

Sammilani Mahavidyalaya



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Email ID: principal.sammilani@gmail.com

CRITERION - VI

Governance, Leadership and Management

QIM: 6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalization the quality assurance strategies and processes. It reviews teaching learning outcomes at periodic intervals and records the incremental improvement in various activities.

SammilaniMahavidyalaya



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IQAC MEETING DOCUMENTS 2018-19
IQAC MEETING DOCUMENTS 2019-20
IQAC MEETING DOCUMENTS 2020-21
IQAC MEETING DOCUMENTS 2021-22
IQAC MEETING DOCUMENTS 2022-23
SAMPLE GB RESOLUTION ON IQAC

SammilaniMahavidyalaya



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IQAC MEETING DOCUMENTS 2018-19



Sammilani Mahavidyalaya

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Ref. No.

Date: 14.09.2018

NOTICE

This is to inform you all that a meeting of IQAC will be held on 20. 09. 2018 (Thursday) at 12.30 p.m. in Room No. 301 to discuss the following agenda:

- i) Submission of AQAR for the session 2017-18.
- ii) Planning for the utilization of RUSA Grant.
- iii) Preparation of Annual Calendar for the session 2018 -19.
- iv) Preparation of Annual report for the session 2017-18.
- v) Preparation of Work Diary for teachers and Non-teaching.
- vi) Preparation of College magazine.
- vii) Upgradation of College website.
- viii) Miscellaneous.

All IQAC members along with all full- time teachers are requested to-attend the meeting positively.

Thanking you,

Sumita Das

Sumita Das

[Coordinator, IQAC]

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

S. Palchaudhuri

S. Palchaudhuri 15-9-18

[Principal]

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

Gana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
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Minutes and resolutions adopted at the meeting of IQAC held on 20.09.2018

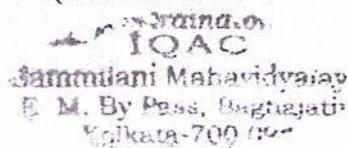
The following discussions were held in the meeting:

According to the agenda:

1. The minutes of the previous meeting are confirmed.
2. The Annual Quality Assurance Report (AQAR) for the session 2017-18 was placed before the Governing Body on 26.06.2018 and it was approved (vide resolution no. Misc.no. 1) subject to the changes and corrections suggested. It was shown to the IQAC members present. It has been decided it will be uploaded to college website and soft and hard copies will be sent to NAAC office as early as possible.
3. According to the norms of RUSA 2, the following RUSA steering committee has been formed.
 - (a) Dr. Shantiranjana Palchaudhuri (Principal)
 - (b) Dr. Ananda Mukherjee (RUSA co-ordinator)
 - (c) Dr. Sumita Das (IQAC co-ordinator)
 - (d) Ms. Sangita Dey Sarkar (TCS)
 - (e) Sri Uttam Ghosh (Building committee convenor)
 - (f) Dr. Malay Roy
 - (g) Ms. Brototi Mondal
 - (h) Sri Kamonashish Mistry
 - (i) Sri Dipak Dhara (Head clerk)
 - (j) Sri Amed Sardar (Accountant)
4. The Principal, Dr. S. Palchaudhuri gladly announced that first instalment of Rs. 1 crore of RUSA 2 has been received by the college. On behalf of the RUSA committee, the principal has issued a notice to every department to notify the RUSA committee about their requirement of equipment. IQAC has also prepared a list of requirement for the whole college. The list is:
 - (a) Upgradation of ICT-enabled classrooms with air-conditioning, desktop computer and almirahs.
 - (b) Two more smart classrooms in Commerce department and Arts department each.
 - (c) Upgradation of Canteen.
 - (d) Equipment for the Gymnasium.
5. IQAC has entrusted Ms. Marisha Chakrabarti, Convenor of Academic Sub-committee, with the preparation of the annual calendar of the academic year 2018 – 19.
6. IQAC has entrusted Dr. Susmita Mondal, Academic Convenor for science, with the preparation of the work diary for teachers for the academic year 2018 – 19. It has been unanimously decided that the printing order should be placed with Souparna Uddyog as they have been printing the College Prospectus for the last three years. Dr. Mondal has assured that the preparation of the work diary is in the process and it would be ready within a few days.
7. The preparation of Annual Report for the academic year 2017 – 18 was entrusted to Sri Samrat Sengupta, Department of English. As Sri Sengupta was absent in the meeting, no progress report could be obtained.
8. The IQAC has requested the Magazine Committee to publish the College Magazine for the period 2016 – 18. Sri Pave Moni, on behalf of the Magazine Committee, has assured that the notice inviting contributions to the College Magazine would be issued before Puja vacation.
9. Sri Srikanta Malakar, Department of Commerce, has assured that the pending upgradation of the college website will soon be performed.
10. Miscellaneous: Ms. Sangita Dey Sarkar, TCS, proposed that from the Students Welfare Fund, maintained by the Teachers Council, Rs. 15,000 (Rs. 5,000 for each stream) be distributed to the needy students. The proposal has been supported by the majority of the members.

