

Sammilani Mahavidyalaya



*E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869
Email ID: principal.sammilani@gmail.com*

CRITERION - I CURRICULAR ASPECTS

QnM: 1.2.1 - Number of Certificate/ Value added courses offered and online courses of MOOCs, SWAYAM. NPTEL etc. where the students of the institution have enrolled and successfully completed during the last five years.



Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NACC ACCREDITED B++ IN 2016 (2ND CYCLE)
& ISO 9001 : 2015 CERTIFIED

E. M. Bypass, Baghajatin, Kolkata - 700 094

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Resolutions adopted in the meetings of IQAC and Academic Council regarding introduction of Certificate/Value added programmes for the students.


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



Sammilani Mahavidyalaya

(NAAC ACCREDITED)

[AFFILIATED TO CALCUTTA UNIVERSITY]

E. M. BY PASS BAGHAJATIN

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Office Phone : 2452-5265

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Ref. No.....

Date: 06.02.2022

Notice

The first meeting of the reconstituted Internal Quality Assurance Cell (IQAC) will be held on Monday, February 7, 2022 at 1 p.m. in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to kindly attend the meeting at the appointed time and date.

1. Preparation of AQAR for the year 2020-21 for submission within 31.03.2022 and distribution of work load for preparation of the AQAR.
2. Providing facility such as secretarial assistance by the administration to run IQAC smoothly. Ensuring active participation of office staff in maintaining and promptly providing relevant and accurate data whenever required.
3. Purchasing of Enterprise Resource Planning (ERP) software for the college.
4. Opening post graduate course in Education.
5. Introducing compulsory /optional professional courses on:
 - a) Communicative/ Functional English for all disciplines.
 - b) Computerised Financial Accounting Package such as Tally Prime for the students of Department of Commerce.
 - c) Basic computer courses for all disciplines.
6. Organising national/ international seminars, webinars, workshops, conferences, etc.
7. Celebration of 25 years of our college in a befitting manner.
8. Starting consultancy services by the library of our college.
9. Miscellaneous, if any.

Srikanta Malakar

Dr. Srikanta Malakar
(Coordinator, IQAC)

Coordinator
IQAC

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

S. Paichaudhuri

Dr. S. Paichaudhuri
(Principal)

Principal

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

Gana

ATTESTED

Principal

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

- Members Present :
1. S. Relehasini, 07-02-22
 2. Banani Gangopadhyay 7.2.22
 3. Ananta Mukherjee 7/2/22
 4. Sankar Lalankar 7/2/22
 5. Supriya Mohanty 07.2.22
 6. Sumita Das 07.02.22.
 7. Rajyans Sardar 07.02.2022,
 8. Malay Roy 7/2/2022
 9. Manisha Chakrabarti 7/2/22
 10. Sanjita Bysarkar 7/2/22.
 11. Baban Kemari Mally 07/02/22
 12. ~~Dr. 7/2/22~~
 13. Shreela Chakrabarty 7/2/22

ATTESTED

Jana
Principal

Sammiti Mahavidyalaya
E.M. Bypass, Durgajoin
Kolkata-700064



Sammilani Mahavidyalaya

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Ref.No

Date 07.02.2022

Minutes of the first meeting of the reconstituted IOAC held on Monday,

7th February, 2022 at 1 p.m. in the IOAC Room

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

1. Resolved unanimously that the distribution of workload of AQAR preparation for the year 2020-21 be distributed among the Faculty members as per the following table.

Criteria	Name of the Teachers
1. Curricular Aspect	Smt. Broptoti Mondal Choudhury, Sri Debasish Roy, Smt. Sudeshna Basu, (Advisor)
2. Teaching- Learning and Evaluation	Dr. Malay Roy, Sri Ranjit Shaw, Smt. Sangita Dey Sarkar (Advisor)
3. Research, Innovations and Extension	Dr. Bapan Kumar Maity, Dr. Kalpana Santra Maji, Dr. Sharmila Chakraborty (Advisor)
4. Infrastructure and Learning Resources	Dr. Shefali Pal, Smt. Kasturi Kar, Sri Uttam Kumar Ghosh (Advisor)
5. Student Support and Progression	Smt. Lupsy Mahanty Roy, Smt. Mousumi Das, Sri Ujjal Saren, Dr. Sumita Das (Advisor)
6. Governance, Leadership and Management	Smt. Swagata Saha Sau, Sri Pavel Moni, Dr. Ananda Mukherjee (Advisor)
7. Institutional Values and Best Practices	Sri ParthaSarathi Bhattacharya, Smt. Sipra Tudu, Dr. Marisha Chakrabarti (Advisor)

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Principal
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Resolved further that as mentioned in the FAQs of NAAC Manual 2020-21, the AQAR for 2020-21 covering a period up to 31st December 2021 be prepared by the respective faculty members mentioned above.

