

Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

CRITERION - VI

Governance, Leadership and Management

QIM: 6.1.1 - The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long-term Institutional Perspective Plan.

Sammilani Mahavidyalaya



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Email ID: principal.sammilani@gmail.com*

VISION & MISSION

VISION & MISSION STATEMENTS IN PROSPECTUS 2023-24

VISION & MISSION STATEMENTS IN PROSPECTUS 2022-23

LINK TO PRINCIPAL'S DESK

INSTITUTIONAL PREPAREDNESS FOR NEP

LIST OF ADD-ON COURSES

DECENTRALISATION: LIST OF SUB-COMMITTEES

ORGANOGRAM

THE WEST BENGAL UNIVERSITIES AND COLLEGES
(ADMINISTRATION AND REGULATION) ACT 2017

UNIVERSITY OF CALCUTTA STATUTES 2018

Sammilani Mahavidyalaya



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Email ID: principal.sammilani@gmail.com*

VISION AND MISSION STATEMENTS



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

Phone : (033) 2462-6869
E-mail : principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website : https://www.sammilanimahavidyalaya.ac.in

Ref. No.....

Date

Our Vision and Our Mission



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



Sammilani Mahavidyalaya

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Phone : (033) 2462-6869
E-mail : principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website : https://www.sammilanimahavidyalaya.ac.in

6.1.1

Ref. No.

Date

VISION

The vision of Sammilani Mahavidyalaya is to evolve as an institute of academic excellence and repute to offer quality education to its students majority of whom are first generation learners and belong to economically weaker sections (EWS) of the society; it is committed to all round development of the students to develop a bright society. The logo of the college, portraying a lamp and an open book, appropriately symbolizes its vision of illuminating the pure souls of the young learners with the light of knowledge and wisdom to accomplish life through achievements.

MISSION

In fulfilling its vision, the institution pursues to set its mission as stated below:

- Imparting quality education in its true sense, on an inclusive basis to the students of all strata of the society with special care for the under-privileged and needy students.
- Developing skills of the students to ensure better employment prospect.
- Inculcating social and humane values in the young minds of the students.
- Generating sense of responsibility and commitment towards the society among the students, so that each of them can become a self-reliant and responsible citizen of the country.
- Introducing new courses and subjects having career potential and relevance to the society's emerging need
- Building up ecological consciousness sensitivity and awareness on the current global and pan Indian issues.

These broad-spectrum mission statements are dynamic in character and have provisions for reorientation and modification in accordance with the upcoming needs and changing societal scenario.

ATTESTED

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

Sammilani Mahavidyalaya



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

VISION & MISSION STATEMENTS IN PROSPECTUS 2023-24



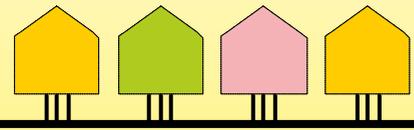
SAMMILANI MAHAVIDYALAYA

NAAC ACCREDITED WITH B++GRADE (2nd Cycle 2016)

ISO 9001:2015 Certified

Affiliated to University of Calcutta

PROSPECTUS | 2023-24



E.M.Bypass, Baghajatin, Kolkata-700094.Ph.No.:03324626869

Website: <https://sammilanimahavidyalaya.ac.in>

Email ID :info@sammilanimahavidyalaya.ac.in

principal.sammilani@gmail.com

Sammilani Mahavidyalaya

an abode of learning in the southern fringe of Kolkata



The college is located in the southernmost fringe of Kolkata adjoining South 24 Parganas at a very convenient location - 100, 300 & 500 meters from Highland Park bus stop, Baghajatin rail station and Satyajit Ray Metro rail station, respectively. In spite of bustling with the 'city of joy' having hospitals, supermarkets and posh residential complexes in its surrounding, the college has been transformed into a serene abode of learning in the middle a lush green vegetation. This strategic and nodal point location is one of the reasons to make Sammilani Mahavidyalaya a preferred institute of college education for the pupils of rural areas of South 24 Parganas as well as from the nearby city areas.

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College Profile

SAMMILANI MAHAVIDYALAYA	
ESTD: 12.12.1996	
Status	Grant-in-aid, co-education college of Arts, Science and Commerce affiliated to the University of Calcutta.
Address	E.M.Bypass, Baghajatin, Kolkata-700094, West Bengal
Principal	Dr. Chandan Kumar Jana
Contact Us	Tele: 033-2462-6869
Email ID	principal.sammilani@gmail.com info@sammilanimahavidyalaya.ac.in
Website	https://sammilanimahavidyalaya.ac.in
Campus Area	3.4 acres
Built Up Area	5965.05 sq.m.

UGC RECOGNITION		
Under Section	Date, Month & Year	Remarks (If any)
2(f)&12(B)	01.05.2003	N.A.
Special Development Assistance for Young College	09.02.2005	N.A.
NAAC accreditation (1 st Cycle)	28.02.2005	Grade B Institutional Score 70.25
NAAC accreditation (2 nd Cycle)	10.12.2016	Grade B ++ with CGPA 2.82

STATE GOVERNMENT RECOGNITION	
Performance cum Need based Incentive Scheme for Govt.-aided General Degree College	23.06.2010

Everything comes to us that belongs to us if we create the capacity to receive it.
-Rabindranath Tagore

HISTORY OF THE COLLEGE

Sammilani Mahavidyalaya was established on the 12th of December 1996 by the initiative of some academically inclined entrepreneurs, with a definite objective to impart knowledge and skill to the young generation of the vicinity. On the 1st of June 2003, UGC granted the college the status to receive financial assistance U/S 12(B) of the UGC Act.1956. The college is on the path of continuous improvement in its educational services and resources. As the testament to that it has been accredited by the National Assessment and Accreditation Council (NAAC) twice - in 2005 with grade 'B' and in 2016 with grade B++. It was also assessed by the Department of Higher Education, Govt. of West Bengal in January, 2010 under the State Level Assessment Programme (SLAP). Later on awarded with the 'Performance Cum Need Based Incentive Scheme' in June 2010. It has also earned ISO 9001: 2015 Certification for Quality Management System & Quality Audits—Environment Audit, Green Audit and Energy Audit.

VISION

The vision of Sammilani Mahavidyalaya is to evolve as an institute of academic excellence and repute to offer quality education to its students majority of whom are first generation learners and belong to economically weaker sections (EWS) of the society; it is committed to all round development of the students to develop a bright society. The logo of the college, portraying a lamp and an open book, appropriately symbolizes its vision of illuminating the pure souls of the young learners with the light of knowledge and wisdom to accomplish life through achievements.

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 - Introducing new courses and subjects having career potential and relevance to the society's emerging need.
 - Building up ecological consciousness sensitivity and awareness on the current global and pan Indian issues.
- These broad-spectrum mission statements are dynamic in character and have provisions for reorientation and modification in accordance with the upcoming needs and changing societal scenario.

*All power is within you; you can do anything and everything.
-Swami Vivekananda*

Sammilani Mahavidyalaya



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Email ID: principal.sammilani@gmail.com

VISION & MISSION STATEMENTS IN PROSPECTUS 2022-23



SAMMILANI MAHAVIDYALAYA

NAAC ACCREDITED WITH B++ GRADE (2nd Cycle 2016)
Affiliated to University of Calcutta

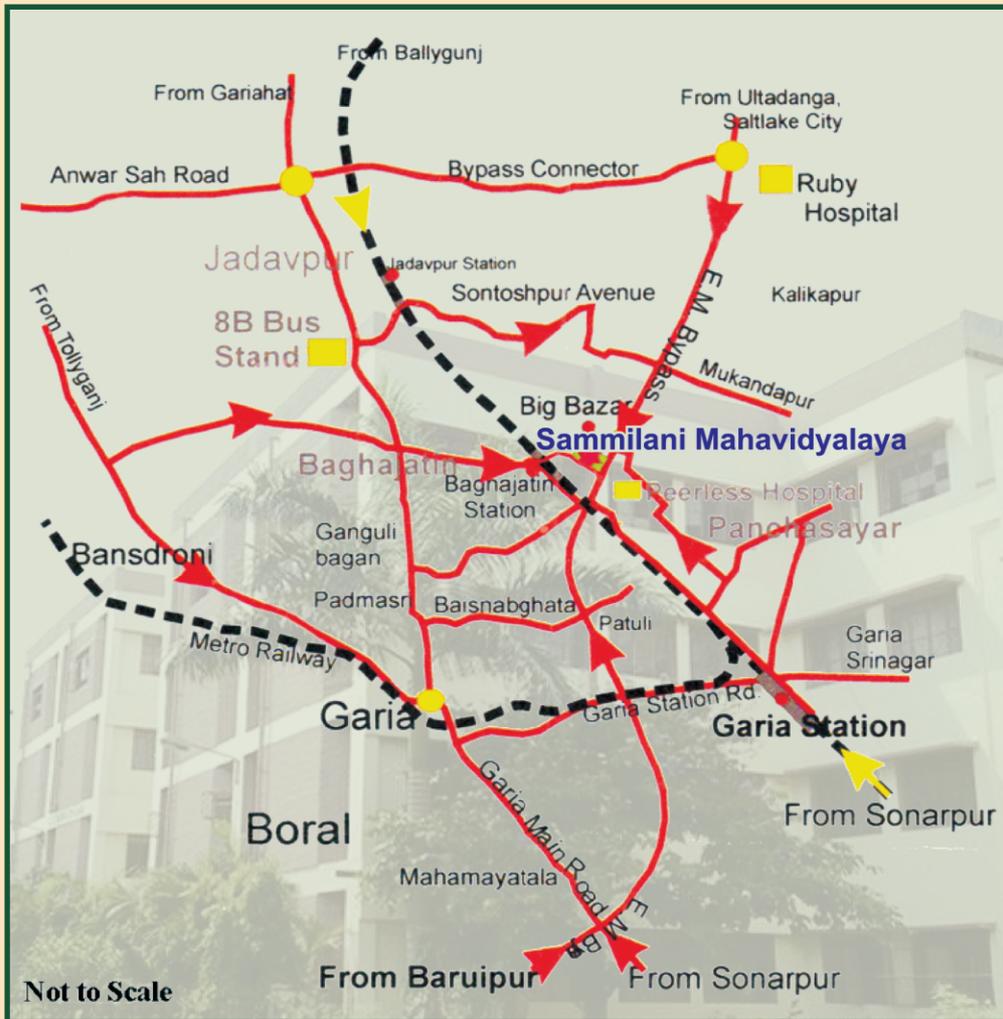


E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. : 033 24626869
Website : <https://sammilanimahavidyalaya.ac.in>
Email ID : info@sammilanimahavidyalaya.ac.in
principal.sammilani@gmail.com

2022-2023

PROSPECTUS

Sammilani Mahavidyalaya and its Surroundings



The college is located in the rural-urban fringe area, in close proximity to the Baghajatin Railway station, E.M. Bypass and the Satyajit Metro Railway station. Excellent medical, commercial and residential facilities are also within easy reach of the college. This strategic and nodal point location acts as the strength of the institution and makes it a preferable option for the admission seeking people of both the nearby city area and the remote rural areas.

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College Profile

SAMMILANI MAHAVIDYALAYA ESTD : 12.12.1996	
Status	Government Grant-in-aid, co-education college affiliated to University of Calcutta.
Address	Baghajatin, E.M. Bypass, Kolkata – 700094, West Bengal
Teacher-in-Charge	Dr. Sharmila Chakraborty
Contact Us	Tele: 033-2462-6869
Email ID	principal.sammilani@gmail.com info@sammilanimahavidyalaya.ac.in
Website	sammilanimahavidyalaya.ac.in
Campus Area	3.4 acres
Built Up Area	5965.05 sq.m.

UGC RECOGNITION		
Under Section	Date, Month & Year	Remarks (If any)
2 (f) & 12 (B)	05.06.2003	N.A.
Special Development Assistance for Young College	09.02.2005	N.A.
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NAAC accreditation (2nd Cycle)	02.12.2016	Grade B ++ with CGPA 2.82

STATE GOVERNMENT RECOGNITION	
Performance cum Need based Incentive Scheme for Govt. aided General Degree College	23.06.2010

Everything comes to us that belongs to us if we create the capacity to receive it.

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HISTORY OF THE COLLEGE

Sammilani Mahavidyalaya was established on 12th of December 1996 by the initiative of some academic entrepreneurs, with a definite objective to impart knowledge and skill to the young generation of the locality. On 5th June 2003, UGC granted the college the status to receive financial assistance U/S 12(B) of the UGC Act. 1956. The college was accredited (1st Cycle) by the National Assessment and Accreditation Council (NAAC) in 2005 and awarded grade 'B'. It was also assessed by the Department of Higher Education, Govt. of West Bengal in January, 2010 under the State Level Assessment Programme (SLAP). In November 2016: The NAAC Peer team visited the college for accreditation (2nd Cycle) and the institution was accredited with grade B++ with CGPA 2.82. Today the college is on the fast track of progress and success. Yet, there are many miles to tread before our dream comes true, before our vision materializes into reality.

VISION

The vision of Sammilani Mahavidyalaya is to evolve as an institute of academic excellence and repute, committed to all round development of the students, a majority of whom are first generation learners. The institution has designed its logo to reflect this vision. The logo of the college, portraying a lamp and an open book, appropriately symbolizes its vision of illuminating the inner souls of the young learners with the light of knowledge by which all the outer achievements can be accomplished.

MISSION

In pursuit of fulfilling its vision, the Institution has sets its mission as stated below :

- Imparting quality education in its true sense, on an inclusive basis to the students of all strata of the society with special care for the under-privileged and needy.
- Developing skills of the students to ensure better employment prospect.
- Inculcating social and human values in the students.
- Generating sense of responsibility and commitment towards the society among the students, so that each of them can become a self-reliant and responsible citizen of the country.
- Introducing new courses and subjects having career potential and relevance to the society's emerging need.
- Building up ecological consciousness and awareness on the current global issues.

These broad-spectrum mission statements are dynamic in character and have provisions for reorientation and modification in accordance with the upcoming needs and changing societal scenario.

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Phone : (033) 2462-6869
E-mail : principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website : <https://www.sammilanimahavidyalaya.ac.in>

Ref. No.....

Date

Link to Principal's Desk:

<https://www.sammilanimahavidyalaya.ac.in/principals-desk/>


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

Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

INSTITUTIONAL PREPAREDNESS FOR NEP

INSTITUTIONAL PREPAREDNESS FOR NEP

1. MULIDISCIPLINARY/ INTERDISCIPLINARY:

- a) Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution.
- b) Delineate the institutional approach towards the integration of humanities and science with STEM and provide the detail of programmes with combinations.
- c) Does the institution offer flexible and innovative curricula that includes credit based courses and projects in areas of community engagement and service, environmental education, and value based towards the attainment of a holistic and multidisciplinary education. Explain.
- d) What is the institutional plan for offering a multidisciplinary, flexible curriculum that enables multiple entry and exit at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.
- e) What are the institutional plans to engage in more multidisciplinary research endeavors to find solutions to society's most pressing issues and challenges?
- f) Describe any good practice of the institution to promote multidisciplinary/interdisciplinary approach in view of NEP 2020.

RESPONSE:

India has an age-old legacy of adopting interdisciplinary or multidisciplinary approach in education. This approach, which ensures comprehensive understanding of a subject matter viewing it through the lens of different disciplines and enables the learner to have holistic learning experiences, is very much relevant even today. Hence, the legacy has been revived and incorporated in NEP 2020 as one of its key components. Sammilani Mahavidyalaya welcomes this multidisciplinary approach and envisions itself imparting multidisciplinary education, through seamless blending of Science, Technology, Engineering and Mathematics (STEM) with Humanities. It is true that as an affiliated college, we have some limitations in doing that; however, we are trying to offer as much flexibility as possible, remaining within the framework, set by our parent university.