The meeting ended with vote of thanks.


Dr. Sumita Das
(Coordinator, IQAC)


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Principal
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Dr. S. Palchaudhuri
(Principal)
Principal
Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
Kolkata- 700 094.

Date: 20.09.2018

Time - 12.30 p.m.

Members present at the meeting

<u>Sl. No.</u>	<u>Name</u>	<u>Signature</u>
1.	S. Lalghoshuni	[Signature]
2.		
3.	Danani Gangopadhyay	[Signature]
4.	Shefali Pal	slal 20.09.18.
5.	Smriti Chakraborty	Smriti 20/9/18.
6.	Kalpana Saha (Maji)	KS 20.9.18.
7.	Sanjita Roy Sarker.	[Signature] 20/9/18.
8.	Ruma Chakrabarti	[Signature] 20/9/18
9.	Paramita Dasgupta	PM 20/9/18.
10.	Ranjit Shaw	Ranjit shaw 20.9.18
11.	Ananda Mukherjee	[Signature] 20/9/18
12.	Susmita Mondal.	Smondal 20/9/18
13.	Parasfathi Chatterjee	[Signature] 20/9/18
14.	Kasturi Kar	K. 20.9.18.
15.	Marisha Chakrabarti	MC 20/9/18
16.	Brototi Mondal	[Signature] 20/09/18
17.	Sipra Tudu	Studu 20/09/18
18.	Moumuni Das.	[Signature] 20/9/18.
19.	PAVEL MONI	[Signature] 20/09/18
20.	Smranta Halderkar.	[Signature] 20/09/18
21.	Sanjiv Roy.	Sanjiv Roy 20/9/18
22.	Uttam Kumar Ghosh	[Signature] 20/09/18
23.	Swagata Saha San	[Signature] 20.09.2018.
24.	Dipankar Parial	[Signature] 20/9/18

[Signature]
Principal
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Ref.No.....

Date 21/1/19

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 31.01.2019 (Thursday) at 1:00 pm in the IQAC room to discuss the following agenda:

1. Preparation of action plan for the current academic session (2018-19) taking into consideration the revised accreditation framework launched by NAAC.
2. Preparation of AQAR for the session 2018-19 & online submission of the same.
3. Academic & Administrative Audit (AAA) for the academic session 2018-19.
4. Online Feed-back system.
5. Preparation of proposal for extension of the existing IQAC room & upgradation facilities.
6. Review of the CAS related papers submitted by Sri Mrinal Chandra Halder & Sri Debasish Roy.
7. Miscellaneous.

All the members are earnestly requested to attend the meeting.

