. Dipannita Parial, Dr. Monolina Sarkar

Agenda items

1. **Departmental Teaching Plan**
   Appendix I attached

2. **Summary of allotment of classes in the routine**
   Appendix II attached

3. Departmental budget for the entire year decided.

4. Both will contribute towards the setting of internal examination question papers and examination copies evaluation.

Monolina Sarkar 4/1/22
Dipannita Parial
4/1/22

ATTESTED

Principal
Sammilani Mah. Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Department of Botany meeting minutes

Date: 05/06/2022
Attendees: Dr. Dipannita Parial, Dr. Monolina Sarkar

Agenda items

1. **Departmental Teaching Plan**
   Appendix I attached

2. **Summary of allotment of classes in the routine**
   Appendix II attached

3. List of Books to be procured decided.

Monolina Sarkar 5/6/22

Dipannita Parial
5/6/22

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Department of Botany meeting minutes

Date: 04/01/2023
Attendees: Dr. Dipannita Parial, Dr. Monolina Sarkar

Agenda items

1. **Departmental Teaching Plan**
   Appendix I attached

2. **Summary of allotment of classes in the routine**
   Appendix II attached

3. Budget for the entire year decided

4. Both will contribute towards the setting of internal examination question papers and examination copies evaluation.

5. List of stationeries to be procured decided.

Mono Lina Sarkar 4/1/23
Dipannita Parial
4/1/23

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Department of Botany meeting minutes

Date: 04/08/2023
Attendees: Dr. Dipannita Parial, Dr. Monolina Sarkar

Agenda items

1. **Departmental Teaching Plan**
   Appendix I attached

2. **Summary of allotment of classes in the routine**
   Appendix II attached

3. Both will contribute towards the setting of internal examination question papers and examination copies evaluation.

Monolina Sarkar 4/8/23.
Dipannita Parial
4/8/23

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Prime Merit

Page No.

Date

Departmental Meeting Book

Education Deptt.

2021 - 2022

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Page No.
Date

Present on Meeting 10.11.2021

		Signature.
1	Marisha Chakraborti	
2	SIPRA TUDU	
3	ANINDITA GOHA	

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Prime Merit
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Date

NOTICE

4-2-2022

A Departmental meeting will take place on 11-2-2022, at arts faculty room at 2pm, to discuss the following agenda –

1) Distribution of syllabus of 2nd, 4th, 6th Sem (Gr) & (H) course.

2) How to motivate students for clif. college activities.

3) To identify weak and advanced students.

Seen by

1. Mousumi Chakraborti 4/2/22
2.
3.

Dipa Sinha Ray
HOD.
Dept. of Education.
Sammilani Mahavidyalaya

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

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Page No.
Date

Resolutions —

1) confirmation of previous meeting resolutions

2) syllabus distribution will be as of previous years -

3) students will be divided into groups according to their preference in cultural activity and the names will be given to the central cultural commitee of the college.

4) all teachers will take class test written & oral to find out the advanced & weak learners.

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E.M. Bypass, Baghajatin
Kolkata-700075

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Page No.
Date

NOTICE

6-5-2022

A Departmental meeting will take place on 13-5-2022, At arts faculty room at 2pm to discuss the following agenda —

1) To review the progress of syllabus.

2) To discuss about the internal examination & tutorial topic.

3) To review the development of week students after remedial classes.

Seen by

1 Me 6/5/22
2
3

Sipra Thder
HOD.
Dept of Education
Sammilani Mahavidyalaya

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Kolkata
Kolkata-700094

NOTICE

DEPARTMENT OF MATHEMATICS

DATE : 15. 07. 2022 (Friday)

An online joint meeting of faculty members of the department of mathematics of Sammilani Mahavidyalaya, Baghajatin and K.K.Das college, Garia will be held on 22nd of July (Friday), 2022 at 7:30 pm, through google meet to discuss about

1. Routine for the upcoming even semester classes.
2. Distribution of syllabus for even semester classes.
3. Misc.

Faculties of both the colleges are requested to attend the meeting positively.

Dr. Sumita Das

HOD, Department of Mathematics

Sammilani Mahavidyalaya

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Dr. Nasima Munshi

HOD, Department of Mathematics

K. K. Das College

RESOLUTION

Resolutions taken at the online meeting of faculty members of department of mathematics of Sammilani Mahavidyalaya, Baghajatin and K.K.Das college, Garia, held on 22nd of July (Friday), 2022 at 7:30pm are

1. It has been decided that 3rd and 5th semester classes will be started after 15th of August, 2022 after the completion of ongoing Calcutta University even semester examination, as also decided in the Academic Council meeting.
2. Distribution of syllabus has been done, details of which have been attached herewith.
3. Tentative time table has been set. Details attached herewith.
4. Students have been instructed to prepare wall magazine under the guidance of their respective mentors.