Resolved further that all the criteria be completed and submitted latest by 28.02.2022 to the respective advisors in order to ensure timely submission of the AQAR by 31.03.2022.

- Resolved unanimously that with a view towards providing secretarial assistance to run the IQAC smoothly and ensuring active participation of the office staff in maintaining and promptly providing relevant and accurate data whenever required, assistance and services of following members of the staff be requisitioned from time to time, as recommended by the Principal.

Name of the staff
Sri Ujjwal Patra, Sri Amit Mukherjee, Sri Shyamal Manna, Sri Tarun Singha, Sri Shyamal Sinha and Sri Nema Sheet

- Resolved unanimously that purchasing and installing of Enterprise Resource Planning (ERP) software for the college be approved and Dr. Malay Roy, Bursar be entrusted with the responsibility of completing the procurement process.
- Resolved unanimously that the proposal by Dr. Marisha Chakrabarti, Head of the Department of Education, regarding introduction of post graduate course in Education be approved and Dr. Chakrabarti be requested to initiate the procedure as a Coordinator of the proposed post graduate course.

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Principal
Sammani Mahavidyalaya
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5. Resolved unanimously that the proposal by Smt. Sangita Dey Sarkar, Associate Professor, Department of Philosophy, regarding introduction of compulsory/optional professional courses mentioned herein below, be approved and Smt. Dey Sarkar be requested to take necessary steps as a Coordinator.

Sl. No.	Courses
i)	Communicative/Functional English for students of all disciplines
ii)	Computerised Financial Accounting Package such as Tally Prime for the students of the Department of Commerce
iii)	Basic computer courses for students of all disciplines

6. Resolved unanimously that all Departments be requested to organise more state/national/ international seminars, webinars, workshops and conferences; and a Seminar Sub-committee be formed for the purpose. Smt. Lpsy Mohanty Roy, Head of the Department of Political Science, be entrusted with the job of Coordinator of the said Sub-committee.
7. Resolved unanimously that to celebrate silver jubilee of our college in a befitting manner, a documentary film on our journey of 25 years be made and Sri Subrata Roy, Head of the Department of Film Studies be requested to make the documentary, as he has previous experience in this regard.
- Resolved further that a commemorative issue of the college magazine "Kolorob" and/ or a souvenir be published to mark the occasion; and Smt. Kasturi Kar, Assistant Professor in History and Sri Partha Bhattacharya, Head of the Department of Sanskrit, be entrusted as joint editors.
8. Resolved unanimously that the proposal of Dr. Bapan Kumar Maity, Librarian of the College, regarding introduction of consultancy services by the College Library along

with setting up of a Career Hub in the Library, be appreciated and approved; and Dr. Maity be requested to initiate the necessary process.

9. Miscellaneous:

- i. Resolved unanimously that requirement to create a Student Database in Excel Format be approved and Sri Kamonasish Mistry, Assistant Professor in Geography and the Convener of the Admission Sub-committee, be entrusted with the job along with Dr. Malay Roy, Bursar; Dr. Bapan Kumar Maity, Librarian; and Sri Ujjal Saren, Head of the Department of Physics.
- ii. Resolved unanimously that the proposal of Dr. Ananda Mukherjee, Head of the Department of Commerce, regarding redesigning and updating the college website, be approved; and Smt. Brototi Mondal, Head of the Department of Computer Science and the Convener of Website Sub-committee be requested to take necessary steps immediately.
- iii. Resolved unanimously that the proposal of Smt. Sangita Dey Sarkar, Associate Professor, Department of Philosophy, regarding formation of a Scrutiny Committee for looking over the promotion of the teaching staff under CAS, be approved. Dr. Paramita Dasgupta, Head of the Department of Geography and Dr. Sumita Das, Head of the Department of Mathematics, and both being members of the IQAC, be entrusted with the job.
- iv. Resolved unanimously that purchasing of Tally Prime Server for office and purchasing Google Workspace (Business Plus Edition) for video conferencing, online meetings, screen share and webinars, be approved; and Dr. Malay Roy, Bursar and Sri Kamonasish Mistry, Assistant Professor in Geography, be entrusted with the duties and responsibilities respectively.