S. Palchaudhuri
Dr. S. Palchaudhuri
(Principal)

Principal
Sammilani Mahavidyalaya,
E.M.Bypass, Baghajatin
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Paramita Das
Dr. Paramita Dasgupta
(Co-ordinator, IQAC)

Principal
Sammilani Mahavidyalaya
E.M.Bypass, Baghajatin
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Kendal 28/01/19
ha 21.1.19

28.1.19

21/1/19

22/1/19

21/1/19



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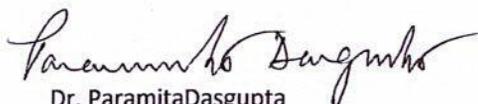
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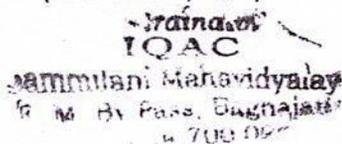
Date 25/01/2019

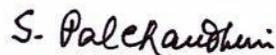
COMPLIANCE TO THE RESOLUTIONS ADOPTED IN THE IQAC MEETING, HELD ON 20.09.2018

- The Annual Quality Assurance Report (AQAR), 2017-18 was uploaded on the college website and the soft and hard copies of the same were sent to the office of NAAC.
- The RUSA Committee was formed, with the consent of the Governing body (agenda no. 7 of the GB meeting, held on 19.12.2019), comprising the members whose names were proposed in the meeting of IQAC, held on 29.09.2018.
- IQAC prepared the list of requisitions amounting to Rupees fifteen lakhs eighty three thousand only (Rs. 15,83,000) for purchase from Part C of the RUSA fund and submitted the same to the Co-ordinator of RUSA via e-mail on 3rd February, 2019.
- The Convener of the Academic Subcommittee, Smt. Marisha Chakraborty, prepared the final draft of the Annual Calendar for the session 2018-19 and sent it to 'SouparnoUdyog'. The work of printing is in progress.
- Under the supervision of Dr. Susmita Mondal, Joint Convener, Academic Subcommittee, the Work Diaries for the session 2018-19, were distributed among the faculty members.
- The Annual Report of the college (session 2017-18) was published on the Annual Day of the institution.
- IQAC requested the Magazine Committee to speed up the process of publication of the college magazine for the session 2017-19. The committee assured to take immediate action in this regard.
- The upgradation process of the College website is in progress. An online feedback system has been generated and uploaded on the institutional website by the website committee in collaboration with an external agency. The system is successfully being used by teachers and the students.
- IQAC requested Smt. Sangita Dey Sarkar, Secretary, Teachers' Council, to look after the matter of financial assistance to the needy students utilizing the Students' Welfare Fund.



Dr. Paramita Dasgupta
(Co-ordinator, IQAC)


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Dr. S. Palchaudhuri
(Principal)

Principal

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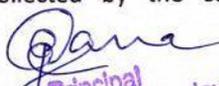
Date 5/7/2019

MINUTES OF THE IQAC MEETING HELD ON 30.01.2019 AND RESOLUTIONS ADOPTED

The following issues were discussed in the IQAC meeting held on 31.01.2019 at 1:00 pm and resolutions were adopted accordingly:

- At the outset, the Coordinator, IQAC, conveyed her heartfelt thanks to her predecessor, Dr. Sumita Das, for coordinating the activities of IQAC so efficiently during her tenure, especially during the visit of NAAC Peer Team in November, 2016. The House also congratulated Dr. Das with a big round of applause.
- The minutes of the previous IQAC meeting, dated 20.09.2018, were confirmed.
- The Coordinator read out the report of compliance to the resolutions adopted in the previous meeting and the house unanimously approved it. It was resolved that the compliance report be shortly uploaded on the college website.
- The Coordinator, IQAC, briefed the House on the main features of the revised accreditation framework of NAAC and also on the new AQAR format and its submission procedure. She then proposed some new initiatives like mentoring the students in small groups, implementation of project work by students in addition to those mentioned in the curriculum, Students' internship, and implementation of Management Information System etc. required to be launched for quality sustenance, especially with reference to the newly framed accreditation system. It was resolved unanimously that, in view of the revised accreditation framework launched by NAAC, a new plan of actions be chalked out incorporating the above mentioned suggestions. Responsibilities were distributed among the members of IQAC for preparation of the action plan as well as for follow up actions:
 1. Teaching learning and other academic issues – Smt. Banani Gangopadhyay and Dr. Sumita Das
 2. Research, Project works and organization of seminars – Dr. Sharmila Chakroborty and Dr. Susmita Mondal
 3. Infrastructural development and maintenance – Sri Uttam Kumar Ghosh
 4. Students' affair, alumni association and related issues – Dr. Ruma Chakroborty
 5. ICT and related developments – Sri Kamonashish Mistry
 6. Management Information System – Sri Srikanta Malakar
 7. CAS, cultural and social outreach programmes – Smt. Sangita Dey Sarkar.

With reference to the issue of quality sustenance, the Principal requested the members to consider the matter of introducing self-financing Post Graduate courses, affiliated to the University of Calcutta, in the near future. He recommended three departments, namely, Bengali, Commerce and Geography, for the same. He further requested the present members of the concerned departments to take initiative regarding this. The proposal was highly appreciated by the house and it was resolved unanimously that the preliminary information on this matter be collected by the concerned departments and communicated to the principal accordingly.


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Date

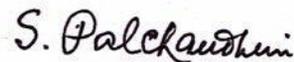
- It was resolved unanimously that the AQAR for the session 2018-19 be prepared and uploaded by September, 2019.
- The house resolved to take preparation for Academic and Administrative Audit.
- The coordinator, IQAC reported that a feedback system had been generated and uploaded on the college website. It was resolved that initiatives be undertaken by the respective departments to complete the feedback process successfully.
- Regarding the proposal for extension of the existing IQAC room, the convener of the Building Committee (also a member of IQAC) said that the Building Committee had identified the reading room of Commerce, on the first floor of the main block, as the prospective new IQAC room. He also assured that the room would be renovated with all modern amenities shortly.
- The Coordinator reported that three incumbents, Dr. Mrinal Chandra Halder, Department of Bengali, Sri Debasish Roy, Department of Zoology and Smt. Kasturi Kar, Department of History had submitted papers for their respective promotions under CAS. She also mentioned that the papers of Dr. Halder had already been scrutinized and suggestions for further improvement had also been communicated to him accordingly.
The house resolved that the same process be followed in case of the other two incumbents.
- In the miscellaneous section, the issue of attendance of both the teaching and non-teaching members was discussed and the house strongly recommended introduction of Biometric attendance system. It was resolved that the recommendation be placed before the Governing Body for its approval.
- It was also resolved in the miscellaneous section that Sri Samrat Sengupta and Sri Pavel Moni, Department of English, be assigned with the responsibility of conducting an extra-curricular English language course for the students of the institution, in order to enhance their proficiency in spoken English, utilizing the infrastructural facility of the existing Language laboratory.

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



Dr. Paramita Dasgupta
(Co-ordinator, IQAC)


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Dr. S. Palchoudhuri
(Principal)

Principal
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Principal
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Ref.No.....

Date 3/5/2019

NOTICE

A meeting of the Internal Quality Assurance Cell will be held on 08.05.2019 (Wednesday) at 2:00 pm in the IQAC room to discuss the following agenda:

1. Publication of prospectus, Annual Calendar & Work Diary for the session 2019-20.
2. Admission & related issues for the coming academic session (2019-20).
3. Seminar to be organized by the IQAC.
4. Preparation of AQAR for the session 2018-19.
5. NIRF ranking
6. Miscellaneous

All the members are requested to attend the meeting positively.