Since 2018, our institution has been following the flexible, credit based curriculum (CBCS). In fact, the flexibility offered by the CBCS curriculum has helped us to develop the right mindset for embracing the more flexible NEP 2020. At present our institution is offering 18 different undergraduate programmes with 45 varied subject combinations across different disciplines and is thereby trying to integrate STEM with humanities. For example, the students pursuing B.Sc.


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

course with Honours in Geography may opt for Political Science as a Generic subject which comes under the domain of Humanities. Economics is taught in all the three disciplines of Arts, Science and Commerce. Again, all students, irrespective of their disciplines, have to learn Environmental studies and one modern Indian language as compulsory papers (AECC).

Apart from these regular courses, since 2021-22, the institution has been organizing some short-term certificate courses, as a good practice to promote multidisciplinary approach. Till now, 28 such courses have been completed. These are designed to ensure holistic learning experiences, addressing the aesthetic, intellectual, physical, emotional and moral facets of the individual learners and hence, cover a diverse range of topics. The spectrum includes hard core technical courses like Machine Learning or basics of Python on the one hand and courses on performing art on the other. Often interdisciplinary seminars are organized, offering the students an opportunity to think about the multidisciplinary perspective of different subjects. 'Heteroglossia', was such an initiative, organized jointly by the departments of English, Sanskrit History and Philosophy. Besides, the community enrichment activities and environment friendly initiatives of the institution also help to inculcate sense of responsibility, ethical values, empathy, resilience etc. among the students and thereby promote attainment of holistic education.

To ensure seamless academic mobility of the students, which is an integral part of multidisciplinary approach, NEP 2020 offers multiple entry and exit (MEME) option. Sammilani Mahavidyalaya has decided to start the necessary process in this regard, as soon as the guidelines are published by the appropriate authority. We have also a plan to redesign and upgrade ERP for accommodating the requirements of MEME.

Having such an orientation towards multidisciplinary approach, Sammilani Mahavidyalaya is now well prepared for NEP 2020 and is ready to face the challenges ahead.

2. ACADEMIC BANK OF CREDIT (ABC):

- a) Describe the initiatives taken by the institution to fulfill the requirement of Academic Bank of Credits as proposed by NEP 2020.
- b) Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exits during the chosen programme? Provide details.
- c) Describe the efforts of the institution for seamless collaboration, internationalization of education, joint degrees between Indian and foreign institutions, and to enable credit transfer.
- d) How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbooks, reading material selection, assignments and assessments etc.
- e) Describe any good practice/s of the institution pertaining to the implementation of Academic Bank of Credits (ABC) in the institution in view of NEP 2020.


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Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
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RESPONSE:

One of the basic objectives of NEP 2020 is to transform the higher education into a more inclusive and student-centric system of learning. To achieve this objective, NEP offers Multiple Entry and Multiple Exit (MEME) option, with an intention of minimizing the number of college drop-outs and facilitating seamless academic movement of the students from one discipline to another discipline and from one HEI to the other, across India. This Multiple Entry and Exit option allows a student to exit academic programmes at any point and re-enter whenever s/he wishes. Under such circumstances, to transfer and consolidate the credits earned by the student, it is necessary to have an account in Academic Bank of Credit, which is basically a centralized digital repository, housing the comprehensive credit records of all students across India. In addition to the credits earned from university affiliated regular courses, ABC also provides facilities to store the academic credits earned from the online courses on MOOC platform like SWAYAM or NPTEL.

Although, through a gazetted notification (dated 28.07.2021), UGC has already directed the HEIs to open ABC account, our affiliating university has not yet published any guideline in this regard. However, Sammilani Mahavidyalaya has already initiated the preparatory processes. Actually, the institution caters to those students, who are mostly from economically under privileged sector of the society and every year a few of them discontinue their studies mainly due to financial problems. The multiple entry and exit option will offer this group of students an opportunity to continue the study as per their convenience. So, the institution wants to make this opportunity readily available to its students, as soon as our parent university circulates the necessary guidelines. A sub-committee has already been constituted to prepare the road map and chalk out the action plan for effective integration of ABC with regular academic programmes. The committee has organized meetings involving the faculties, and it has been resolved that counseling and guidance be provided to the students for opening ABC account and creating ABC IDs. The department of Computer Science has agreed to provide the required technical assistance for maintaining the college database and integrating it with the central one. The institution has also decided to mandate the students, to complete at least one course on MOOC platform, selecting from the diverse range of multidisciplinary courses to be offered. Moreover, we have a plan to upgrade the ERP for accommodating the requirements of ABC. We hope, such preparedness will help our institution to successfully implement the procedure pertaining to Academic Bank of Credit.

3. SKILL DEVELOPMENT:

- a) Describe the efforts made by the institution to strengthen the vocational education and soft skill of students in alignment with National Skills Qualification Framework.
- b) Provide the details of the programmes offered to promote vocational education and its integration into mainstream education.


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c) How the institution is providing value-based education to inculcate positivity amongst the learners that include the development of humanistic, ethical, constitutional and universal human values of truth (satya), righteous conduct (dharma), peace (santi), love (prem), non-violence (ahimsa), scientific temper, citizenship values and also life skills etc.

d) Enlist the institution's effort to:

i) Design a credit structure to ensure that all students take at least one vocational course before graduation.

ii) Engaging the services of industry veterans and Master craft persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions.

iii) To offer vocational education in ODL/blended/on campus modular modes to learners.

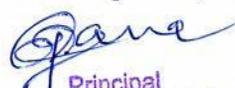
iv) NSDC association to facilitate all this by creating a united platform to manage learner enrolment (students and workers) skill mapping and certification.

v) Skilling courses are planned to be offered to students through online and/ or distance mode.

e) Describe any good practice of the institution pertaining to the Skill development in view of NEP 2020.

RESPONSE:

Balanced blending of knowledge and skill is one of the main agenda of NEP 2020. For achieving this, NEP emphasizes on integration and mainstreaming of vocational education with general education. Being an affiliated, general degree college, we cannot introduce or offer vocational degree programmes independently, until and unless our parent university makes provision for the same. But, the current CBCS curriculum itself includes a number of skill enhancement courses (SEC) which help the students to develop and strengthen their professional competence. Such courses, offered by our institution, like Information Technology and its application in business (commerce), Computerized auditing and e-filing of tax return (commerce), Microbial quality control in food and pharmaceutical industry (Micro-biology), , Film marketing and distribution (Film studies), Tourism management (Geography) etc. have significant relevance in the job market. Our institution always encourages the students to choose these skill-based SEC courses. Besides, 'SMV school of Professional Studies', an ancillary body of the placement cell of our college, regularly organizes short term skill development programmes, in collaboration with reputed companies and often involving industry veterans and master-craft persons. The main purpose of such programme is to develop professional and soft skills - like verbal communication, digital literacy, problem solving capacity, organizing ability etc. A certificate course on Functional and Communicative English, in collaboration with two renowned institutes, is being conducted for the students since July, 2022. The add-on and certificate courses, organized by the individual departments, on Computer application, Tourism management, Stress


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management, tie and dye painting etc. also boost up the process of skill enhancement. Diploma Course on Basic Tailoring for girl students, Certificate course on Microsoft Office and Training course for competitive examination are some other examples of institutional efforts in this regard.

To empower the young learners with positive life skills, the institution has been trying to instill in to them a set of core values like cooperation, empathy, sincerity, integrity, responsibility etc. through different activities under the title of institutional good practice – '*Vasudhaiva Kutumbakam*'. Such activities include observation of the days of national importance, organizing blood donation camps, visit to the orphanage and old age homes, feeding and taking care of the stray animals etc.

Besides, value education programmes are also arranged for the students - a short term Certificate course on Yoga and Value based Education was organized in collaboration with the Yoga University of Bangalore, in 2021-22. In 2022-23, another certificate course on value education with reference to '*Shrimad Bhagabad Geeta*' was conducted by the Department of Philosophy. Apart from these, Sammilani Mahavidyalaya has signed two MOUs – one with Ramkrishna Sarada Mission Vivekananda Vidyabhaban Girls' college and the other with Ramkrishna Mission Vivekananda Centenary College , Rahara , with a vision of scaling up the value education initiatives.

Adopting all these good practices, Sammilani Mahavidyalaya is now confident enough to train up its students to be professionally skilled on the one hand and good citizens with universal human values and life skills on the other.

4. APPROPRIATE INTEGRATION OF INDIAN KNOWLEDGE SYSTEM (TEACHING IN INDIAN LANGUAGE, CULTURE, USING ONLINE COURSE):

- a) Delineate the strategy and details regarding integration of the Indian knowledge system (teaching in Indian language, culture etc.) into the curriculum using both online and offline courses.
- b) What are the institutions plans to train its faculties to provide the class-room delivery in bilingual mode (English and vernacular)? Provide the details.
- c) Provide the details of the degree courses taught in Indian languages and bilingually in the institution.
- d) Describe the efforts of the institution to preserve and promote the following:
 - i) Indian languages (Sanskrit, Pali, Prakrit, and classical, tribal and endangered etc,)
 - ii) Indian ancient traditional knowledge
 - iii) Indian arts.


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iv) Indian culture and tradition.

e) Describe any good practice/s of the institution pertaining to the appropriate integration of the Indian knowledge system (teaching in Indian language, culture etusing online course) in view of NEP 2020.

RESPONSE:

NEP 2020 recognizes the rich heritage of ancient and traditional Indian knowledge and highlights on its transmission through integration of the same with regular academic curriculum. To be in alignment with NEP, Sammilani Mahavidyalaya has also been promoting Indian language, culture and art through its academic practices.

In our institution, class room lectures are delivered in bilingual mode i.e. both in English and vernacular (Bengali) to promote the use of Indian languages. Our faculties are proficient enough in both English and vernacular and hence, delivering lectures in bilingual mode, is a common practice here. Following the University guidelines, the willing students are also allowed to write their answer papers in Bengali during examinations.

The classical Indian language Sanskrit plays a pivotal role in integration of Indian Knowledge System, as it is the source of all Indian languages including Bengali. Sammilani Mahavidyalaya, offers both Bengali and Sanskrit as Core Courses under Honours and General programmes and every year a large number of students opt for the same. These courses act as effective media for inculcating knowledge on Indian language, culture, tradition etc. The core course on Indian philosophy, which includes *Vedas, Upanishadas, Charvaka, Jainism, Buddhism* etc., is mostly Sanskrit based and helps the students to enhance their level of Knowledge on Indian culture and tradition. Apart from these, the Department of Sanskrit has been organizing a certificate course on communicative and functional Sanskrit, since the last academic session, for the students to help them gaining a deeper understanding of Indian language, culture and philosophy. Some other certificate courses, entitled '*Culinary history of India*', '*Tribal folk: to remember the Sabar tribe*', '*Value education with reference to Srimad Bhagabad Gita*' etc. are also worth to be mentioned in this context. We have a multi lingual language laboratory to equip the students with competence in Indian languages. The bilingual, annual college magazine '*Kalorab*' is another effective platform to promote Indian languages. Besides, every year the institution observes the International Mother Language day on 21st of February and also celebrates the other days of national importance which instill into the students a feeling of deep respect for their language and culture. The cultural programmes, organized by the institution on different occasions, also highlight Indian art, culture and language.

As a good practice pertaining to appropriate integration of Indian knowledge system, a majority of the departments of Sammilani Mahavidyalaya have undertaken mini projects promoting IKS, like '*Ancient Indian poetics and modern Bengali literature*', '*Sulbha Sutras: mathematics in*


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Yayur Veda, *Rasayana in ancient India* etc. Currently twelve such projects are going on, involving the students under the supervision of one or two faculty members.

All such efforts of knowledge transfer disseminate the value of Indian culture among the students and make them aware of the rich heritage of our country and traditional knowledge in the fields of literature, agriculture, basic sciences, technology etc.

5. FOCUS ON OUTCOME BASED EDUCATION (OBE):

- i. Describe the institutional initiative to transform its curriculum towards Outcome Based Education (OBE).
- ii. Explain the efforts made by the institution to capture the outcome based education in teaching and learning practices.
- iii. Describe any good practice/s of the institution pertaining to the Outcome Based Education (OBE) in view of NEP 2020.

RESPONSE:

To improve the quality of higher education and make it more student-centric, NEP 2020 has focused on Outcome Based Education (OBE). In this approach of education, the entire academic process is organized to achieve some pre-defined 'outcomes' i.e. what the students are expected to know and be able to do after completion of the graduate degree programme. In its endeavour of fostering quality education, Sammilani Mahavidyalaya has also been trying to orient itself towards OBE and has put emphasis on attainment of skills required to be global citizen.

The outcomes of all the programmes and courses offered by the institution are clearly articulated on the institutional website. The students can easily access the same and choose their courses accordingly at the time of admission. During the orientation programmes, detail of the outcomes expected from each course on completion, are explained to the newly admitted students. Curriculum delivery plan and assessment strategies are also designed putting appropriate weightage on attainment of outcome. To maintain a perfect blending of knowledge, skill, ability and understanding, i.e. the four components of OBE, along with classroom teaching, emphasis is given on field work, practical work, students' seminar, excursion, industry visit etc. Our science laboratories are adequate in number and are sufficiently equipped to provide the students with good exposure to the practical environment. In addition to the well-stocked central library, a variety of ICT based learning resources and tools are made accessible to the students. Regular certificate courses are also organized by the departments and the placement cell of the college for development of additional skills.

To evaluate attainment of outcomes, the institution follows both direct and indirect methods. Direct methods include class tests, internal assessments, tutorial, laboratory assignments, etc., while the indirect method followed is 'course exit survey'. Record of students' progression after


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graduation is also maintained for evaluating attainment of outcomes. To have an idea about the extent up to which the students learn the required knowledge and skill, that are needed to perform well professionally, the institution collects feedback from the employers and analyses the same. The institution has introduced mentoring system and yearly academic audit for the success of OBE. We have also initiated the process of mapping the attainment of learning outcomes to make it more effective. Our teachers regularly attend the orientation programmes and other relevant workshops and seminars to orient themselves with OBE and to train themselves for handling the process in an appropriate manner.

The entire process of attainment of OBE is supervised by the Academic council and the IQAC. It gets modified as and when required, since, implementation of OBE is a continuous process and it needs a lot of refinements – some of which are even out of the jurisdiction of an affiliated college. In spite of these limitations, we are trying to modify our orientation from traditional teacher-centric learning method to student-centric outcome based education and our target is to be completely aligned with the NEP goals.

6. Distance Education/ Online education:

- a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.
- b) Describe about the development and use of technological tools for teaching learning activities. Provide the details about the institutional efforts towards the blended learning.
- c) Describe any good practice/s of the institution pertaining to the distance Education/ online education in view of NEP2020.

RESPONSE:

India is now a digitally empowered nation. So, quite naturally the National Education Policy (NEP) of India emphasizes on leveraging the advantages of technology. NEP recommends substantial use of digital platforms to provide equal educational opportunities to all students, especially to those who can't access the traditional form of institutional education.