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Principal
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- v. Resolved unanimously that quarterly meetings of all sub-committees of the College be held regularly and the minutes approved and the resolution (both hard copy and soft copy) of the meetings be submitted to the IQAC within two weeks of holding the meetings.
- vi. Resolved unanimously that creation of a new email ID of the IQAC as "iqac.sammilanimahavidyalaya@gmail.com" in place of the existing email ID of the IQAC as the existing email ID is not accessible, be approved.

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)

S Palchaudhuri, 7/2/22
Dr. Shantirajan Palchaudhuri

(Principal)

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

ATTESTED

Jane
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
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Sammilani Mahavidyalaya

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Ref No

12.04.2022

Date

Report of the Coordinator regarding compliances to the Resolution adopted in the IQAC Meeting held on 07.02.2022

1. Checking and modification process of AQAR 2020-21 has been going for smooth submission of AQAR 2020-21 to NAAC within 15.05.2022 as extended by the NAAC.
2. The minutes of the last meeting of the reconstituted IQAC, held on 07.02.2022, has been submitted by Dr. Srikanta Malakar, Coordinator of the IQAC to the Governing Body and has been approved by the Governing Body in its meeting held on 06.04.2022.
3. The issue of procurement of Enterprise Resource Planning (ERP) software for the college has been referred to the reconstituted Finance Sub-committee for consideration.
4. Introduction of post graduate course in Education has been approved by the Governing Body in its meeting held on 06.04.2022 and also it has approved that the college will provide financial, infrastructural and any other required assistance.
5. After getting approval from the Governing Body meeting held on 06.04.2022, the college is going to introduce professional courses on (i) Computerised Financial Accounting Package such as Tally Prime for the students of the Department of Commerce; (ii) Communicative/Functional English for students of all disciplines; and (iii) Basic Computer Courses for all students of all disciplines.
6. The various departments of the college are organising seminars, webinars, etc.

Dr.

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ATTESTED

Para
Principal

Sammilani Mahavidyalaya
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7. To commemorate in a befitting manner, twenty-five years of our college, a Silver Jubilee Celebration Sub-committee has been formed by the Teachers' Council in its meeting held on 24.12.2021.
8. After getting approval from the Governing Body in its meeting held on 06.04.2022, matter regarding the financial issues for introduction of consultancy services and setting up of a Career Hub in the Library premises of the college, has been forwarded to the Finance Sub-committee for further processing.
9. A Scrutiny Committee for looking over the promotion of the teaching staff under CAS, has been formed, and Dr. Paramita Dasgupta, Head of the Department of Geography and Dr. Sumita Das, Head of the Department of Mathematics, both being members of the IQAC, have been entrusted with the job.
10. Google Workspace (Business Plus Edition) for video conferencing, online meetings, screen share and webinars, has been purchased; and the webinars and other programmes are being conducted through the new Google Workspace.
11. The issue of purchasing of Tally Prime Server for the college office has been forwarded to the Finance Sub-committee for taking further steps.

Srikanta Malakar

Dr. Srikanta Malakar
(Coordinator, IQAC)

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

Sharmila Chakrabarty

Dr. Sharmila Chakrabarty
(Teacher-in-Charge)

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

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Pana
Principal
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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Ref.No.....

Date 18.02.22

NOTICE

This is to inform that an online meeting of Academic sub-committee of the college will be held on 26 February, 2022 (Saturday), at 7:30 p.m., through Google Meet to discuss the following agenda:

- 1) Confirmation of the minutes of the previous meeting.
- 2) Resumption of offline even semester classes of 2022.
- 3) Arrangement of Calcutta University 1st semester examination 2022.
- 4) Commencement of 2nd semester 2022 classes.
- 5) Distribution of classes for 2nd semester AECC.
- 6) Commencement of certificate, /add-con course (at least 30 hours)
- 7) Undertaking of mini undertake research project under IKS.
- 8) Miscellaneous.