Dr. Paramita Dasgupta
(Co-ordinator, IQAC)

Dr. S. Palchaudhuri
(Principal)

Principal

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Principal
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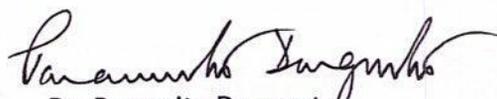
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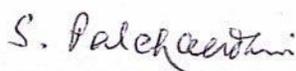
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Date 8/5/2019

COMPLIANCE TO THE RESOLUTIONS ADOPTED IN THE IQAC MEETING HELD ON 31.01.2019

- Members of the IQAC had put forward proposals for quality enhancement of the institution and based on these suggestions, a plan of action was chalked out for the session 2019-20.
- The preparatory work for academic and administrative audit is going on.
- The concerned departments have collected necessary information on self-financing PG courses. However, due to some technical difficulties, the issue has been adjourned till the beginning of the next academic session i.e session 2020-21.
- Drafting of the AQAR for the session 2018-19 is in progress.
- Online feed-back collection process for the session 2018-19 has been completed and a report has been generated on the basis of the same.
- Renovation work of the IQAC room has been initiated.
- Verification of the documents, submitted by three faculty members for their respective promotions under Career Advancement Scheme (CAS), is in progress.


Dr. Paramita Dasgupta
(Co-ordinator, IQAC)


Dr. S. Palchaudhuri
(Principal)

Principal
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Date

MINUTES OF THE IQAC MEETING HELD ON 08.05.2019 AND RESOLUTIONS ADOPTED

- The minutes of the previous meeting, held on 31.01.2019, were confirmed.
- The report of compliance to the resolutions adopted in the above mentioned meeting was placed before the house. The house unanimously approved it and resolved to upload the same on the college website.
- The issue of publication of prospectus, annual calendar and work diary for the session 2019-20, was discussed in details and it was resolved that a notification, seeking quotation for the same, would be uploaded on the college website immediately.
- Considering the satisfactory performance of 'SevenM Technology Pvt. Ltd' in handling the process of on-line admission in 2018-19 and keeping in mind the good applicability of their software 'Admitek' in the admission process, it was unanimously resolved that the same organization be considered for the 2019-20 session as well.
- It was further resolved that the application form for admission would be updated with some relevant information like the option of 'Transgender' along with the existing options of 'Male' and 'Female', locality of the applicant, his or her Adhar card number, whether he or she is BPL card holder etc.
- The house resolved to organize seminars on relevant issues for quality enhancement and two topics were proposed in this context- i) Gender sensitization, ii) ICT and E-learning. It was decided that the seminar on gender sensitization would be organized by the IQAC and Anti-ragging cell jointly. It was further resolved that all the departments would be requested to organize departmental seminars and submit at least one project proposal each to the funding agencies.

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Principal

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- It was resolved unanimously that the work load of AQAR preparation for the 2018-19 session be distributed among the faculties as per the following table:

CRITERIA	NAME OF THE FACULTIES
1. Curricular Aspect	Smt. Sudeshna Basu, Smt. Brototi Mondal Choudhury, Dr. Ruma Chakraborti (Advisor).
✓ 2. Teaching Learning and Evaluation	Sri Ranjit Shaw, Dr. Malay Roy. Smt. Sangita Dey Sarkar (Advisor).
✓ 3. Research Innovation and Extension	Dr. Samrat Sengupta, Dr. Sharmila Chakraborty (Advisor).
4. Infrastructure and Learning Resources	Dr. Shefali Pal, Smt. Kasturi Kar, Sri Uttam Kumar Ghosh (Advisor).
✓ 5. Student Support and Progression	Smt. Lopsy Mohanty Roy, Smt. Mousumi Das, Dr. Sumita Das (Advisor).
6. Governance, Leadership and Management	Smt. Swagata Saha Sau, Sri Pavel Moni, Dr. Ananda Mukherjee (Advisor).
7. Institutional Values and Best Practices	Dr. Marisha Chakraborty, Sri Partha Sarathi Bhattacharya, Smt. Shipra Tudu, Smt. Banani Gangopadhyay (Advisor).