Sammilani Mahavidyalaya adopted on line mode of education after imposition of lockdown, due to the outbreak of Covid 19 pandemic in March, 2020. The pandemic had radically transformed the traditional method of teaching-learning into a web-based process. During the covid period, classes were taken using the virtual platforms like Zoom, Google meet, Webex, Teamlink etc. A number of online webinars and online training programmes were also organized to familiarize the teachers, students and staff, with the new system. On recommendation of the IQAC, the institution purchased G-suite to accommodate large gatherings. The institution also provided e-learning resources via open access data base like web OPAC (Online Public Access Catalogue), NDLI (National Digital Library, India), DOAB (Directory of Open Access Books) etc. Access to N-LIST consortium of e-resources, through individual passwords had already been provided to


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the faculties by the central library of the college. Lockdown led to manifold increase in the usage of N-LIST. During lockdown the faculties of Sammilani Mahavidyalaya frequently created presentations on relevant topics using power point, used different on-screen tools for demonstration - like Jam Board, White Board, Paint Brush etc., shared study materials and important web links with the students via Google classroom, what's app groups, telegram groups. Special guidelines were framed for conducting the online practical classes under the initiative of the respective Board of studies and some of our faculties were involved in the process of setting up the modalities in this regard. Training sessions were also arranged for the students to make them acquainted with the online examination process. To organize online examination in a hassle-free manner, institutional examination portal was created and examinations were conducted successfully following the guidelines of our parent university.

All have become so familiar with the online processes that, even after resumption of in-person class room teaching, faculties often take extra classes or classes during vacation and on holidays using online platforms. The institution has already developed four smart class rooms equipped with projector, laptop, internet and PAS. Most of the teachers avail such facilities for class teaching, alongside the traditional 'chalk and talk 'method. Video conferencing facilities enable the teachers to deliver lessons to the students both in-person and in virtual mode. Sammilani Mahavidyalaya always encourages its faculties and students to access the open online courses. The department of Mathematics has been practicing blended teaching-learning as a collaborative initiative with another neighbouring college. Besides, there are study centres of Vidyasagar Distance Education and Netaji Subhash Open University in our college, which cater to a large number of students who are unable to continue regular courses.



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(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 26/08/2023

Notice

All students are being notified that the registration process for SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds), which is an Indian Massive open online course (MOOC) platform, will be held on 29.08.2023 at 1:30-2.00 P.M. at the Software Laboratory of the Department of Computer Science.

The enrolment for SWAYAM-NPTEL online certification courses will be on the following topics:

Sl. No.	Course	SWAYAM-NPTEL online certification course Topic	Duration
1.	B.A.	Basic Concepts in Education	6 weeks
2.	B.Sc.	Awareness Programme on Solar Water Pumping System	4 weeks

Sangita Dey Sarkar

(Sangita Dey Sarkar)

Coordinator, IQAC

Brototi Mondal

(Brototi Mondal)

Course Coordinator, SWAYAM-NPTEL

Dr. Chandan Kumar Jana
26/8/23
(Dr. Chandan Kumar Jana)
Principal

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

Date: 06.10.2023

As per the instructions of University Grant Commission and University of Calcutta, all students of semester 1 are required to create Academic Bank of Credit (ABC) ID. This is a must for all the students of Semester 1.

ABC ID can be generated following any one of the two options given below: However, each students must have their Aadhar linked with a registered mobile number that would be used for generating ABC ID.

Option A:

- (i) Visit on www.abc.gov.in
- (ii) Click on my account - > student
- (iii) For new user – Click on ‘ Sign up for Meri Pehchan ‘
- (iv) Enter Mobile Number, and click on ‘Generate OTP’, you will get OTP on registered mobile number
- (v) Fill all necessary details and click on ‘Verify’
- (vi) Students will get ABC ID.

Option B:

- (i) Visit www.digilocker.gov.in and registered yourselves under DigiLocker to get access of academic award data and Academic Bank of Credits through DigiLocker .
- (ii) Students who have already registered with DigiLocker are advised to login by clicking on Sign in and follow the following steps to create “Academic Bank Credit ID”.
- (iii) Students who don't have registered with DigiLocker till now are advised to Sign Up first and then login through Sign In and follow the following steps to create “Academic Bank Credit ID”.
- (iv) Click on Search Documents
- (v) Click on Education
- (vi) Search for ABC ID widget
- (vii) Click on widget to generate and download ABC ID.
- (viii) Students will get ABC ID. *Get these details for college record

After creation of ABC ID all students must submit a copy of the ABC ID to the respective department positively before 12.10.2023. For the students of MDC they can submit the same to office.

A video demo has been given in the link below. Students are advised to watch the video before creating ABC ID.

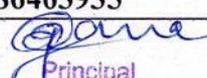
Demo video link: <https://www.youtube.com/watch?v=9AQYf9wSHXg>

In case of any help student can email at sammilanimahavidyalaya513@gmail.com with his/her mobile number.

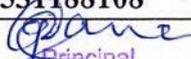

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SAMMILANI MAHAVIDYALAYA**ABC ID****B.A./B.Sc./B.Com. Semester -I**

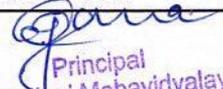
Department	Student Name	ABC ID
Bengali	Krishanu Mandal	276165741306
	Anish Mondal	334863656791
	Sayani Mondal	306413289840
	Mallika Mondal	900669480642
	Ishita Sardar	742551913691
	Ananya Mondal	763991890220
	Tanmay Mandal	117672835264
	Rupsha Sardar	770747662440
	Priyanka Dolai	431443671602
	Sudeshna Ghosh	849823437851
	Rajeswari sanfui	522555234173
	GourabAdhikary	452370222038
	Kamala Bag	898919405047
	SoutikGayen	448056556149
	PradiptiSaha	781476572472
	Arnab Halder	997404173767
	Moupriyaparamanya	460416455140
	Disha Mondal	509201085206
	KhayrulMolla	256130320990
	Disha Mondal	509201085206
	DipayanPramanick	120889451965
	Krishna Mondal	268545909221
	Dipali Sardar	270586890433
Sumana Naskar	827508550105	
Mahasweta Mondal	892475520530	
Soumili Choudhury	924928369164	
English	RajashreeManik	809972800786
	Ayub Ali Gazi	929118443628
	Altab Hossain Gazi	631085618761
	SurajitSasmal	195519129161
	Upama Mondal	974456624457
	Meherun Nessa	291417845673
	Riya Singh	968817460658
	KhukumoniHaldar	744857169544
Sukhla Sardar	331286463935	


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	Imran Sardar	909076268061
	HabiburRahaman Mondal	589700736064
	JakariaSekh	350986092880
	DebashritaNaskar	238246605841
	Simran Das	349747948599
	Md Jaid Mir	285117683338
	Dhiman Baidya	956853763306
	Sudip Makhal	693093978234
	Argha Mukherjee	847207955218
	MohimeLaskar	639814419543
	Sakib Anjum Gharami	607730062174
	PayelNaskar	667515407313
	SerajumMunira	982195763004
Education	ArghyaMondal	845237805923
	Ananda Sarkar	527844808180
	Kuhelinaiya	515982427189
	Arun Saha	240517716115
	Shreya Mondal	749-619-950-752
	Pradipta Kumar Laha	678904824715
	SupratikBrahmachary	591525727965
	SNEHA RAY	330073323094
	Abhoy das	523764242611
	Kankana Ghosh	891097214826
	Rakib Sardar	511297449079
	Shila Mistry	181823586593
	Sayanimondal	212548133957
	Sabir molla	485442898424
	Najmulsekh	902775871679
	Mousumikayal	409016483111
	Puja Rani Dash	129213463520
	Puja Rani Dash	129213463520
	Payel Mandal	252568068828
	Priti Barman	112256428164
	Priti Barman	112256428164
	Koyel Sardar	631403757943
	Sukanya Paul	476869735860
	Arnab Sanfui	257-575-647-288
	Mousumikayal	409016483111
	Hira Mondal	880775105796
Samata Ghosh	582531188108	


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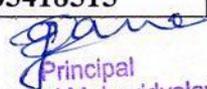
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	Ankita Mondal	304-499-357-067
	Hira Mondal	880775105796
	Puja sarkar	564625038124
	Pritam Dey	424249554196
	Sanjib Dey	912139491603
Sanskrit	RIYA MONDAL	785717004614
	RAJ NASKAR	461221302524
	ANKAN SARKAR	294009939052
	MOHADEB CHATTERJEE	387352235715
Philosophy	Suvojit Mondal	886012684807
	Sourav Mondal	935676243614
	Babai Patra	555125817795
	Tanushri Halder	859413533245
	Ganesh Chandra Maity	234800237413
	Hirojit Mandal	121465956360
	Ishani Mondal	595249259526
	Sudipta Mondal	935668172538
	Riya Sardar	966348674688
	Chaitali Mondal	179057213770
	Baisakhi Mondal	918405820911
	Sonali Halder	747098894035
	Puja Das	666119550875
	Mohali Ganguli	795501544398
	RozyMolla	489701404992
	Santibala Das	593798704831
Mehenuka Khanam	881625227706	
Ankana Mondal	690471282368	
History	SaubhikPramanick	408364647847
	Ritam Sardar	917255261386
	Palash Mondal	709761639748
	Rakesh Sardar	148485343064
	Prosenjit Biswas	820455839404
	Jayanti Mondal	865566115055
	Ayush Sanyal	722743344215
	Mousumi Sardar	909956550253
	Khushbu Khatun	283203752870
	Trisha Koley	800784298020
	Labony Das	475435314418
	Piyosi Banerjee	217103734585


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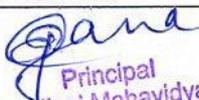
Political Science

Aishik Bar	825287370923
Anjana Saw	383-457-626-251
Ankita Mondal	554653273838
Arghya Mondal	977800654310
Ayan Sarkar	484224860291
BaishakhiDandapath	725019637047
Biswajit Piyada	436-173-981-566
Dipankar Mondal	798361069339
Farhana Khatun	2110160806-947
IpsitaMaity	137-746-823-989
Manashi Ghosh	187-677-522-860
Pallab Sarkar	410265383852
Pradyut Kumar Mistri	400117848591
Priti Mondal	353-727-872-084
PuspitaNaskar	260-516-829-128
Raima Pal	802330838950
Sampa Mondal	948-656-645-815
Sania Khatoon	484-667-052-140
Santanu Biswas	404318253058
Satyajit Pramanik	170632141494
Shibu Halder	387341516545
Snigdha Mondal	545-632-366-053
Subhajit Mondal	112160649541
Sujata Naskar	380411122589
Tania Purkait	351658453245
Koyel Das	116366909424
MONIRUL SEKH	122638827788
Buddhadeb Sanfui	167337023599
Sutapa sardar	219198470662
Mamatajul Mallick	293006524612
Tanmoy Jana	392959791811
Sristi Ghosh	551852117768
Abhijit Das	696147115764
Annaya Munda	706360408228
Suman Naskar	712655119399
Rai roy	744394941219
Jay Naskar	760564896908
NIYOJIT MONDAL	776576686456
Biswajit Haldar	787353771690
SanchitaHazari	815565418515

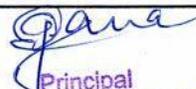
Geography


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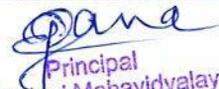
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	Aratrika Mondal	856066114884
	Sima Das	893830204014
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	Shayantika Mukherjee	116467980899
	Saikat Majhi	252457855012
	Sagar Majhi	592293339755
	Soumita Biswas	683153930199
	Rupa Naskar	747155945785
	Kuheli Parvin	288-354-631-980
	MonoshreeKarmakar	457-636-397-735
	JahirunnechhaNaiya	889546313298
Mathematics	Adarsha Sanfui	715-287-942-080
	Alaka Mandal	390-921-048-501
	Arindam Naskar	995-217-273-513
	Arkid Mondal	293-959-981-860
	Arup Bera	662-288-238-640
	BebiNaskar	695-238-736-840
	Deep Pramanik	984-127-414-256
	Jayita Das Adhikari	304-334-940-344
	Joyprakash Mondal	653-797-399-363
	KabitaSamai	100-145-869-196
	Koushik Mondal	704-082-687-824
	Likhika Mondal	613-536-915-194
	MousumiNaskar	736-152-306-984
	Puskar Gayen	141-213-477-939
	Rahul Bera	356-740-778-426
	Raju Haldar	381-052-119-954
	Sampa Rani Bera	945-426-032-072
	Sandip Bhunia	688-405-039-946
	Sayan Mondal	731-975-886-734
	Sayandeep Sarkar	325-224-006-626
SrabantiPramanik	445-978-865-388	
Suman Dhara	459-729-316-476	
TanusreeBachhar	953-678-147-855	
Physics	Ankur Giri	943142689520
	Ayan Biswas	469170408019
	Ijaj Ahmed Mollick	331984432427
	Meghadri Das	359255507525
	Nayan Mandal	248214700415


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	Sandip ghosh	488489459254
Chemistry	SaptarshiNaskar	336676193491
	Anjana Bhunia	864122502182
	Debika Sahoo	588450398111
	Pritam Kumar Dey	274722577485
	Koushik Roy	635908941867
	Aditi Roy	992321037778
Computer Science	Amrita Roy	719917614867
	Anju Singha	559948690602
	Dipanwita Das	468293916920
	Gargi Giri	955750406809
	Khadija Sultana	397936431752
	Neharika Rai	607144727046
	PoulamiMukhopadhyaya	977751433300
	PrithaChakroborty	820254130270
	Purba Chowdhury	267775649967
	Shaswati Mondal	158583474888
	Sreya Roy	220766978695
	Srija Sardar	450852372039
	Sudeshna Jana	591184830736
	Sunita Dey	225969591988
	Tanisha Sarkar	568476873040
	Arijit Halder	654378362383
	Arnab Roy Chowdhury	883922668820
	Ayan Das	425215739852
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	Dibakar Das	620448702428
	RupankarChakrobarty	514552747611
	Soumadip Mondal	250767985190
	SubhasishChakroborty	275833626529
	SudiptaBera	813604538982
	Tushar Kumar Naskar	342740947657
	Sayani Nath	116233039674
	Aman Kumar Singh	533863058047
BhoktaProhallad Halder	943456721778	
Isolt Roy	120542679804	
SaotarshiNaskar	818675501074	
Pratik Dhar	622400368721	
Rajatava Mahajan	343140515441	


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	TrishitAdhikary	302133124193
	Rupak Das	399017341776
	Sunanda Maji	121521864274
	MonsurRahaman	727618756835
Zoology	Subhasri Pal	862917180573
	Selima Mondal	181187194115
	Pritam Mondal	255126553450
	Rabi Nath Das	713459935677
	Soumyadip Mondal	294959421451
	PrithwishNaskar	523866510025
	SM Arshalan Ashraf	299074780342
	Supriyo Sardar -	756564719409
	Abhishek Mondal -	223562612487
	Shreya Mandal -	614937203969
	Poulami Dey-	955605213557
	Rimi Sardar -.	561521432025
	RijuanMolla	403564069367
	ShibayanNaskar	849820342933
MICROBIOLOGY	Debanjan Mandal	792495909397
	Kriti Midya	798687201831
	Moumita Nath	858279045805
	Aritri Panda	319358945202
	JanhabeeDas	476294767960
	Roshni Bepari	570078585139
	Suman Mahato	506024239445
	Rajasree Jana	114631969067
	Biswajit Kahar	904963647102
	Ananya Purkait	251680878500
	Debastuti Das	616091269954
	Arpita Das	468142345203
	Shikha Chakraborty	143441999894
	Sudipa Mondal	119572111038
	Swastika Dutta	140512195762
	SouvikNaskar	849430985995
Sabina Sardar	325946430207	
Commerche(Hons.+MDC)	Avirup Chakraborty	466545806133