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

Thanking you,

Banani Gangopadhyay

Banani Gangopadhyay

Sumita Das *Sumita Das*

Conveners

(Academic sub-committee)

Convenor
Academic Council
Sammilani Mahavidyalaya

S. Palkrandhini

Principal

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

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Jana

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Resolutions Adopted in the Online Meeting Held on 26.02.2022 (Saturday)
at 7:30 PM

1. Minutes of the previous meeting has been confirmed.
2. It has been decided that due to Calcutta University 1st semester examination, offline 2nd and 6th semester BA and BSc classes will be suspended from 28th February to 5th March 2022 (for B.Com, the corresponding time period will be 28th February to 7th March 2022). Regular offline classes will resume on 7th March 2022 for BA and BSc and 8th March 2022 for B.Com students. However, online classes may be held if feasible.
Further resolved as some teachers pointed out that this is the first time under the CBCS system, students of all the three semesters will be present in-person and it will be difficult to accommodate all of them simultaneously and we do not have enough smart classrooms for all the students, therefore portable projectors be procured to address this and this suggestion will be forwarded to IQAC for consideration.
3. For 1st semester Calcutta University examination, the following teachers will be responsible for distribution of question papers to the departments: Dr. Marisha Charkrabarti and Sri Pavel Moni for Arts, Dr. Malay Roy and Sri Ujjwal Saren for Science and Dr. Bapan Maity for Commerce. The departments will be responsible for the distribution of question papers to the students, submission of answer scripts by the students etc.
4. The 2nd semester classes will begin on 14th March 2022.
5. As the number of arts students in 2nd semester AECC class is very large, it has become very difficult for the departmental teachers to conduct these classes and guide the students to write project reports and to evaluate the same. It has therefore been suggested that a teacher be recruited for this purpose. It should be noted that this suggestion has been made before. In this connection, some departmental heads said that their respective departments are also experiencing difficulty to allot all classes scheduled in the routine due to lack of teachers. Thus, new recruitment of college appointed teachers is very urgent for the smooth running of teaching, learning and evaluation process as guided by UGC. It is thus a recommendation of the Academic subcommittee to the higher authority to do the needful.
6. It was resolved unanimously that each department would conduct at least one add on/certificate courses of 30 hours in the current session. Further it was decided that these courses would continue in the new session along with new courses. The departments can conduct these courses either in collaboration with some other institution/organisation or individually themselves.
7. It was resolved that all departments would undertake mini research project in relation to Indian Knowledge System for preparedness of NEP.
8. In miscellaneous part of the discussion, some HODs said that there is a confusion about the distribution of classes among SACT teachers since the number of days they have to be present in the college as well as total number of classes per week allotted to them are not known to them perfectly. In this regard, the teacher representatives of the Governing Body of the college have said that this issue has already been discussed in the Governing Body. So, committee members urge the Principal to issue a notice in this matter according to the GB resolution.

ATTESIEU

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

As proposed by alumni association it was resolved that the departments would form "Alumni study circle" comprising of alumni students of the department who have passes Masters with minimum 55% of Marks and they would take few classes as per requirement of the department.

The meeting ended with vote of thanks.

Submitted by *Ranam Gangopadhyay*
Sumita Das
Conveners, Academic sub-committee)

Convenor
Academic Council
Sammilani Mahavidyalaya

S. Palchaudhuri

PRINCIPAL

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

ATTESTED

Jana

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
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Sammilani Mahavidyalaya

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Ref.No.

Date

NOTICE 03

A meeting of the Governing Body will be held on 6th April 2022^{8:30} at 12 noon in the Principal's chamber to discuss the following agenda. All members are requested to attend.

- Agenda: 1. Confirmation of the minutes of the previous Governing Body meetings (2) held on 30.03.2022.
2. Formation of subcommittees – Academic, Finance and Purchase.
3. Consideration of applications for promotion under Career Advancement Scheme of the following teachers:

Name	Department	Designation	Stage
Dr. Malay Roy	Mathematics	Assistant Professor	Stage-II (CAS) to III
Dr. Susmita Mondal	Microbiology	Assistant Professor	Stage-II (CAS) to III
Dr. Mrinal Chandra Halder	Bengali	Assistant Professor	Stage- II (CAS)to III

4. Reorganisation of students' fee structure which was modified for Covid-19 pandemic.
5. Allocation of fund for year long observation of Silver Jubilee Celebration of Sammilani Mahavidyalaya ending on 12th December 2022.
6. Allocation of fund for college social and other festivities.
7. (a) Consideration of the Resolutions passed in the meeting of Internal Quality Assurance Cell (IQAC) held on 07.02.2022.
- (b) Modification in the composition of IQAC after the reconstitution of the new Governing Body on 30.03.2022.
- (c) Approval of AQAR (2020-21) for submission to NAAC within 15th May 2022.