The house decided to request the concerned teachers to submit the filled-in criteria by 31st July, 2019 in order to ensure timely submission of the AQAR.

- The house resolved to apply for NIRF ranking and start preparatory work for the same as early as possible. In this context, a few proposals were put forward –
 - ❖ To adopt one nearby slum area and organize adult education, child education, health check-up and awareness generation programmes there.
 - ❖ To approach the Inspector of Colleges for getting information on the ranking status (if any) of our students in the University examinations.
 - ❖ To maintain alumni data and make it mandatory for the out-going students to

Pana
Principal
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Ref.No.....

- In the miscellaneous section, the Principal requested the IQAC to maintain a roster containing CAS related information of every incumbent in order to make the process of CAS smooth and provide the teachers with necessary statutory benefits for their career advancement.

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

Dr. Paramita Dasgupta
(Co-ordinator, IQAC)

S. Palchaudhuri
Dr. S. Palchaudhuri
(Principal)

Principal
Sammilani Mahavidyalaya
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Principal
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IQAC MEETING DOCUMENTS 2019-20



Sammilani Mahavidyalaya

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Ref.No.....

Date 09.09.19

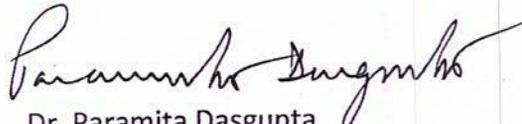
NOTICE

A meeting of the 'Internal Quality Assurance Cell' (IQAC) will be held on 12.09.2019 (Thursday), at 2.00 p.m. in the IQAC room, to discuss the following agenda:

- (i) Confirmation of the minutes of previous meeting.
- (ii) Uploading of AQAR, 2018-19.
- (iii) Drafting of Annual Report, 2018-19.
- (iv) Alumni association and related issues.
- (v) Promotion of Dr. Mrinal Chandra Halder, Department of Bengali, Sri Debasish Roy, Department of Zoology, Smt. Kasturi Kar, Department of History.

Miscellaneous.

All the members are requested to attend the meeting.


Dr. Paramita Dasgupta
(Co-ordinator, IQAC)



Dr. S. Palchaudhuri

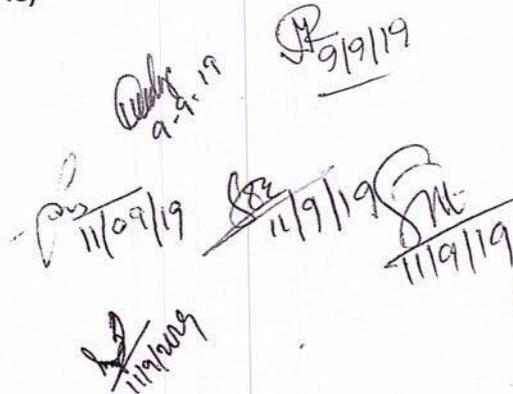
(Principal)

Principal

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Date

COMPLIANCE TO THE RESOLUTIONS ADOPTED IN THE IQAC MEETING HELD ON 12.09.2019

- The AQAR (2018-19) was submitted successfully online to NAAC on 23.12.2019 as per the revised guideline of NAAC and the same was accepted by NAAC. The institution has received a review report from NAAC containing the proposals for further development.
- Drafting of the Annual Report, 2018-19 is in progress and will be published on the Annual Day of the college, to be held tentatively in the last week of March, 2020.
- All the departments have taken initiative to prepare their respective alumni registers.
- The screening cum verification process for recommending promotions to the three incumbents (Dr. Mrinal Chandra Halder, Sri Debasish Roy and Smt. Kasturi Kar) has been done successfully on 21.01.2020.
- The CAS related roster has been prepared by the IQAC.