Principal
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	Jahar Mondal	782586726384
	AnusreeKayal	407340831291
	SumeyuSamanta	956241089830
	Jayashree Das	556878597975
	SoumikNaskar	915667670373
	Subhasish Mondal	736743851982
	Jeet Das	641037063350
	Lisa Sardar	652603700456
	Pritam Das	666244941015
	Mitali Das	207993446576
	Rahul Deb Barman	713892294343
	Khushi Naskar	578830894573
	SubhoPramanik	815891093924
	Anurup Dutta	893366782999
	Trisha Ghosh	780020409089
	Budhneswar Das	934208754609
	Jyotirmoy Mandal	484451586981
	Sayan Paul	767336166085
	Priti Sardar	343631639965
	Kusal Das	777963103870
	Pabitra Sardar	452094523687
	Subhajit Halder	881705586907
	SamiulMolla	763820583942
	Mustak Ahmed Mallick	177476503481
	Ritushri Halder	951724944845
	Sachin Kumar Thakur	130752159609
	Abhoy Paul	572231908102
	Soumajeet Ghosh	476355413925
	Anikesh Debnath	305952063274
	Souradeep Paul Mazumder	217580721131
	Rik Das	829019183918
	Aniket Sinha	549024980292
	Uday Kar	124595000464
	Sayan Das	117395512430
	Sandip Roy	377254940442
	SukdevNaskar	372108258417
	Arghadip Roy Chowdhury	848845135798
	Sagar Karmakar	835571496785
	Biswajit Sikari	553766961595
	Sanjay Yadav	720514177808
	Alokesh Das	854239285467
	MahakSabnam Sardar	147696278490
	Rupkatha Ghosh	493306950268

Pana
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	PushpanjaliShome	694084327886
	Priyanka Das	752049132396
	Kunal Nath	921623875744
	Writam Das	620703624081
	AvijitMiddya	834144817937
	Samiran Baidya	709174932953
	SuvrodipMiddya	972686710548
	Abdul Amman Sekh	423403056612
	Ramen Das	379560784036
	Akash Mondal	675567337343
	Ranjit Naskar	149830976610
	Jayeta Das	935034656120
	Afrin Mondal	451557840236
	Iktefa Mondal	722213676787
	Sudip Sardar	810743170381
	Prabhat Sardar	398692384545
	SadmanSakibMollick	843612816471
	Papiya Das	951198967994
	Ananya Mirdha	722935424541
	Chyan Ghosh	761086359696
	TaufiqueMolla	717119617232
	Pankaj Paik	306205747696
	BapiPiyada	448465890862
	Sumana Khatun	279703055724
	AbdurRofikeMolla	341653612384
	SekhMatiarRahaman	268829700273
	Monira Khatun	562811685869
	IsrailGharami	617900108073
	Madhurima Mondal	812970921416
	Ranajit Roy	508760363676
	Somnath Chowdhury	842724442411
	Akash Das	927680183240
	Sourav Ghosh	253822666888
	Akash Naskar	151601179197
	Popi Biswas	164322071551
	Susantika Mondal	528536759672
	Sagnik Dutta	244700894594
	MustakinAkhan	612407282609
	DwaipayanBasu Chowdhury	479633083565
	Sayantana Sarkar	211683232904
	Saheb Gayen	898646906795
	Shubham Panday	237271796767


Principal
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	Arun Halder	158131743821
	Md. Sahil Ali	544931755500
	Rahul Sardar	696205963333
	SauvikNaskar	944589734356
	Piu sen	705779042189
	Piyasa Mondal	831522873962
	Subhadeep Dutta	667785384763
	Sayan Kundu	453702807602
	Arup Mondal	602761632035
	Amit Das	213268310053
	Raja Mondal	254525260938
	Chottu Sharma	289225603020
	Joy Ghosh	335718926524
	Rudra Mondal	146618237632
	Soumyadeep Mondal	279147979152
	Subhanjan Chakraborty	645200415290
	Puskar Pujari	436276703135
	Sagar Naskar	291931787427
	SoumyadeepKarmakar	152656849968
	Pushan Patra	512192011752
	NayonNaskar	194850903878
	Rahul Biswas	376023280231
	Pritam Roy	562785944898
MDC (B.A./B.Sc.)	Moumita Das	791402662729
	PinkiMakhal	890-978-941-182
	BinitaBanik	840-533-109-000


Principal
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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

Phone : (033) 2462-6869
E-mail : principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website : <https://www.sammilanimahavidyalaya.ac.in>

Ref. No.....

Date

Add-on Courses

Link to Add-on Courses:

<https://www.sammilanimahavidyalaya.ac.in/add-on-courses/>


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Sammilani Mahavidyalaya



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

DECENTRALISATION: LIST OF SUB-COMMITTEES

6.1.1

Sammilani Mahavidyalaya

List of Sub-Committees/Councils/Cells, (2023 – 2025) as per instruction Hon'ble GB on 26.7.2023 and recommendation of Teachers' Council, State Aided College Teachers' Forum and NTS time to time but before 21.09. 2023.

Common Minimum Functions and Responsibilities of the Subcommittees/cells/councils, etc.

- 1) Minutes/resolutions of all the meetings along with Job Diary /ATR and related records to be maintained and kept under the jurisdiction of the convener(s) or in an almirah in the office of the Principal. All the conveners/members are required to provide or assist in providing with data and information for the IQAC, NIRF and AISHE as and when required.
- 2) For any purchasing/servicing recommended by any sub-committee - a) respective resolution(s) must be taken in a meeting with required number of members for quorum in the house and b) in case of any payment to be made for purchasing or availing of service based on any resolution at least one convener and 50% of the members would verify and certify as follow: i) in case of any purchase - '*item has been received and entered in the asset/stock register*', ii) in case of availing of any service - '*service done/provided//received satisfactorily and entered in the asset/stock register*' iii) in case of purchasing laboratory equipment/computer/or any instrument - '*item received and installed successfully and entered in the asset/stock register*' on the bill(s) by the convener/members as noted above in addition to the HoD of the Department.

The above statement(s) with signature are meant to extend help and cooperation to the authority for making entire process including making payment transparent and as per the existing rules of the WB Govt./UGC, etc. HOWEVER, IT IS TO BE NOTED THAT AS PER THE EXISTING REGULATIONS OF THE FINANCE DPT., GOVT. WB, ONLY DDO ASSUMES AND TAKES FINANCIAL RESPONSIBILITY FOR ANY KIND OF PAYMENTS.

As per the Calcutta University Act, 1979 (the West Bengal Act XXXVIII of 1979) that amends its First Statutes, 1966 as First Statutes, 1979, the Governing Body approved and appointed different sub-committees/councils/cells on recommendation of the TC under clause 97 and sub-clause (3) thereunder.

As per the Statute, the Principal acts as Chairman of all sub-committees/cells/council except ICC.

1. Academic Council:

Functions & Responsibilities: It is a statutory body to make academic and extra-academic plans and programmes in compliance with University's CSR and guidelines of the UGC and HED, WB. In consultation with the IQAC, it takes necessary steps to monitor, upheld and improve quality of teaching-learning. In addition, it is empowered by the GB to implement and execute related plans and programmes.

Convener: Dr. Marisha Chakraborty *ue 7/10/23*
Jt. Convener: Prof. Ujjwal Soren *u*

Debanish Ray
Secretary
Teachers' Council
29.09.2023

Jana
29.9.23
Principal
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Convener: Prof. Uttam Ghosh *UG*

Members:

All Head of the Departments

Prof. Sangita Dey Sarkar, IQAC Coordinator

Dr. Bapan Maity, Librarian

Sri Shyamal Sinha

Sri Rajat Dutta

Student representative

Governing body representative

seen SDC
04/10/23

S. Sinha
Rajat Dutta

2. Library sub -committee;

Functions & Responsibilities: It collects book lists for purchase from different departments and undertake process for the same as per the guidelines of the Finance Committee. It takes all official responsibilities for procurement and maintenance of books, journals and other reading resources. In addition, it looks after resource management, frames policy for the distribution of books and procurement of related items and equipment for overall development of college library.

Convener: Dr. Bapan Maity, Librarian

Members:

Dr. Marisha Chakraborty

Prof. Ujjwal Soren

Prof. Uttam Ghosh

Prof. Sangita Dey Sarkar, IQAC Coordinator

Prof. Bibek Manna

Prof. Rajyeswar Sardar

Sri Rajat Dutta

Sri Maheshwar Dasadhikary

Student Representative

04/10/23

K.S.
07/10/23

seen SDC

Rajat Dutta
M. Dasadhikary

3. Admission Sub - Committee

This sub-committee frames plan and policy for admission and registration of the students as per guidelines of the HED and CU. For document verification, registration and change of subject (if needed) they manage and can depute teacher(s) from all their respective department as and when required.

Convener: Prof. Kamonashish Mistry

Members:

Dr. Marisha Chakraborty

Prof. Ujjwal Soren

Prof. Uttam Ghosh

Prof. Brototi Mondal

Dr. Mrinal Ch. Haldar

Prof. Sumit Pal

Prof. Rajyeswar Sardar

Shri Shyamal Sinha

04/10/23

07/10/23

Rajat Dutta
S. Sinha

Secretary
29.09.2023

Principal
29.9.23
Sammilani Mahavidyalaya
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Sri Rajat Dutta.

Rajat Dutta.

4. Examination and Internal Assessment Core committee:

Functions & Responsibilities: It prepares general time schedules for different internal examinations (College's entry-level mid-terms, internal test, etc.), assists the departments in organizing examinations and supervises distribution of answer-scripts to the concerned examiners and submit distribution list to the Results and Evaluation Sub-committee. It collects list of examiners from the departments and provides the same to the Results & Evaluation Sub-committee and to the Principal. It also helps different departments for collecting project reports, internship, tutorial, etc. by furnishing a centralized schedule.

Convener: Prof. Swagata Saha San

Members:

~~Prof. Sangita Dey Sarkar~~

Prof. Debasish Roy

Prof. Avedananda Bhattacharya

Sri Rajat Dutta

Sri Tarun Singha

Prof. Banani Gangopadhyay.

BA 4.10.23

5. Result and Evaluation Sub- committee

Functions & Responsibilities: It collects list of examiners/ scrutineers and results with attendances from the examiners of different departments/teachers, arranges distribution of evaluated answer-scripts to the HEDs of the Calcutta University, monitors uploading of marks and attendances by the examiners on CU Portal, collection of internship certificate, assists in publication of results of entry level test, mid-term examinations, etc.

Convener: Prof. Banani Gangopadhyay

Members: Swagata Saha San

Prof. Swagata Saha San

Prof. Debasish Roy

Prof. Sannak Dutta Roy

Prof. Arindam Saha

Sri Rajat Dutta

Sri Tarun Singha

BA 4.10.23

6. Building sub- committee

It make plans for new construction or augmentation of existing building as per regulation of WB Govt., does the needful for approving and vetting plans and estimate (by PWD, etc.), looks after maintenance of building and other infrastructure through purchasing and/or servicing of items.

Convener: Prof. Uttam Kumar Ghosh

Members:

Prof. Debasish Roy

Dr. Sumita Das

Prof. Ranjit Shaw

Debasish Roy
Secretary
29.09.2023

Pana
29.9.23
Principal
Sammilani Mahavidyalaya
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Prof. Suchandra Das
Sri Nemai. Sheet
Sri Rajesh. Das

10. Purchase sub –committee

It is responsible for making any purchase and procurement as per the rules and regulations of Finance Department of the WB Govt., and as requisitioned by respective sub-committee. It seeks approval for required fund from the Finance Sub-committee and/or GB. For necessary help for seeking quotation, floating e-tender and for making comparison report it may seek help of the respective sub-committee and/or department.

Convener: Dr. Srikanta Malakar

Members:

Dr. Malay Roy, Bursar

Dr. Sumita Das, Convener of Finance Committee

Dr. Debasish Roy, Secretary: Teachers' Council

Prof. Sangita Dey Sarkar, IQAC Coordinator

Dr. Ruma Chakrabarty.

Prof. Banani Gangopadhyay

Dr. Bapan Kumar Maity.

Dr. Ananda Mukherjee

Prof. Anindita Guha

Prof Sumit Pal

Sri Ahmed Sardar

Sri S Mondal

11. Anti-ragging Cell:

Functions & Responsibilities: It ensures implementation of the provisions of Anti-ragging Regulations Act as well as the provisions of law of the land time to time in force for prevention of ragging. It also monitors, oversee and collect report of the Anti-Ragging Squad in prevention of ragging in the institution. In addition, it addresses any complaint against the incident of ragging and ensures that no untoward incident happens to fresher's or any students. It also receives affidavits of the students and their guardians at the beginning as per the Ant-Ragging Act.

Convener: Prof. Debasish Roy

Members :

Dr. Ruma Chakrabarty

Dr. Shefali pal

Prof. Lpsy Mohanty Roy

Prof. Partha Pratim Roychowdhury

Prof. Sumit Pal

Sri Rajat Dutta

Sri Gobinda Roy

3 student representatives.

Arts – R.M

Science - Arko Banerjee
Commerce - Bappa Das

12. Anti-Ragging Squad:

Duty of the anti-ragging squad includes maintaining vigil, oversight and patrolling functions. It shall remain mobile, alert and active at all times. It can make surprise raids on places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places. When required by the HoI as per the Anti-ragging regulations, the squad would undertake investigation for a ragging related incident.

Teacher Representatives

Prof. Banani Gangopadhyay, *Ba 4.10.23*
Prof. Lpsy Mohanty Roy, *L*
Dr. Parthasarathi Bhattacharya,
Prof. Rajyeswar Sardar *R. Sardar*
Prof. Sayantani Kar.
Sri Rajat Dutta *Rajit - Jett.*
Sri Gobinda Roy. *Goy*
Student representatives.
Arts - *R.M.*
Science - Arko Banerjee
Commerce - Bappa Das

13. Women Cell

Functions & Responsibilities: The Cell is formed for dissemination of knowledge through seminar/conference/webinar on woman empowerment, gender equality, good health and education for rural woman to improve quality of life and liberty. It recommends for special infrastructure/facilities for girls and women in the college. The cell organizes seminar/webinar on how to prevent sexual harassment in the campus.

Convener: Prof. Kasturi Kar *K*
Members:
Dr. Shefali Pal *slal*
Dr. Marisha Chakrabarty, *MC 21/10/23*
Dr. Kalpana Santra *KS 17.10.23*
Prof. Shipra Tudu, *ST*
Prof. Arundhuti Mukherjee
✓ Prof. Panchali Mukherjee *PM*
Smt. Rina Chakraborty

14. Career Guidance and Placement Cell

Functions & Responsibilities: It organizes vocational, ad-on and related certificate courses, informs students for various career opportunities, arranges related workshops, job fair, training and prepares students for career and competitive exams. It also keeps track of their achievement. It prescribes learning resources for the employment of the students in the library.

Secretary
Teachers' Council
19.09.2023

Pana
29.9.23
Principal
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Convenor(s): Prof. Sangita Dey Sarkar & Prof. Swagata Saha Sau

Members:

Dr. Srikanta Malakar

Dr. Sharmila Chakrabarty

Dr. Parthasarathi Bhattacharya

Dr. Marisha Chakrabarty

Prof. Sarmishtha Sur

Prof. Debdutta Chakrabarty, Prof. Bibek Manna

Sri Joydeb Sen

Sri Nema Sheet.

15. Cultural Sub Committee :

Functions & Responsibilities: It promotes students for cultural activities, organizes competitions and cultural programmes. It facilitates celebration of different days of national and regional importance, B'days of national personalities with the help of NSS and students Union.

Convener: Prof. Kasturi Kar

Members: Prof. Swagata Saha Sau,

Dr. Sudeshna Basu,

Prof. Banani Gangopadhyay,

Dr. Paramita Dasgupta.