ATTESTED

Pana
Principal
Sammilani Mahavidyalaya
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Ref.No.....

Date

6. The Teacher-in-Charge placed before the members an appeal along with budgeted estimates and other supporting documents from the Students' body for conducting College Social and Fresher's Welcome events for the year 2021-22. After going through all the documents and having a thorough discussion, the members resolved unanimously that an amount of Rs. 10,00,000/- (Rupees Ten lakhs only) be allocated for the purpose of conducting College Social and Fresher's Welcome events for the year 2021-22, subject however, to approval of the submitted estimates by the Finance Sub-committee.

Resolved further that the sanctioned amount be paid to a reputed event management agency only after receiving necessary credentials from them and verification of the same including its Regn. No., PAN, etc. The members also resolved that the agency be directed to submit proper certificates of utilisation to the college authority within fifteen days from the completion of the events and that the entire process be conducted under the supervision of Sri Ranjit Shaw, Assistant Professor in Philosophy.

7. a) Decisions taken by the IQAC in its meeting held on 07.02.2022 were approved unanimously by the house. However, the following matters involving some proposed expenditure were referred to the Finance Sub-committee for its opinion.

- Proposal for purchasing and installation of Enterprise Resource Planning (ERP) software for the college. Dr. Malay Roy, Bursar, was entrusted with the responsibility of completing the procurement process.

- Proposal by Dr. Marisha Chakraborti, Head of the Department of Education, regarding introduction of post graduate course in Education was approved. Dr. Chakraborti was requested to initiate the procedure as the Coordinator of the proposed post graduate course.

- Proposal for introduction of compulsory/optional professional courses mentioned herein below.

Sl. No.	Courses
i)	Communicative/Functional English for students of all disciplines
ii)	Computerised Financial Accounting Package such as Tally Prime for the students of the Department of Commerce
iii)	Basic computer courses for students of all disciplines

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Principal
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Date

Smt. Sangita Dey Sarkar, Associate Professor, Department of Philosophy, was entrusted with the duty of Coordinator for the said courses. In this context, it was resolved that a separate bank account be opened for the purpose of running the professional courses as listed above, and that the said bank account be jointly operated by any two of the following three signatories:

Smt. Ananya Banerjee (President, Governing Body)

Prof. Kallol Paul (West Bengal Govt. nominee in the Governing Body)

Dr. Sharmila Chakraborty (Teacher-in-Charge)

• Proposal of Dr. Bapan Kumar Maity, Librarian of the College, for introduction of consultancy services by the College Library along with setting up of a Career Hub in the Library.

• Proposal for purchase of Tally Prime Server for college office and purchasing Google Workspace (Business Plus Edition) for video conferencing, online meetings, screen share and webinars. Dr. Malay Roy, Bursar and Sri Kamonashish Mistry, Assistant Professor in Geography, were entrusted with the duties and responsibilities of conducting the procurement processes respectively.

b) The Teacher-in-Charge placed before the members, the names of those to be inducted into the IQAC of the college for the sessions 2021-22 and 2022-23 replacing some existing members with new ones due to the formation of new Governing Body on 30.03.2022. All the members unanimously approved the changes in the IQAC composition and also approved the names of the new members as below:

i) Chairperson : Dr. Sharmila Chakraborty, Teacher-in-Charge
(in place of the retired Principal --- Dr. S. Palchoudhuri)

ii) Teachers : Dr. Ananda Mukherjee
Smt. Banani Gangopadhyay
Dr. Paramita Dasgupta
Dr. Sumita Das
Smt. Sangita Dey Sarkar
Smt. Lupsy Mohanty Roy
Dr. Malay Roy (in place of Dr. Sharmila Chakraborty)
Dr. Marisha Chakraborti

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Principal
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Date