The meeting ended with a vote of thanks.

Dr. Sumita Das

HOD, Deppartment of Mathematics

Sammilani Mahavidyalaya

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Dr. Nasima Munshi

HOD, Department of Mathematics

K. K. Das College

NOTICE

DEPARTMENT OF MATHEMATICS

DATE : 15. 11. 2022 (Tuesday)

An online joint meeting of faculty members of the department of mathematics of Sammilani Mahavidyalaya, Baghajatin and K.K.Das college, Garia will be held on 18th of November (Friday), 2022 at 7:30 pm, through google meet to discuss about

1. Confirmation of previous meeting held on 22.07.22
2. Celebration of National Mathematics Day on 22.12.22 under faculty and students exchange program as per MOU between two colleges.
3. Miscellaneous

Faculties of both the colleges are requested to attend the meeting positively.

Dr. Sumita Das

HOD, Department of Mathematics

Sammilani Mahavidyalaya

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Dr. Nasima Munshi

HOD, Department of Mathematics

K. K. Das College

RESOLUTION

Resolutions taken at the online meeting of faculty members of department of mathematics of Sammilani Mahavidyalaya, Baghajatin and K.K.Das college, Garia, held on 18th of November (Friday), 2022 at 7:30pm :

1. Resolution taken in the previous meeting held on 22.07.22 have been well executed.
2. It has been unanimously decided that National Mathematics Day will be celebrated on 22.12 .2022 and will be organised by K.K.Das college, Garia, in collaboration with Sammilani Mahavidyalaya, Baghajatin, under faculty and students exchange program as per MOU between two colleges. Various competitions like Inter college Poster Presentation competition and Inter college Mathematical Quiz competition, will held at K. K. Das college premises on that day.
3. Students will be encouraged to participate in Inter college Sports competition (District Level) to be held in February, on 10.02.2023.

The meeting ended with vote of thanks.

Dr. Sumita Das

HOD, Deppartment of Mathematics

Sammilani Mahavidyalaya

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Dr. Nasima Munshi

HOD, Department of Mathematics

K. K. Das College

NOTICE

DEPARTMENT OF MATHEMATICS

DATE : 02. 12. 2022 (Friday)

A meeting will be held of the faculty members of department of mathematics, Sammilani Mahavidyalaya, Baghajatin, on 9th of December (Friday), 2022 at 1pm. to discuss about

1. Confirmation of the previous meeting.
2. Conduction of Tutorial and internal part of the forthcoming CU Examination for odd semesters.
3. Parent-Teachers meeting
4. Misc.

All faculty members are requested to attend the meeting positively.

Dr. Sumita Das

HOD, Department of Mathematics

Sammilani Mahavidyalaya

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
Kolkata - 700 094

RESOLUTION

Resolutions taken at the meeting of the faculty members of department of mathematics of Sammilani Mahavidyalaya, Baghajatin, held on 9th of December (Friday), 2022 at 1pm, are given below :

1. The minutes of the previous meeting have been confirmed.
2. Timetable of the Tutorial and the Internal parts of the forthcoming Calcutta University examination for the odd semesters, has been set.
3. Paper setting, evaluation of answer scripts and conduction of the same has been discussed.

   Details of the above resolutions have been attached herewith.
4. It has also been decided that a parent-teacher meeting will be held on 09.01.2023 (Tuesday).

The meeting ended with a vote of thanks.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700099

Dr. Sumita Das

HOD, Department of Mathematics

Sammilani Mahavidyalaya

NOTICE

DEPARTMENT OF MATHEMATICS

DATE : 03. 02. 2023 (Friday)

An online joint meeting of faculty members of the department of mathematics of Sammilani Mahavidyalaya, Baghajatin and K.K.Das college, Garia will be held on 9th of February (Thursday), 2023 at 7:30 pm, through google meet to discuss about

1. Confirmation of resolution taken in the previous joint meeting of department of mathematics Sammilani Mahavidyalaya and K. K. Das college held on 18.11.22
2. Routine for the upcoming even semester classes.
3. Distribution of syllabus for even semester classes.
4. Miscellaneous

Faculties of both the colleges are requested to attend the meeting positively.