Prof. Rituparna Chatterjee

Prof. Meghbaran Haiti

Prof. Pamela Dutta Roy.

Sri Shyamal Sinha

Sri Prabir Debnath.

16. NSS Advisory Committee:

Functions & Responsibilities: It looks after the regular activities of NSS units of college throughout the year including organizing special camp and making plans for sustainable development in the adopted slum/village.

Convener: Prof. Ranjit Shaw, P.O.

Members:

Prof. Shipra Tudu

Prof. Brototi Mondal

Prof. Parthasarathi Bhattacharya

Prof. Achintya Paramanik

Sri Gobinda Ray

Sri Kamal Naskar.

Non-student volunteer(s) from the adopted slum/village:

Prof. Mouzumi Das

17. Research and development Cell:

Secretary
29.09.2023

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Sammilani Mahavidyalaya
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Functions & Responsibilities: It makes plan and policy to promotes academic research, extension activities in the locality and arranges internship with the help of departments. As and when required it evaluate project reports as per Annexure – IX of the UGC for financial assistance from the UGC.

Convener: Dr. Sharmila Chakrabarty *Sharmila Chakrabarty*

Members:

Dr. Srikanta Malakar *SM*

Prof. Sangita Dey Sarkar, IQAC Co-coordinator *SDE*

Dr. Bapan kumar Maity *04/10/23*

Prof. Lpsy Mohanty Roy. *L*

Prof. Bipan Dutta

Prof. Monlina Sarkar.

18. Students' support –Sub Committee:

(Canteen, Cheap store, Free studentship)

It looks after the canteen and cheap store that includes augmentation and maintenance of ambience, quality of food and services. It can recommend the Building Committee for any augmentation/maintenance of infrastructure.

It recommends the students for private scholarship like Zindal, RKM, etc. It can recommend concession of tuition fees to the deserving and meritorious students.

Convener(s): Prof. Shipra Tudu & Dr. Parthasarathi Bhattacharya *MD*

Members:

Dr. Shefali Pal. *slal*

Dr. Mrinal Ch. Halder *men*

Dr. Kalpana Santra *KS/7.10.23*

Prof. Ranjit Shaw

Prof. Tamasha Sarengi

Prof. Anusua Mandal Banerjee. *AN 03.10.23*

Sri Sahadeb Murmu *Sahadeb Murmu 7.10.2023*

Sri Shyamal Sinha.

19. Yoga and Meditations Sub-committee:

Convener: Dr. Sudeshna Basu *S. Basu*

Members:

Prof. Lpsy Mohanty Roy. *L*

Prof. Debasish Roy. *D*

Prof. Ujjwal Soren. *U*

Prof. Shipra Tudu. *MD*

SACT *Rudranil Bhattacharjee - R.P. 6/10/2023*
NTS

20. Sports Sub-committee:

Functions & Responsibilities: It promotes students for different sports and organizes annual sports of college with the help of students's union and participation of students at different

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Teachers' Council
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Jana
Principal
29.9.23
Sammilani Mahavidyalaya
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level competitions. It arranges for coach, prepares filed and recommends purchase and keep stock of the sports items.

Convener: Prof. Ranjit Shaw

Members:

Prof. Pavel Moni *P. Moni*

Prof. Ujjwal Soren *U. Soren*

Prof. Lypsy Mohanty Roy *L. Mohanty Roy*

Prof. Sandipan Malik. *S. Malik*

Sri Kamal Naskar *K. Naskar 03/10/23*

Sri Gobinda Roy

21. Provident Fund Sub Committee:

Functions & Responsibilities: It looks after employees' contribution to Provident Fund, posting of interest and maintenance of the ledger of Provident Fund of employees of the college, assesses merits and recommends for disbursing loan to the deserving applicants.

Convener: Prof. Uttam Kr. Ghosh. *USA*

Members:

Prof. Debasish Roy. *D. Roy*

Dr. Malay Roy, Bursar. *M. Roy*

Sri Ahmed Sardar *A. Sardar*

Shankar Prasad Mandal. *Shankar Prasad Mandal*

22. Leave & service book Sub Committee:

Functions & Responsibilities: It keeps records of leaves, post the same on service books while writing service books of the employees of college and write service books of the employees.

Convener: Prof. Banani Gangopadhyay. *B. G. 4.10.23*

Members:

Dr. Sharmila Chakrabarty *S. Chakrabarty*

Prof. Mousumi Das *M. Das*

Dr. Malay Roy. *M. Roy*

Prof. Avedananda Bhattacharya

Prof. Suvankar Mandal. *S. Mandal 04/10/23*

Sri Sahadeb Murmu *Sahadeb Murmu. 7.10.2023*

Sri Parimol Mondal. *Parimol Mondal*

23. Minority Cell :

Functions & Responsibilities: It facilitates the arrangement of Government fellowship and scholarships (Aikyashree) to the deserving candidates belong to any minority category and ensures non-discriminative and healthy environment to the students belonging to said communities. It also review performance of the students in academics, extra-curricular activities and keep updated MIS.

Debasish Roy
Secretary

Teachers' Council 23.09.23

Principa
Principa
Sammitani Mahavidyalaya
E. M. Bypass, Baghajatin
Kolkata - 700 094

Convener: Dr. Mrinal Ch. Haldar *mch*

Members:

Prof. Pavel Moni *Poni*

Dr. Prof. Sampa Mandal *Sampa Mandal*

Prof. Sunandana Mukherjee *Sunandana*

Sri Ahmed Sardar *Ahmed*

Sri Sahadeb Murmu *Sahadeb Murmu*

7.10.2023

24. SC/ST Cell:

Functions & Responsibilities: It facilitates the arrangement of Government fellowship and scholarships (OASIS) to the deserving candidates belong to any SC/ST category and ensures non-discriminative and healthy environment to the students belonging to said communities. It also review performance of the students in academics, extra-curricular activities and keep updated MIS.

Convener: Prof. Ujjwal Soren *Ujjwal*

Members:

Prof. Shipra Tudu *Shipra*

Prof. Bibek Manna *Bibek*

Prof. Senjuti Banik *Senjuti*

Sri Sahadeb Murmu *Sahadeb Murmu*

Sri Parimol Mondal *Parimol Mondal*

7.10.2023

25. OBC cell:

Functions & Responsibilities: It facilitates the arrangement of Government fellowship and scholarships to the deserving candidates belong to any OBC category and ensures non-discriminative and healthy environment to the students belonging to said communities. It also review performance of the students in academics, extra-curricular activities and keep updated MIS.

Convener: Prof. Mousumi Das *Mousumi*

Members:

Prof. Ranjit Shaw *Ranjit*

Prof. Raju Halder *Raju Halder*

Prof. Sukti Sen *Sukti*

Sri Sahadeb Murmu *Sahadeb Murmu*

Sri Zahir Abbas *Zahir*

7.10.2023

26. Equal opportunity & Gender equity cell:

Functions & Responsibilities: It ensures no student is treated differently and all receive equal opportunity in terms of scholarships, dissemination of knowledge and information, library, canteen and all available facilities and services. It collects data and information of the SC, ST and Minority students and monitors their wellbeing.

Convener: Dr. Kalpana Santra *Kalpana*

Members:

Prof. Kasturi Kar *Kasturi*

Prof. Shephali Pal *Shephali*

Prof. Mahuya Biswas *Mahuya*

7.10.23

Ashwini Ray
Secretary
Teachers' Council
29.09.23

Kalpana
29.9.23
Principal
Sammilan Mahavidyalaya
E. M. Bypass, Baghajatin
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Prof. Bidyapati Sahoo
Sri Ahmed Sardar
Sri Kamal Naskar

Dr. Naskar
03/10/23

27. Internal Complaints Cell Committee

Functions & Responsibilities: The Cell is formed in accordance with the Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 which is a legislative act in India that came into force since 09 December 2013. It receives **complaints on sexual harassment at the workplace from an aggrieved girl student, woman staff**, as well as to inquire into and make recommendations to the employer on the action required pursuant to its inquiry of such complaint made. The chairperson of the ICC should be a senior woman and 50% of the member may be male. One member from a local NGO working in the field of women empowerment is essential.

Chairperson: Dr. Sharmila Chakrabarty *Sharmila Chakrabarty*

Members:

Dr. Kalpana Santra *KS / 7.10.23*

Dr. Paramita Dasgupta *PDG*

Dr. Sumita Das *SD* *03/10/23*

Dr. Srikanta Malakar *SM*

Prof. Mousumi Das *MD* *03/10/23*

Prof. Anindita Guha *AG* *03/10/23*

Prof. Arundhuti Mukherjee

Smt. Rina Chakraborty.

An external member from an NGO

28. Environment awareness sub-committee:

It maintains green and clean environment in the college campus, organizes seminar/workshop and activities on protection the environment. It take initiative for green and energy audit of the college.

Convener: Prof. Lpsy Mohanty Roy *Lpsy Mohanty Roy*

Members:

Dr. Sudeshna Basu *S. Basu*

Prof. Mousumi Das *MD*

Prof. Kalyan Bhattacharya

Prof. Rahul Sengupta, *Rahul Sengupta*

Sri Zahir Abbas *Zahir Abbas*

Sri Paritosh Paik. *Paritosh Paik*

29. Grievance Readdressal Cell:

Functions & Responsibilities: It receives grievances of students, guardians, teachers and staffs of the college and address them in consultation with appropriate sub-committee/Cell, etc.

Gava
29.9.23

Abhishek
Teachers' Council *29.09.23*

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

Prof. Bidyapati Sahoo

Sri Ahmed Sardar

Sri Kamal Naskar

KS
Kisankar. 03/10/23

27. Internal Complaints Cell Committee

Functions & Responsibilities: The Cell is formed in accordance with the Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 which is a legislative act in India that came into force since 09 December 2013. It receives **complaints on sexual harassment at the workplace from an aggrieved girl student, woman staff**, as well as to inquire into and make recommendations to the employer on the action required pursuant to its inquiry of such complaint made. The chairperson of the ICC should be a senior woman and 50% of the member may be male. One member from a local NGO working in the field of women empowerment is essential.

Chairperson: Dr. Sharmila Chakrabarty *Sharmila Chakrabarty*

Members:

Dr. Kalpana Santra

KS / 7.10.23

Dr. Paramita Dasgupta

PD

Dr. Sumita Das

SD / 03/10/23

Dr. Srikanta Malakar

SM

Prof. Mousumi Das

MD

Prof. Anindita Guha

AG / 27.10.23.

Prof. Arundhuti Mukherjee

Smt. Rina Chakraborty.

An external member from an NGO

28. Environment awareness sub-committee:

It maintains green and clean environment in the college campus, organizes seminar/workshop and activities on protection the environment. It take initiative for green and energy audit of the college.

Convener: Prof. Lupsy Mohanty Roy *Lupsy Mohanty Roy*

Members:

Dr. Sudeshna Basu

S. Basu

Prof. Mousumi Das

MD

Prof. Kalyan Bhattacharya

Prof. Rahul Sengupta,

Rahul Sen Gupta

Sri Zahir Abbas

Zahir Abbas

Sri Paritosh Paik.

Paritosh Paik

29. Grievance Readdressal Cell:

Functions & Responsibilities: It receives grievances of students, guardians, teachers and staffs of the college and address them in consultation with appropriate sub-committee/Cell, etc.

Gava
29.9.23

Abhishek Das
Teachers' Council 29.09.23

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

Convener: Dr. Shefali Pal *slal*

Members:

Dr. Ruma Chakrabarti *R*

Prof. Debasish Roy *DR*

Prof. Sangita Dey Sarkar, IQAC Coordinator

Prof. Aryoma Chakraborty *A. Chakraborty*

Prof. Durba Ganguly *DG*

Sri Zahir Abbas

Sri Paritosh Mondal.

30. Anti - drug Cell

It takes necessary steps to prevent abuse of substances like drugs, organizes seminar on anti-drug and liaisons with local police and appropriate govt. administration if and when required to prevent and counseling.

Convener: Prof. Pavel Moni *Pmoni*

Members:

Prof. Lpsy Mohanty Roy, *LMR*

Dr. Marisha Chakrabarty,

Prof. Dibyendu Sarkar

Prof. Ananya Kumar *Ananya Kumar Kande*

Sri Zahir Abbas

Sri Kamal Naskar. *Kamkar 03/10/23*

31. Psychological Counseling cell:

It counsel students or organizes for their proper counseling when any students found in distress as recommended by any mentor.

Convener: Dr. Marisha Chakrabarty *MC 07/10/23*

Members:

Prof. Pavel Moni *Pmoni*

Dr. Ruma Chakrabarty *R*

Prof. Sukti Sen

Prof. Oindrila Bhattacharya

Sri Ahmed Sardar

Sri Kamal Naskar *Kamkar 03/10/23*

32. Feedback sub- committee:

It collects feedback from different stakeholders like students, guardians, teachers and employers , analyses and submit report to the Principal.

Convener: Dr. Sumita Das *SD 03/10/23*

Members:

Dr. Srikanta Malakar *SM*

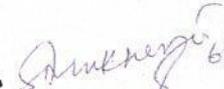
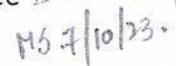
Prof. Sangita Dey Sarkar *SDS*

Prof. Brototi Mondal *BM*

Prof. Mousumi Das

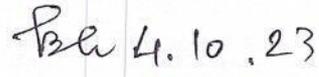
Pana
Principal
Sammilani Mahavidyalaya
E. M. Bypass, Baghajatin
Kolkata - 700 094

Debarshi Ray
Secretary
Teachers' Council
07.09.23

Dr. Maloy Roy 
Prof. Swastik Mukherjee 
Prof. Monolina Sarkar. 
NTS: 6/10/23.

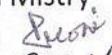
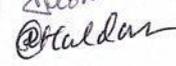
33. Drinking water, Utility and Sanitation Sub-Committee:

Functions & Responsibilities: It looks after requirement and supply of drinking water and maintenance of them or water purifiers, utility, amenity, plumbing and sanitation and can recommend for all related purchase and procurement.

Convener: Prof. Banani Gangopadhyay. 
Members:
Dr. Sharmila Chakraborty 
Prof. Uttam Kumar Ghosh. 
Prof. Swastic Mukherjee.
Sri Rajesh Das.

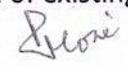
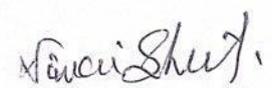
34. Furniture Sub-Committee:

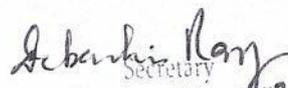
Functions & Responsibilities: It looks after purchase, procurement, stock-maintenance of furniture as well as their distribution at desired places. In addition, it recommends for all related purchase/procurement and supervises maintenance work.

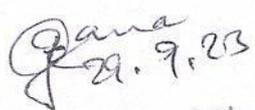
Convener: Dr. Ruma Chakraborty 
Members:
Prof. Kamonasish Mistry 
Prof. Pavel Mani. 
Dr. Raju Halder. 
Sri Rajesh Das.

35. Electrical Sub-Committee:

Functions & Responsibilities: It looks after proper electrification and installation of lights and fans in class-rooms and different offices and library. It also prepares list for purchase of electrical items, equipment and maintenance of generators, inverters, batteries and fittings related items for proper electric supply and recommend for their purchase or services. It do the needful for augmentation of existing solar panel and its maintenance.

Convener: Prof. Pavel Mani. 
Members:
Prof. Ujjal Soren. 
Dr. Sannyak Das
Sri Rajesh Das
Sri Nemai Sheet. 