Dr. Sharmila Chakraborty, the Teacher-in-Charge, suggested that the vacant post in Microbiology might be filled up by transfer by own seeking, as provided in the West Bengal Colleges (Transfer of Employees) Rules, 2017, of any teacher of Microbiology serving in a substantive post in any other government-aided degree college in West Bengal. She requested the Hon'ble President to pursue the matter of engaging teachers in Economics and Business Mathematics and Statistics, and filling up the vacant substantive post in Microbiology with the Department of Higher Education, Govt. of West Bengal. Keeping in mind the cause of the students and the academic image of the College, the members agreed with the Teacher-in-Charge and resolved unanimously to accept and approve her pertinent proposals. The Teacher-in-Charge was requested to proceed further and appraise the DPI, Govt. of West Bengal as early as possible.

- xi) The Teacher-in-Charge mentioned that though the College has one Sweeper (substantive post) and two cleaning and housekeeping staff (outsourced from agency) at present, the entire College premises with four blocks of buildings (in the main unit), annexe building and the sprawling campus with play ground, gardens, walkways and car park, could not be cleaned regularly and maintained properly. Hence, she placed a proposal for engaging two more persons from the outsourcing agency for housekeeping and cleaning of the entire college premises thoroughly, adequately and regularly. In course of discussion, Hon'ble President Madam suggested that two persons might be recruited by the College for cleaning and housekeeping on a purely temporary basis, and assured that she would look into the matter. The members agreed with the Hon'ble President and requested her to proceed with the initiative.

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

Sharmila Chakraborty
Teacher-in-Charge
Sammilani Mahavidyalaya
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Ananya Talwar
President
Governing Body
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
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Website :

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Ref.No.....

18.09.2022

Date

Notice

The first meeting (Academic Year 2022-23) of the Internal Quality Assurance Cell (IQAC) will be held on Monday, September 26, 2022 at 12 noon in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to kindly attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the last meeting of IQAC held on 29th June 2022.
2. Report of the Coordinator on the progress of AQAR 2021-22 preparation including status of different criteria distributed to the faculty members, for submission to NAAC within 31.12.2022.
3. Starting orientation programmes regarding the syllabus for the students of Semester I.
4. Commencement of training/ orientation programme for improving ICT/ computing skills for the students and the faculty members.
5. More collaborations/linkages with Academia and Industry through signing of MoU.
6. Report of the Coordinator regarding promotion of the teaching Staff under Career Advancement Scheme (CAS).

Miscellaneous, if any.

ATTESTED
Gana
Principal
Sammilani Mahavidyalaya
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Kolkata-700

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

Sharmila Chakraborty
Dr. Sharmila Chakraborty

(Teacher-in-Charge)

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

Members present. 8

1. Sharnita Chakraborty 26/9/22
2. Snkanta Kalakar. 26/9/22
3. Sumanita Das 26.09.22
4. Supriy Mohanty Roy 26.9.22
5. Malay Roy 26-9-22
6. Tanamukh Dasgupta 26/9/22
7. Banani Gangopadhyay 26 9 22
8. K. 26⁰⁹/₂₂
9. Baboo Kumar Maity 26/09/2022
10. Anand Mukherjee 26/9/22
11. Sanjib Ray Sarkar 26/9/22
- 12.

ATTESTED

Pana
Principal

Sammitani Mahavidyalaya
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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, Student

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Principal
Sammilani Mahavidyalaya
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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 Subcommittee 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

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

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Kolkata-700 094



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Pana

Principal
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Sharmila Chakraborty
Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge
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Ref.No.....

10.01.2023

Date

Report of the Coordinator regarding compliances of the Resolutions adopted in the IQAC Meeting held on 26.09.2022

1. Data collection process for filling in different criteria of the AQAR 2021-22 has been going for submission of the AQAR to NAAC within 28.02.2023 as extended by the NAAC.
2. Orientation programmes regarding the CBCS syllabus for the new students of Semester I have been conducted by the respective departments.
3. Training/ orientation programmes for improving ICT/ computing skills for students and also the office staff have been going on.
4. The initial process of collaboration/ linkage through signing of Memorandum of Understanding (MoU) between Sammilani Mahavidyalaya and Rabindra Bharati University, Kolkata has already been initiated.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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

Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge

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[Signature]
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