Dr. Sumita Das

HOD, Department of Mathematics

Sammilani Mahavidyalaya

ATTESTED

Principal
Sammilani Maha
E.M. Bypass, Ba
Kolkata-70009

Dr. Nasima Munshi

HOD, Department of Mathematics

K. K. Das College

RESOLUTION

Resolutions taken at the meeting held on 9th of February (Thursday), 2023 are

1. Resolution taken in the previous joint meeting of department of mathematics of Sammilani Mahavidyalaya and K. K. Das college held on 18.11.22 are fulfilled.
   Our students have participated whole-heartedly in the celebration of National Mathematics Day and inter college sports competition (district level) and some of them secured first, second or third position in the competition.
2. It has been decided that even semester classes will commence on 13th of February (Monday) just after the completion of ongoing Calcutta University odd semester examination, as also decided in Academic Council meeting.
3. Distribution of syllabus has been done, details of which has been attached herewith.
4. Tentative time table has been set. Details attached herewith.
5. It has been also decided that a webinar and students seminar will be organised jointly before the completion of the coming semester.

The meeting ended with vote of thanks.

Dr. Sumita Das
HOD, Deppartment of Mathematics
Sammilani Mahavidyalaya

Dr. Nasima Munshi
HOD, Deppartment of Mathematics
K. K. Das College

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. B[illegible]
Kolkata [illegible]

Date:12th Dec., 2022

NOTICE

It is to inform that a meeting of the Bengali Department has been scheduled to discuss important matters regarding the upcoming Parent-Teachers Meeting and various miscellaneous issues.

Date of Meeting: 19.12.2022
Time: 2:00 PM
Venue: Room Number 212

Agenda:

1. Fixing a Date for the Parent-Teachers Meeting: Discussion and finalization of the date for the upcoming Parent-Teachers Meeting.
2. Miscellaneous Matters: Any other relevant topics, concerns, or suggestions related to departmental activities.

All faculty members are requested to attend the meeting.

Ruma Chakrabarti
12/12/22

Panchali Roy

1. [illegible]

2. Sampa Mandal

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. By-Pass, Tangra
Kolkata-700046

Members Present	Signature
1) Ruma Chakrabarti	19/12/22
2. [illegible]	
3. Tanchali [illegible]	
4) Saoli Mandal	19/12/22

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

RESOLUTION

At the meeting of the Bengali Department of Sammilani Mahavidyalaya held on 19th December, 2022 the following resolutions were passed:

1. After a thorough discussion, it was unanimously resolved to schedule the Parent-Teachers Meeting on 19.12.22, to provide an opportunity for parents and guardians to receive updates on their ward's academic progress. Teachers will share information about their student's performance, strengths, and areas that may require improvement. This will help parents stay informed about their ward's educational journey. Teachers can gather valuable feedback from parents about their ward's behavior, study habits, and any other relevant information. This feedback may help teachers tailor their approach to better meet the needs of each student.

2. The department acknowledges the importance of enhancing student-faculty communication. It was resolved that each faculty member will allocate one hour per week for open office hours to address students' academic concerns and provide guidance. This accessibility will encourage students to seek guidance when needed, fostering a more approachable and supportive learning environment.

3. The meeting acknowledged the importance of providing additional support to slow learners to ensure they receive an equitable and quality education. A comprehensive assessment plan will be developed to identify slow learners across various grade levels. This will include input from teachers and parents. Remedial classes will be designed to address the specific needs of slow learners. These classes will be tailored to individual student requirements, focusing on key subjects and skills where improvement is necessary.

4. Faculty members were encouraged to share feedback and suggestions that may improve the overall functioning of the department. Any concerns, innovative ideas, or recommendations can be presented during this open forum for consideration.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata-700094

ACTIONS TAKEN

Reference to the meeting held on 19th Dec, 2022

1. All faculty members began allocating one hour per week for open office hours, as per the resolution to provide guidance to individual students. These hours were clearly posted in their offices.

2. The assessment plan was implemented, and slow learners were being identified across various grade levels based on the assessment results. Two remedial classes, per week, were being customized to address the specific needs of identified slow learners, focusing on the subjects and skills requiring improvement. The curriculum for remedial classes was developed to address the specific needs of slow learners. It focused on providing additional guidance, practice, and support in areas where students require extra assistance.