Secretary
Teachers' Council
29.09.23


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

35. RUSA-PMU sub-Committee:

It has been formed as per the Guidelines of the HED for receiving grant under Component 9 of RUSA 2.0.

It manages the grant for construction, renovation and procurement as per DPR and submits UC to the appropriate authority as and when required.

Coordinator: Dr. Ananda Mukherjee

Members: Prof. Uttam Kumar Ghosh (Convener -Building Committee)

Dr. Srikanta Malakar, (Convener, Purchase Committee)

Prof. Sangita Dey Sarkar

Dr. Malay Roy

Prof. Debasish Roy

Dr. Bapan Maity

Amed Sardar

36 .IQAC

Chairperson: Dr. Chandan Kumar Jana (Principal)

Coordinator: Prof. Sangita Dey Sarkar (Associate Professor)

Teacher Members:

1. Dr. Paramita Dasgupta
2. Dr. Sumita Das
3. Dr. Ananda Mukherjee
4. Dr. Srikanta Malakar
5. Dr. Sharmila Chakrabarty
6. Prof. Kamonashish Mistry
7. Dr. Marisha Chakrabarty
8. Prof. Brototi Mondal

Member from Management: Prof. Kasturi Roy Chatterjee

Senior Administrative Officer: Dr. Bapan Kumar Maity (Librarian)

One nominee from local society: Dr. Subhankar Chakrabarty (Principal, Sundarban Mahavidyalaya)

One nominee from Student:

One nominee from Alumni: Nayan Roy

One nominee from Employer: Sri. Ahmed Sardar

One nominee from Industrialists: Sri Ramesh Kumar Vadlamani (General Manager – MDS, Head, CSR department, AmbujaNeotia.)

One nominee from Stakeholders: Guardian

ATTESTED

37. RTI (Right to information) Cell:

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

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

Secretary
Teachers' Council
29.09.23

37. RTI Cell

It provides information to the applicant(s) under the existing RTI Act as and when required.

Public Information Officer: Prof. Banani Gangopadhyay.

Assistant Public Information Officer: Dr. Mrinal Halder

Appellate officer: Dr. Ananda Mukherjee

Members:

Prof. Gouranga Debnath

Sri Paritosh Paik

Sri Maheshwar Dasadhikari. M. Dasadhikari

Recd 4.10.23

38. Campus Development & Beautification Sub-committee: (NAAC purpose)

Functions & Responsibilities: It looks after campus development and beautification of the college campus in consultation with the Development & Purchase Sub-committee.

Convener: Dr. Paramita Dasgupta.

Members:

Prof. Banani Gangopadhyay.

Prof. Sangita Dey Sarkar

Prof. Debasish Roy

Dr. Malay Roy

Convener of Environmental cell,

Convener of Building Committee,

Convener of Purchase Committee,

Prof. Madhubita Saha

Dr. Dipannita Parial

Sri Rajesh Das

Gobinda Roy.

Recd 4.10.23

39. Distance learning Advisory Committee:

It manages distance education centers at colleges; help them organizing events and programmes.

Convener: Prof. Debasish Roy

Members: Prof. Kamonashish Mistry

Dr. Malay Roy

Prof. Ranjit Shaw

Prof. Avedananda Bhattacharya

Prof. Suvankar Mandal.

Sri Tarun Singha

Sri Shankar Prasad Mondal.

Tarun Singha

Sankar Prasad Mondal

ATTESTED

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

Debasish Roy
(T.C.S.) 29.09.2023

Secretary
Teachers' Council

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

Sammilani Mahavidyalaya



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

ORGANOGRAM

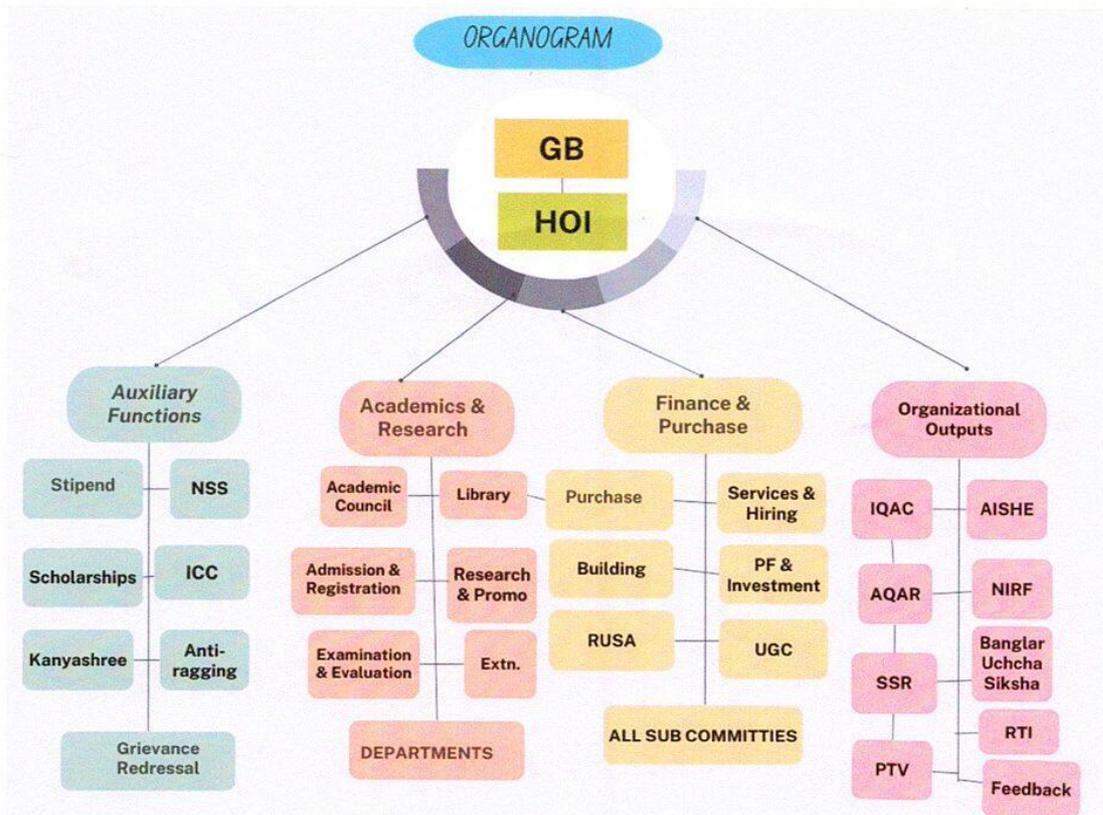


Sammilani Mahavidyalaya

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

Phone (033) 2462-6869
E-mail : principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website : https://www.sammilanimahavidyalaya.ac.in

ORGANOGRAM



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

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

Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

**THE WEST BENGAL UNIVERSITIES AND
COLLEGES
(ADMINISTRATION AND REGULATION),
ACT 2017**

The

6.1.1

Kolkata



Gazette

सत्यमेव जयते

Extraordinary
Published by Authority

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WEDNESDAY, MARCH 22, 2017

[SAKA 1939

PART III—Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL

LAW DEPARTMENT

Legislative

NOTIFICATION

No. 325-L.—22nd March, 2017.—The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information:—

West Bengal Act VII of 2017

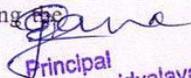
THE WEST BENGAL UNIVERSITIES AND COLLEGES
(ADMINISTRATION AND REGULATION) ACT, 2017.

[Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the *Kolkata Gazette, Extraordinary*, of the 22nd March, 2017.]

An Act to provide better administration and to improve the quality of education in the State-aided higher education institutions in West Bengal and for such other matters connected therewith and incidental thereto.

WHEREAS, it is considered necessary and expedient to improve the functioning of the State-aided Universities and Government-aided colleges of West Bengal, and to bring about a certain uniformity and standardisation in the rules, practices and procedures of these educational institutions, and to ensure efficient and optimum utilisation of the resources at their disposal, and to clearly define the rights and duties of the various stakeholders as well as address their service and welfare-related issues, and to bring in greater responsibility, transparency and accountability among the


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

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter I.—Preliminary.—Sections 1-3.)

managements and employees of the said Publicly-funded higher education institutions while respecting their need for institutional autonomy, and to effect a synergistic functioning among the State Government, the State-aided Universities and Government-aided colleges so as to achieve an efficient and vibrant higher education system, and for such other matters connected therewith and incidental thereto;

It is hereby enacted in the Sixty-eighth Year of the Republic of India, by the Legislature of West Bengal, as follows :—

CHAPTER I

Preliminary

Short title, extent
and
commencement.

1. (1) This Act may be called the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(2) It shall extend to the whole of West Bengal.

(3) It shall come into force on such date or dates as the State Government may, by notification in the *Official Gazette*, appoint.

Application of the
Act.

2. This Act shall apply;—

(i) to all Universities established by or under any Act of the State Legislature and are receiving financial assistance from the State Government in any form; and

(ii) to all colleges including Colleges run by minorities, subject to specific provisions and exceptions made under this Act, and the provisions of the Constitution of India and which are receiving financial assistance on a regular basis from the State Government through the Pay Packet Scheme.

Definitions.

3. In this Act, unless the context otherwise requires;—

(i) “academic year” comprises of a period throughout which academic instruction is being given to a student in a particular Calendar year;

(ii) “actual income” in relation to a college, means the income actually realized by a college by way of tuition fees, fines and other charges from the students, by whatever name called;

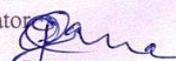
(iii) “affiliated” in relation to a college, means affiliated to a University;

(iv) “Administrator” means an administrator of a college appointed by the State Government or by the affiliating University;

(v) “appointing authority” shall, for the purpose of this Act mean, the authority empowered to make appointment of any person in any post in any college or in any University in a prescribed manner;

(vi) “college” means a Government-aided college but shall not include a private or self-financing college;

(vii) “college authority” means the Governing Body or the Managing Committee or any other body, by whatever name called, charged with the management of the affairs of the college and shall include an Administrator for the purpose of this Act;


Principal
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E.M.Bypass, Baghajatin
Kolkata

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter I.—Preliminary.—Section 3.)

- (viii) “Service Commission” means the West Bengal College Service Commission constituted under the West Bengal College Service Commission Act, 2012 and such other Service Commission as may be constituted by the State Government;
- (ix) “Director of Public Instruction” means the Director of Public Instruction, West Bengal, as appointed by the State Government, by order;
- (x) “employee” means the employee of a college or a University including teachers, librarians, officers and non-teaching staffs;
- (xi) “fee” means all fees including tuition fee and other charges, by whatever description called;
- (xii) “Governing Body” means the Governing Body of a college duly constituted as *per* the prescribed procedure, and includes any managing committee or any other body for that purpose;
- (xiii) “Government-aided college” means a college receiving grants from the State Government under the Pay Packet Scheme irrespective of the fact that the administration of such a college is run by a minority, but does not include a Government College;
- (xiv) “Minority college” means a college which is run and administered by a minority, whether based on religion or language, declared and approved as such by the State Government or any other appropriate authority, as the case may be;
- (xv) “Non-teaching employee” means an employee appointed in a sanctioned post of a college or of a University not holding any teaching post or officer’s post;
- (xvi) “prescribed” means prescribed by rules, orders, notifications made by the State Government under this Act;
- (xvii) “Principal” means the Principal of a college and includes a Vice-Principal or a Teacher-in-Charge for the purposes of this Act;
- (xviii) “Pay Packet Scheme” means the scheme of the State Government for the purpose of releasing periodical salaries and allowances to the teachers and other employees of a college in such manner as may be prescribed;
- (xix) “State Government” means the Government of West Bengal in the Higher Education, Science and Technology and Biotechnology Department;
- (xx) “Students’ Body or Union” means duly-constituted students’ body or union, as the case may be, of a college or of a University;
- (xxi) “Teacher of a college” means a Principal, an Assistant Professor, Associate Professor or Professor holding a sanctioned teaching post in a college and includes Librarian and Graduate Laboratory Instructor and such other posts as may be determined by the State Government from time to time;
- (xxii) “Teacher of a University” means an Assistant Professor, Associate Professor, Professor holding a sanctioned teaching post including Librarians in a University and such other posts as may be determined by the State Government from time to time;
- (xxiii) “University” means a University constituted by an Act of State Legislature and receiving regular financial assistance from the State Government;
- (xxiv) “Vice-Principal” means a person, who shall discharge the functions of the Principal in his absence, and to be appointed as such by the State Government from amongst the teachers of the college in such manner and on such terms and conditions, as may be prescribed.

West Ben. Act
XXIX 2012.

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

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter II.—Administration of Colleges.—Sections 4, 5.)

CHAPTER II

Administration of Colleges

Governing Body
of Colleges.

4. (1) There shall be a Governing Body in every college to be constituted in the manner and procedure provided under the provisions of this Act.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the constitution, powers and functions of the Governing Bodies for all colleges shall be uniform irrespective of the nature of their promoting or sponsoring bodies:

Provided that the Government-aided colleges run by minorities may adopt their own rules regarding constitution, powers and functions of their Governing Bodies with the approval of the State Government.

(3) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, the State Government shall have power to dissolve the Governing Body of a college, other than the college run by minorities, if, in the opinion of the State Government that the Governing Body of such college is unable to perform its functions as per provisions of this Act or the statutes of the affiliating University, or the continuance of the Governing Body or any of its members in such Governing Body is detrimental to the interest of the college, and in every such case, the State Government may appoint an Administrator in place of the Governing Body who shall discharge all functions for such period as may be determined by the State Government or until constitution of a new Governing Body, whichever is earlier.

(4) The affiliating University shall, in every such case, take steps to constitute the new Governing Body of such college referred to in sub-section (3) within such time as may be prescribed.

Constitution of
the Governing
Body.

5. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the Governing Body of every Government-aided College shall consist of the following members, namely:—

(i) the President shall be a person interested in education, and shall be nominated by the State Government from amongst the members of the Governing Body or from outside:

Provided that the employees or the students of the concerned college shall not be eligible for nomination as President;

(ii) the Principal or the Vice-Principal or the Teacher-in-Charge, as the case may be, of the concerned college, who shall act as the *ex officio* Secretary to the Governing Body;

(iii) three whole time regular teachers including librarians and Graduate Laboratory Instructors, to be elected from amongst them;

(iv) one non-teaching employee to be elected from amongst them;

(v) two persons to be nominated by the State Government and one person to be nominated by the West Bengal State Council of Higher Education constituted under the West Bengal State Council of Higher Education Act, 2015 respectively;

(vi) one representative from amongst the donor of the college or from the sponsoring body promoting the establishment of the concerned college;

(vii) two persons to be nominated by the affiliating University from amongst eminent educationists, of whom at least one shall be a woman;

West Ben. Act
X of 2015.

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

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter II.—Administration of Colleges.—Sections 6, 7.)

(viii) one student representative, who shall be the General Secretary of the duly-constituted Students' Body or Union, as the case may be, of the college.

(2) All existing members of the Governing Bodies which were constituted immediately preceding the date of coming into effect of this Act shall continue to be the member of such Governing Body until the normal tenure of the Governing Body expires by efflux of time or unless it is dissolved by the State Government, whichever is earlier.

(3) The tenure of the Governing Body shall be such as may be determined by the State Government from time to time.

(4) Every meeting of the Governing Body shall be convened in the name of the President:

Provided that the President's absence in any meeting of the Governing Body shall not invalidate the proceedings of the Governing Body if any one of the nominees of the State Government is present in such meeting and the quorum has been duly formed:

Provided further that one third of the members shall form a quorum in every meeting of the Governing Body.

(5) Powers and functions of the Governing Body shall be such as may be provided in the statutes of the affiliating University.

Duties of the
Principal.

6. (1) To improve the functioning of the colleges, the college management shall introduce different measures for ensuring attendance, punctuality and work output, as may be prescribed by the State Government from time to time.

(2) For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(3) Every employee of the college, including the Principal, shall submit in a sealed envelope before the Governing Body, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf.

Funds and
accounts of
college.

7. (1) There shall be a fund in every college which shall be credited with all money received from tuition fees and other fees and charges as may be determined by the State Government from time to time.

(2) Every college shall maintain proper records of accounts which shall be duly audited internally by a qualified State Government-empanelled Chartered Accountant as defined under section 2 (b) of the Chartered Accountants Act, 1949, in the manner as may be prescribed and shall submit such accounts before the State Government annually within six months of the following Financial Year.

(3) Subject to the provisions of sub-section (2), the State Government shall cause periodic audit of the fund and accounts of every college in such manner as may be prescribed.

(4) If any college fails to comply with any of the provisions of this Act, the State Government may take such action as it may deem necessary and lawful.

(5) If any college, other than the college run by minorities, fails to comply any of the provisions of this Act, the State Government may, by order, supersede the college authority for a certain period and appoint an Administrator to discharge the functions of the college for such time as may be determined by the State Government.

38 of 1949.

[Signature]
Principal
Sammitani Mahavidyalaya
E.M. B. ...
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*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

*(Chapter II.—Administration of Colleges.—Sections 8, 9.—Chapter III.—
Employees of Colleges—Sections 10, 11.)*

Inspection.

8. (1) The State Government may, from time to time, cause inspection of the affairs of the college, other than the college run by minorities, including its administrative and financial activities as and when the State Government considers it necessary.

(2) Such inspection shall ordinarily be made upon prior notice to the college authority.

Students' Body or
Union of Colleges.

9. (1) There shall be a Students' Body or Union, as the case may be, in every college and the General Secretary of such body or union shall be a member of the Governing Body, for a period of one year from the date of his election.

(2) The composition, functions, duties and responsibilities of the Students' Body or the Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER III

Employees of Colleges

Appointment of
teachers, librarians
and non-teaching
employees.

10. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, appointment of all teachers, librarians and other employees of every college, except the colleges run by minorities, shall be made by the Governing Body, on the recommendation of the Service Commission.

(2) A recommendation of the Service Commission shall not automatically confer any right upon the candidates for appointment and shall be subject to satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

(3) If any discrepancy is found during verification of a candidate as stated under sub-section (2), his candidature shall be liable to be cancelled.

(4) The terms and conditions of service including the manner and procedure of holding disciplinary proceedings and punishment thereof, of all the employees of the colleges shall be such as may be prescribed.

Transfer of
employees of the
college.

11. (1) Every teacher, librarian and non-teaching employee of a college, other than colleges run by minorities, may, once in a life time of his service apply for mutual transfer or transfer of his own seeking in any other college within the State in such manner as may be prescribed.

(2) The State Government may, in the interest of public service, place the service of any teacher, librarian or non-teaching employees to another college on transfer.

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

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

*(Chapter IV.—Provident Fund.—Section 12.—Chapter V.—
Administration of Universities.—Sections 13, 14.)*

CHAPTER IV

Provident Fund

Provident Fund.

12. (1) The Provident Fund of all regular employees of a college or University shall be maintained in the State Government Treasury.
- (2) Every employee of a college or University shall be provided with a Provident Fund account.
- (3) All balances in the Provident Fund held by the college or by the University in any form shall be transferred to the State Government treasury within such time as may be directed by the State Government.
- (4) Other rules regulating the financial business of the college or the University shall be such as may be prescribed.

CHAPTER V

Administration of Universities

Administration of Universities.

13. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, wherever it is proposed to nominate a person by the Chancellor in any body or authority of any University or other body corporate, such person shall henceforth be nominated by the Chancellor in consultation with the State Government.
- (2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, no University, without the prior approval of the State Government, shall, after the commencement of this Act,—
- permit any person to work under the University beyond the prescribed age of superannuation except in the manner notified by the State Government;
 - dispose of or sell any immovable property of the University;
 - declare setting up or conversion of any post of Officer or teacher of the University;
 - such other act or acts as may be prescribed by the State Government.
- (3) The State Government may, subject to availability of fund, allow the application for creation of teaching, non-teaching and officers' posts in such University on its discretion, after considering the need for staff in the University.
- (4) The State Government may, by order, from time to time, revise the scale of pay attached to the post of teachers, officers or non-teaching employees or sanction any new allowance thereof.
- (5) The State Government may, by order, regulate the expenditure of a University and may revise such rules from time to time.

Employees of the University.

14. (1) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, no person can be appointed in any post in the University without satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

- (2) If any discrepancy is found during verification of a candidate as stated under sub-section (1), his candidature shall be liable to be cancelled.

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

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

*(Chapter V.—Administration of Universities.—Sections 15, 16.—
Chapter VI.—Miscellaneous.—Section 17.)*

(3) To improve the functioning of the Universities, the University Authorities shall introduce different work efficiency measures for ensuring attendance, punctuality and work output as may be prescribed by the State Government, from time to time, and a report shall be placed before the appropriate decision-making bodies of the Universities on a regular basis.

(4) For all employees of the University there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(5) Every employee of the University, including the Vice-Chancellor, or the Pro-Vice-Chancellor, shall submit in a sealed envelope before the Senate or the Court, as the case may be, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf.

Inquiry into the
affairs of the
University.

15. (1) The State Government shall have the power to enquire into the affairs of the University, as and when it considers necessary.

(2) Every such inspection shall ordinarily be made with prior notice to the University.

(3) Notwithstanding anything contained in any other law for the time being in force, the Statutes of all State-aided Universities shall be uniform in respect of the powers and functions of the various officers and authorities of the University, the procedure for holding election to various authorities of the University, the procedure for holding meetings of the various bodies and authorities of the University, the procedures and terms and conditions for affiliation of colleges, the rights and duties of employees of the affiliated colleges, the provisions regarding holding of convocation and conferment of Degrees, Diplomas and titles, and such other subjects as may be prescribed from time to time.

Students' Body or
Union of the
University.

16. (1) There shall be a Students' Body or Union, as the case may be, in every University.

(2) The composition, functions, duties and responsibilities of the Students' Body or Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER VI

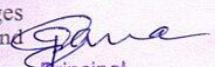
Miscellaneous

Power to make
rules.

17. (1) The State Government shall have power to make rules for the purpose of carrying out the provisions of this Act.

(2) Without prejudice to the generality of the foregoing provisions of this Act, the State Government shall have power to make rules in relation to:—

- (i) the terms and conditions of service of all employees of colleges and Universities;
- (ii) code of conduct and discipline for all the employees of the colleges and Universities;
- (iii) manner and procedure for holding disciplinary proceedings against employees of the colleges and Universities;
- (iv) manner and procedure of transfer, including mutual transfer and transfer of his own seeking in respect of all the employees of the colleges, other than the colleges run by minorities;
- (v) manner and procedure for maintaining funds and accounts of the colleges and Universities including the procedure for maintaining Provident Fund of the employees of the colleges and Universities;
- (vi) such other subject as the State Government considers necessary for the purposes of this Act.


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

*The West Bengal Universities and Colleges
(Administration and Regulation) Act, 2017.*

(Chapter VI.—Miscellaneous.—Sections 18-22.)

(3) Every rule made under this Act shall, as soon they are made, be laid in the Legislative Assembly while it is in session.

Powers to give directions.

18. The State Government shall have the power to give directions to any college or in any University in any matter not inconsistent with the provisions of this Act and the college or the University shall be duty bound to comply.

Power to remove difficulties.

19. (1) The State Government shall have the power to remove any difficulty as may arise in applying the provisions of this Act to any college or University covered under this Act.

(2) The decision of the State Government shall, in every case, be final in regard to any dispute in between the State Government and the College or the University in effecting the provisions of this Act.

Power to relax.

20. The State Government shall have the power to relax any of the provisions of this Act or any rule, notification, order, schemes or by-laws made under this Act in relation to any college or any University in the interest of public service.

Overriding effect.

21. Notwithstanding anything contained in any other law or in any custom or usage for the time being in force, or in any Statutes, Ordinances, Rules and Regulations made by any authority under any law for the time being in force that is repugnant to the provisions of this Act, the provisions of this Act, to the extent of such repugnancy, shall have overriding effect against any such law, custom, usage, Statutes, Ordinances, Rules and Regulations.

Savings.

22. Anything done or purported to have been done in pursuance of any law for the time being in force by the State Government immediately preceding the date of coming into effect of this Act, shall have effect to the extent it is not inconsistent with the provisions of this Act, as if this Act had not yet come into effect.

By order of the Governor,

MADHUMATI MITRA,
Secy. to the Govt. of West Bengal,
Law Department.

Sammilani Mahavidyalaya



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

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CHAPTER VIII

Appointment of teachers and Principals of a affiliated colleges, their hours of work, minimum emoluments, outside activities and 'supplementary employment, etc.

PART - I

GENERAL

Appointment of Teachers of Colleges.

101A. Appiintrment of teachers, whole-time or part-time, including Principals, of affiliated colleges other than Government Colleges shall be made in accordance with the provisions of the West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978) and the rules made thereunder.

101B. In the event, the Principal of a college retires or is on leave for a long period, the Governing Body of the college shall appoint a teacher-in-charge from among the whole time teachers of the college. The senior- most teacher of the college shall be so appointed provided there is no serious charge against him/her and he/she is not mentally or physically unfit. If the seniormost teacher refuses on any ground considered to be reasonable by the Governing Body to take up the responsibility, the teacher next in the seniority list shall be appointed and so on. The term of appointment of the teacher-in-charge shall not ordinarily be more than six months at a stretch during which the Governing Body shall make all effort to have a person recommended by the West Bengal College Service Commission to be appointed as Principal of the College. If no name of a Principal is received within this time, the tenure of the service of the teacher-in-charge may be extended for a further period. To avoid difficulty in this regard, requisition to the Service Commission must be sent well in advance before the date of retirement of the Principal.

102. Omitted.

Commencement of Period of Service.

102A. In calculating the period of service a teacher of a college in any post for any purpose including the operation for a time scale of pay, service shall be counted from the date of ' his joining the post on his first appointment as a probationer ; provided that if the teacher began his service as a temporary appointee who was afterwards appointed for the same or any other post, service shall be counted from the date of his joining the appointment as a temporary appointee, if there is no break in service during the period preceding his permanent appointment.

Explanation :— The following shall be treated as 'break' in service :—

- (a) unauthorised leave of absence ;
- (b) unauthorised absence in continuation of authorise leave of absence.

Hours of Work.

103. (1) There will be 36 weeks of direct teaching for a college which has to maintain a 6-day week so that there are at least 180 days of direct teaching for each teacher in each academic year.

However, a college remaining open for all the 6 days in a week, an individual teacher can stay away from the college for one day for doing academic work like preparing lessons, doing library work or research work or evaluating answer scripts. But every teacher shall ensure that he has at least 180 days of direct teaching per academic year.

Direct teaching hours shall be for a minimum of 16 hours per week for all teachers. Two hours of relaxation can be given for those who are actively engaged in research and/or administrative work.

'Direct teaching' means (a) delivering lectures and holding tutorial classes for effective teaching; (b) conducting practical classes and field work as required for the coverage of the syllabus; (c) holding of class tests; (d) any other activity within the class-room directly related with academic uplift of the students.

Explanation :— (a) For the purpose of this Statute one period of Honours theoretical work shall be considered equivalent to 1.5 period of pass theoretical class and (b) two periods of practical/tutorials/seminars, whether Honours or Pass shall be treated as equivalent to 1.5 periods of Pass theoretical class, if one teacher takes the class, but if such practicals /tutorials/seminars are taken by two teachers jointly, two periods of such practical/tutorial/seminar classes shall be considered to be equivalent to one period of Pass theoretical class for each teacher.

(2). A teacher must be available in the college for at least 5 hours on each working day. The administration will make an effective programming of the time of a teacher by taking among others, steps like increasing the number of teaching hours, introducing tutorials, arranging counselling programmes and group discussion with students, holding Departmental meetings etc. Such programming will be essential particularly during the slack session of the college.

It will be obligatory for a teacher to co-operate and assist in carrying out functions relating to educational responsibilities of the college, such as, assisting the Principal in processing the applications for admission, advising or counselling the students and assisting in University and college examinations including invigilation and supervision thereof as and when required by the Principal.

The stipulations regarding the number of working hours will not be applicable when a teacher is engaged in conducting field work, excursions and supervisions of practice teaching approved by the college authority. For Morning Colleges as well as for Evening Colleges housed in the same building it may be difficult to ensure minimum attendance of 5 hours for each teacher. These colleges shall enhance the number of working hours as far as possible by adjustment with the day-time colleges.

Explanation :- The expression “to co-operate and assist”, in relation to University examinations, shall, for the purposes of this Statute, mean to include compulsory and effective participation of teachers, including Principals, of affiliated colleges in all matters relating to such examinations if and when the services of such teachers, including Principals, are requisitioned by the University for any purpose relating to such examinations.

(3) “(a) Every teacher, including the Principal of a college, shall daily sign an attendance register maintained for the purpose, recording the time of arrival and departure, the number of classes allotted and the number of classes taken as well as other duties performed. The Principal may authorise the senior most teacher to check and countersign the register daily, however, he will personally check the register at least once a week.

(b) Every teacher has to fill up an annual self-appraisal report mentioning the number of classes allotted and classes taken throughout the year and other details as prescribed in the approved proforma of such report. These reports shall be part of the Service Book of the teacher. The self-appraisal report and the Service Book shall be kept in the custody of the Principal of the College.

(4). In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties :-

(a) to perform invigilation work in any examination for any course of study taught in the college ;

(b) to draw routines ;

(c) to carry out assignment for such field work as may be necessary for the courses taught in the college ;

(d) to assist the Principal with regard to admission or students ;

(e) to participate in N.C.C., N.S.S. and Sports and Games for the well-being of the students ;

(f) to assist the Principal in the management of hostels and messes attached to the college or administered by the college ;

(g) to make the internal assessment of students ; and

(h) to evaluate answer scripts of students and undertake any other duty, related to any examination conducted by the college and the university, on being directed and appointed to do so.

(5). *Duties of a Principal* : (a) The Principal of a College shall be in overall charge of the administration of a college. Policy matters are to be decided upon by the Governing Body. But details of implementation and day to day administration are to be done by the Principal. The Principal shall be accountable to the Governing Body for his/her performance.

(b) The Principal, as the Secretary of the Governing Body, will call meetings of the Governing Body and place before the Governing Body all the facts and information for taking an appropriate decision.

(c) the principal shall be regular in his/her attendance in the college and shall be present as far as possible, in the college during working hours. He/she will sign the attendance register to record the time of arrival and departure.

(d) It is the duty of the Principal to be in overall charge of University examinations and admissions held in the college. The members of the Examination/Admission Committee will help the Principal in such matters. Under unavoidable circumstances, the Principal may depute a teacher in his/her place to carry on such duties.

(e) The Principal shall check or cause to be checked the attendance of the teaching as well as non-teaching staff of the college. He must also ensure that the attendance registers of the students are properly maintained. A student who does not meet the percentage requirement for being treated as a regular student cannot be allowed to sit for the university examination.

(f) Departmental meeting shall be regularly arranged by the Principal to review the progress of course coverage by the teachers concerned.

(g) The Principal shall ensure that at least six meetings of the Teachers' Council are held in an academic year.