3. Adequate resources, including educational materials and classroom facilities, were being allocated to support the effective delivery of remedial classes. The progress of students attending remedial classes was regularly monitored to assess their development and to make adjustments as needed to ensure their needs are being met effectively.

4. Regular meetings with parents and guardians were initiated to update them on their ward's progress in remedial classes and to involve them in their ward's educational journey.

5. The department began to collect the feedback and suggestions submitted by faculty members. This process included gathering input on various aspects of departmental activities, such as curriculum, teaching methodologies, administrative processes, and any other relevant topics. Based on the feedback and suggestions received, action plans were developed to address concerns and implement recommendations where feasible and beneficial for the department.

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Sammilani Mahavidyalaya
(NAAC ACCREDITED B++)
[AFFILIATED TO CALCUTTA UNIVERSITY]
E.M. BYPASS, BAGHAJATIN
KOLKATA - 700 094

Phone : 2462-6869
E-mail :
principal.sammilani@gmail.com
Info@sammilanimahavidyalaya.org
Website :
www.sammilanimahavidyalaya.org

Ref. No.....

Date 13.3.23

Department of Geography

NOTICE

A Departmental meeting will be held on 17th March, 2023 at 3:00 pm, to discuss the following agenda :—

1. Framing of the routine-table for the even Semester classes.
2. Organizing poster-presentation competition for the sixth Sem students.
3. Miscellaneous.

All the faculties are earnestly requested to be present in the meeting.

Panamita Dasgupta
13/3/23
Head, Department of Geography

Head
Department of Geography
Sammilani Ma[illegible]
Baghajatin S[illegible]
Kolkata - [illegible]

13.3.23

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Attendance: The HOD [illegible]

Minutes of the meeting held on 17.3.23 (Friday)

Members present :-

	Signature
1. Paramita Dasgupta	17/3/23
2. Kamonashish Mishy	17/3/23
3. Arundhuti Mukherjee	17.3.23
4. Achintya Ramanik	17/3/23
5. Nayan Roy	17.3.23

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

At the outset, the HOD pointed out that a notice had been issued by the Teacher-Incharge on 14/3/22, requesting all concerned to start the classes of 4th & 6th Sem from 16th March, 2023. She also mentioned that as per the notice classes had also started in the Department of Geography, following the respective odd sem routine. A new time-table should be framed exclusively for the even semester classes, incorporating the class allotments of the second semester also. The house accepted the proposal & it was unanimously resolved that the routine be prepared by HOD & KM sir, & be approved by the others.

It was further resolved that the routine would be prepared & published within a week positively.

As poster presentation is a part of the Semester V Geography Hons. curriculum, the house resolved unanimously that a poster presentation be organized tentatively in the second week of April, 2023 involving the 3rd & 5th Semester students. The house unanimously nominated AP & AM to organize the event.

In the miscellaneous section it was pointed out by the faculty members that cleanliness of the Department should be taken care of by the lab attendant. The HOD assured that she will look

Paramita Dasgupta
Head
Department of Geography
Sammilani Mahavidyalaya
Baghajatin Stn./E. M. Bypass
Kolkata - 700 094

As there was no other issue to be discussed the meeting ended.

Tanmoy Dangoli

Head
Department of Geography
Sammilani Mahavidyalaya
Baghajatin Stn./E. M. Bypass
Kolkata - 700 094

ATTESTED

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Departmental Meetings

NOTICE

05.04.2023

A Departmental meeting will be held on 7/4/2023 at 1.00 pm to discuss the following agenda. All the faculties and staff are requested to attend the meeting.

Agenda:

1. Workload distribution for NAAC.
2. Commencement of the theory and practical classes.
3. Distribution of the teaching work – load.
4. Preparation of class routine.
5. Repairing of the instruments.
6. Miscellaneous.

05/04/23

Mr. Ujjal Saren
[Head, Department of Physics]

DEPARTMENT OF PHYSICS
SAMMILANI MAHAVIDYALAYA
KOLKATA-700 094

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

05-04-23

Departmental Meeting

07/04/2023
(1 pm).

Chaired by:

Ujjal Saren.

MINUTES OF MEETING

1) For NAAC visit, the workload has been distributed among the teachers

2) Teaching workload has been distributed as per the convenience of the teachers

3) The class routine has been prepared.

4) Repairing of the instruments has been started.

Signatures —

1. Ujjal Saren
2. Kalpana Samba (Majhi)
3. Bhattacharya
4.
5. Sayantani Kar
6. Saumik Dutta Roy

ATTESTED
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094