(h) The Principal, with the help of the bursar, must see that accounts of the college are regularly maintained and audited. Financial irregularities, if any, must be brought to the notice of the Finance Committee for taking proper action. At least four meetings of the Finance Committee shall be held during a year.

(i) The Principal must submit each year the list of the teachers in the college (subject-wise) along with their residential addresses to the Controller of Examinations for appointment of examiners in order to facilitate the publication of results of university examinations.

(j) The Principal shall see that the vacant posts are filled up without delay and due financial assistance is obtained and utilised. Papers related to promotion, fixation to pay, claim for retirement benefits, etc. of the members of the staff are to be sent by the Principal to the appropriate authorities in time.

(k) The Principal shall ordinarily take not less than four periods of class work in a week in his subject.

(l) Any other duty which may be assigned to the Principal by the Governing Body.

104. (1) A whole time teacher of a college enjoying University Grants Commission scale of pay, shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of Superannuation, that is, 60 years.

(2) Omitted

(3) Omitted

Minimum Emoluments.

105. (1) Omitted

(2) Omitted

Fixation of Initial Salary in Certain Cases.

106. Omitted

107. Omitted

Temporary Teachers not to be deprived of Vacation Salary in Certain Cases.

108. Omitted

Service Book

109. Omitted

Other Employment.

110. No teacher (including the Principal and the Vice-Principal) of a colleges shall be permitted to engage himself either in private tuition or in any other remunerative assignment not authorised by the University :

Provided that—

(a) no whole-time teacher (including the Principal and the Vice-Principal) of an affiliated college shall be permitted to do part-time teaching work without the approval of the University ; but this provision shall not apply in the case of whole-time teachers of affiliated colleges who are part-time teachers of the University

(b) the whole-time teachers of affiliated colleges who are offered part-time lectureship in any other University shall have to obtain prior permission from the Vice-Chancellor before accepting such offer;

(c) any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as the University may deem fit.

111. Omitted.

Resignation.

112. (1) Subject to the terms and conditions of any existing contract, no permanent teacher of a college shall be entitled to terminate his service by voluntary resignation without filing in writing with the Principal notice of his intention to resign and such notice shall be so filed —

(a) in the case of a resignation at the end of an academic year, at least one month in advance, or

(b) in the case of a resignation at any other time at least two months in advance :

Temporary or probationary teachers may terminate their service by voluntary resignation by filing with the Principal similar notice in writing at least one month in advance

Provided that in special circumstances the Governing Body on the recommendation of the Principal, may accept a notice of intention to resign for a shorter period.

(2) Any contravention of the provisions of Paragraph (1) shall, at the discretion of the Governing Body, entail forfeiture of salary for the period by which the notice falls short of the requirement of Clause (a) or Clause (b) of Paragraph (1) in addition to such disciplinary action as may be taken for such contravention.

Disciplinary Action

113. The teachers of a college including the Principal, for reasons stated below and in the manner prescribed, shall be subject to the following disciplinary actions and measures to be imposed by the Governing Body of the College.

Reasons for disciplinary measures :-

- (a) Neglect of duty ;
- (b) Want of due diligence in the performance of duties ;
- (c) Engaging in any unauthorised work, gainful or otherwise;
- (d) Violation of orders regarding attendance and discipline ;
- (e) Misappropriation and defalcation or college fund ;
- (f) Insubordination or disregard of violation of the orders of the superior authority ;
- (g) Commission of any offence involving moral turpitude ;
- (h) Conviction by a Criminal Court ;
- (i) Taking of illegal gratification ;
- (j) Tampering with official records ;
- (k) Unauthorised absence.

Apart from the above reasons, the university may direct the Governing Body to initiate disciplinary proceedings against a teacher or Principal if the University decides that the concerned person is guilty of dereliction of duty connected with any work related to University Examination or other matters.

Disciplinary Measures :

- (i) Censure ;
- (ii) Recovery of pay, of the whole or part of any pensionary loss caused to the college by negligence or breach of any lawful order of the Governing Body or otherwise ;
- (iii) Withholding of increments or withholding of career advancement or both ;
- (iv) Suspension ;
- (v) Compulsory retirement ;

(vi) Removal from service which shall not be disqualification for future employment ;

(vii) Dismissal from service which shall ordinarily be a disqualification for future employment as a teacher ;

No order imposing any of the aforesaid measures shall be issued without informing the teacher concerned of the charges against him and giving him an opportunity of being heard and except after an enquiry held as per the principles of natural justice and in a manner prescribed by the Governing Body of the College.

An order of the Governing Body of the college imposing any of the penalties mentioned above shall be communicated to the teacher concerned and shall be reported to the concerned university.

A teacher, against whom an order imposing any of the penalties mentioned above has been passed, may prefer an appeal within thirty days from the date of receipt of such order to the Governing Body for penalties at (i), (ii) and (iii) above and to the concerned affiliating university in respect of (v), (vi) and (vii). In the latter case, the university shall, after giving the teacher and the Governing Body of the college an opportunity of being heard, pass such order as it thinks fit. The university may, by order of the Vice-Chancellor, delegate the power to some officer not below the rank of a Deputy Inspector of College.

However, before initiating such disciplinary measures against an erring teacher or Principal, the Governing Body shall try to initiate corrective measures. If the injury caused by the offending act is minor, then the offender may be let off with a written caution. The particulars of the offending act, however, shall be recorded in his/her Service Book for future reference.

Along with disciplinary measures, the Governing Body may also record its appreciation for teachers and Principals for outstanding performance.

PART - II

LEAVE

Leave not to be Claimed as of Right.

114. (1) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof.

(2) No teacher who is under suspension shall be granted any leave.

(3) Absence without leave shall render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes.

Application for Leave.

115. All applications for leave or for extension of leave shall be made in writing and addressed to the Principal and sanction for the leave or extension of leave, as the case may be, applied for shall be obtained before it is availed of :

Provided that if the authority, competent to grant the leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand, leave may be granted with retrospective effect; but all applications for leave with retrospective effect shall be filed at the earliest possible opportunity.

Duration of Leave.

116. (1) Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the day preceding the date of resumption of duty :

Provided that Sundays or holidays may be prefixed or suffixed to leave, so, however, that for the purpose of prefixing or suffixing to leave holidays exceeding three days or a college vacation, previous sanction of the authority competent to grant the leave shall be obtained.

(2) Except with the previous permission of the authority granting the leave no teacher on leave may return to duty before the expiry of the period of leave granted to him.

Computation of Absence in Certain Cases.

117. If a teacher of a college is absent from duty on all the days of a week on which he has been assigned duties, whether such days are consecutive or not, he shall be deemed to be absent from duty for the whole of the week.

Leave not to Extend Beyond the date of Retirement.

118. No teacher of a college shall be granted leave beyond the date on which his service terminates by retirement

Provided that where for exigencies of service a teacher has been denied any leave, wholly or in part, leave so denied, may be granted to him although it may extend beyond the date of such termination of his service subject to the condition that no leave so granted shall extend beyond three months after such termination of his service.

Explanation : For the purpose of this Statute, a teacher shall be deemed to have been denied leave only if sufficiently in advance of the date of termination of his service he has either formally applied for leave extending up to the date of such termination of his service and the same has been refused to him on the ground of emergencies of service, or ascertained in writing from the authority competent to grant the leave that such leave, if applied for, would have been refused on the aforesaid ground.

Recalling from Leave.

119. The Principal of a college may, in his discretion, recall to duty, at any time, any teacher of the college who may be on leave, except on medical grounds, or on vacation, and when a teacher is so recalled to duty he shall be granted such travelling allowances as the Principal may consider reasonable.

Overstay.

120. If a teacher of a college has been granted leave to which holidays or a vacation has been suffixed and such teacher absents himself from duty beyond the expiration of such holidays or vacation, the whole period of his absence from duty after the expiration of such holidays or vacation shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless and until the Governing Body otherwise directs.

Casual Leave.

121. (1) Casual leave on full pay may be allowed to a teacher of a college up to a maximum of fifteen days in any one academic year but not more than five days at a time.

(2) Casual leave may be prefixed or suffixed to Sundays but not to any other holidays or to vacations or to any other kind of leave.

(3) All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and can not be accumulated or taken over or brought forward to any other academic year.

Explanation : For the purpose of this Statute "Casual Leave" means leave to which a teacher may be entitled in any academic year by virtue of his being a teacher and may be availed of by him for short period on account of illness or urgent private affairs.

Earned Leave.

122. (1) Every teacher of a college shall be entitled to leave on full pay, hereinafter referred to as earned leave, —

- (a) during the first seven academic years of service, to the extent of 15 days for every twelve months of active service, and
- (b) from the eighth Year of service onwards to the extent of thirty days for every additional twelve months of active service :
provided that when the earned leave accumulates to two hundred and forty days, the teacher shall cease to earn such leave.

(1A) Encashment of earned leave for a maximum of two hundred and forty days in respect of teachers of affiliated colleges, other than Government Colleges, at the time of their retirement on superannuation shall be allowed.

(2) Earned leave may be granted for such reasons as may be considered by the authority competent. to grant such leave which may include :-

- (a) illness of the teacher concerned,
- (b) illness of a member of the family of such teacher,
- (c) urgent private affairs, and
- (d) rest preparatory to retirement :

Provided that—

- (i) when earned leave is applied for on any of the grounds referred to in Clause (a) or Clause (b) the application shall be accompanied by a medical certificate signed by a registered medical practitioner;
- (ii) no teacher who has been granted earned leave under Clause (a) on a medical certificate may return to duty without producing a medical certificate of fitness signed by a registered medical practitioner.

Authority for Granting Leave.

123. Earned leave for any period not exceeding fifteen days at a time and casual leave may be granted to teachers of a college by the Principal

of the college. Earned leave for any longer period or any other kind of leave for any period may be granted by the Governing Body of the college.

Absence on Duty not to be counted as Casual Leave or Earned Leave.

✓ 124. Absence from duty of a teacher of a college on account of academic work elsewhere approved by the Governing Body of the college or on account of obligations in regard to the National Cadet Corps or the Social Service Camp or similar other obligations shall be deemed to be absence on duty and shall not be counted towards casual or earned leave.

Study Leave.

125. Leave of absence from duty with full pay for a period not exceeding eight weeks may be granted to a teacher of a college by the Governing Body of the college for the purpose of enabling the teacher to acquire any qualification which, in the opinion of the Governing Body, will enhance his efficiency as a teacher in the college and such leave shall be called Study Leave.

Special Study Leave.

126. A whole-time teacher of a college may be granted leave for pursuing studies in an institution considered by the Governing Body of the college as suitable for the purpose, for such period ordinarily not exceeding two years during the whole period of his service and on such terms and conditions, including conditions requiring the teacher to return to the college for a specified period of further service therein after the expiry of the leave as the Governing Body may deem fit. Such leave shall be called Special Study Leave.

Maternity Leave.

127. (1) Maternity leave may be granted to a female whole time teacher for a period not exceeding one hundred and thirty five days and the application shall be supported by a certificate from a Registered Medical Practitioner.

(2) Maternity leave, combined with any other kind of leave, may be granted only if the application is supported by a medical certificate signed by a registered medical practitioner.

(3) Maternity leave may be granted to a teacher of a college on full pay in cases of miscarriage, including abortion, subject to the condition that such leave shall not exceed six weeks and that the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

Quarantine Leave.

128. Leave of absence from duty may be granted to a teacher of a college on full pay when he is ordered by the Principal of the college not to attend his duties on account of the presence of any infectious disease in his family or household. Such leave may be granted, on a certificate signed by a registered medical practitioner, for a period not exceeding twenty-one days, or in exceptional circumstances, thirty days. Such leave shall be called Quarantine Leave and may be combined with any other kind of leave.

Medical Leave.

129. In case of illness, a teacher of a college may be granted leave on half pay for such period, not exceeding twenty days for each completed year of service as may be certified to be necessary by a registered medical practitioner, in addition to the earned leave to which he may be entitled.

Extra-ordinary Leave.

130. Extra-ordinary leave without pay may be granted to a teacher of a college in circumstances involving hardship for such period and on such terms and conditions as the Governing Body of the college may think fit and proper.

Compensatory Leave.

131. (1) Any teacher of a college who may be required, in the interests of the college, to work during a vacation shall be entitled to leave of absence from duty for an equal number of days for which he is so required to work during a vacation.

(2) Any leave granted under Paragraph (1) shall be on full pay and shall be called Compensatory Leave.

Conversion of Leave.

132. (1) At the request of a teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order; but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

(2) If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be, amounts overdrawn shall be recovered from, the teacher concerned.

Combination of Different Kinds of Leave.

133. Except as otherwise specifically provided in these Statutes, any kind of leave may be granted in combination with or in continuation of any other kind of leave.

Application and Savings.

134. (1) Save as hereinafter provided, the provisions of these Statutes relating to leave shall apply to all whole-time teachers of colleges whether appointed before or after the commencement of these Statutes.

(2) If any such teacher of a college is, on the date of the commencement of these Statutes, in actual enjoyment of more liberal terms regarding leave, such a teacher shall not be deprived of such benefits but shall continue to enjoy the same.

Provided that, in such a case the teacher shall exercise, within a period of three months from the date of commencement of these Statutes, an option either to elect to come under these statutes or to remain under the old rules. The option so exercised shall be final and shall not be changed thereafter.

(3) Leave rules for part-time teachers of a college shall be framed by the Governing Body of the college with the approval of the Syndicate but no rules to be so framed shall contain more liberal provisions than those contained in these Statutes.

Leave Salary.

135. Leave salary shall be calculated on the basis of the rate of pay drawn by a teacher of a college on the day preceeding that on which the leave commences unless otherwise determined by the Governing Body of the college.

Leave Account.

136. A leave account shall be maintained by the Principal of the college for every teacher thereof but any leave granted under Statutes 125 to 128 shall not be debited to such account.

Working Days and Holidays.

136A. Every college shall abide by the pattern of holidays and recess as may be determined by the University from time to time. During the period of recess, only classes shall remain suspended. The number of working days in a college shall be at least 200 in an academic year. Academic Session of a college shall commence from the 1st day of July of every year and end on the 30th June of the following year. An academic session shall be divided into three different terms as follows :-

(1) FIRST TERM

The first term of a college shall commence from the first day of July of every year and shall close on the day from which the Puja holidays commence. Puja holidays shall be for 24 days commencing from Durga Sasthi and ending on the dew of Kali Puja.

(2) SECOND TERM

The second term shall commence from the date of re-opening of the college after the Puja vacation and shall continue till the 24th day of December of each year. Winter Recess shall be for a period of 8 days commencing on the 25th day of December of every year and ending on the first day of January of the year following.

(3) THIRD TERM

The third term shall commence from January 2 and shall continue till May 15 of every year. The Summer Recess shall commence on May 16 and shall end on the 30th day of June.

Festival Holidays

136 B. Every affiliated college shall enjoy the total number of Festival holidays as mentioned below

FESTIVAL HOLIDAYS FOR AFFILIATED COLLEGES

Sl. No	Occasion	No. of Days
(1)	New Year's Day (English)	1
(2)	Fateh Daud Doham	1
(3)	Birthday of Netaji	1
(4)	University Foundation Day	1
(5)	Republic Day	1
(6)	Saraswati Puja	2
(7)	Doijatra	1
(8)	Good Friday	1
(9)	Easter Saturday	1
(10)	Chaitra Sankranti	1
(11)	New Year's Day (Bengali)	1
(12)	May Day	1
(13)	Birthday of Rabiudranath	1
(14)	Buddha Purnima	1
(15)	Id-ul-Fitr	1
(16)	College Foundation Day	1
(17)	Janmastami	1