Dr. Paramita Dasgupta
(Co ordinator, IQAC)


Dr. S. Palchaudhuri
(Principal)

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Ref.No.....

Date 12.09.2019

MINUTES OF THE IQAC MEETING HELD ON 12.09.2019 AND RESOLUTIONS ADOPTED

- The minutes of the previous meeting, held on 08.05.2019 were confirmed.
- The report of compliance to the resolutions adopted in the above mentioned meeting was placed before the house. The house unanimously approved it and resolved to upload the same on the college website.
- The issue of uploading of AQAR, 2018-19 was discussed in detail. The Coordinator reported that as a majority of the concerned faculties had not yet submitted their respective filled-in criteria, it would not be possible to upload the same by the end of September, 2019, as decided in the previous meeting. Considering the importance of the situation, the House decided to request the concerned faculties to submit their respective criteria immediately. It was also resolved that under the circumstances, the AQAR be uploaded by November, 2019, instead of September, 2019.
- It was decided that the Annual Report for the session 2018-19 would be prepared by the Co-coordinator of the IQAC, prior to celebration of the Annual Day.
- Regarding alumni issue, it was decided to request all the departments to maintain their respective alumni register and involve the alumni members in different social works and outreach programmes, organized by the institution and as well as by the departments. Dr. Ruma Chakraborti was requested to coordinate the activities of alumni association. As per the suggestion of Dr. Chakraborti, the house resolved that the personal data of the outgoing students be collected by the college office at the time of distribution of the mark sheets of their final examination.
- Regarding promotion of Dr. Mrinal Chandra Halder, Sri Debasish Roy and Smt. Kasturi Kar, the Coordinator reported that the papers submitted by the three incumbents were

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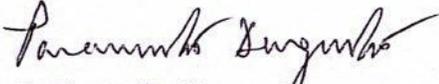
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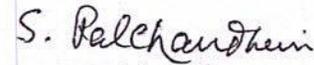
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Ref.No.....

Date ...12.09.2019

- scrutinized thoroughly by the IQAC and on recommendation of IQAC, letters have ^{already} been sent to the concerned authorities seeking the names of the DPI nominee and University nominees for further processing.
- In the miscellaneous section, the Principal requested the IQAC to prepare a roster for CAS related matters of the teaching faculties in order to make the process more efficient. The house appreciated the proposal and resolved that the roster be prepared by the IQAC as early as possible.
- The Principal also reported that the college had utilized the first installment of the RUSA grant successfully, in time. The house highly appreciated the contribution of RUSA committee and Building committee in this regard.
- As there was no other issue to discuss, the meeting ended with vote of thanks.


Dr, Paramita Dasgupta
(Co-ordinator, IQAC)


Dr. S. Palchaudhuri
(Principal)


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Ref.No.....

Date 10/2/20

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 14.02.2020 (Friday) at 1.00 p.m. in the IQAC room to discuss the following agenda -

1. Confirmation of the minutes of previous meeting, dated 12.09.2019.
2. Introduction of new certificate course for the students.
3. Organisation of National Level Seminars/workshops.
- ✓ 4. Training programme for the Teachers, Non-teaching members & students.
5. Miscellaneous.

All the members are requested to be present.

Paramita Dasgupta

Dr. Paramita Dasgupta

(Coordinator, IQAC)

Paramita Dasgupta
IQAC
Sammilani Mahavidyalaya
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S. Palchoudhuri

Dr. S.Palchoudhuri

(Principal)

Principal

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S. Palchoudhuri
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Ref.No.....

Date 14.02.2020

MINUTES OF THE IQAC MEETING HELD ON 14.02.2020 AND RESOLUTIONS ADOPTED

- At the outset, the principal placed before the house a letter of resignation received from Dr. Paramita Dasgupta, requesting to relieve her from the responsibilities of the coordinator of IQAC, due to medical reasons. As it was on medical ground, the house unanimously accepted her resignation. The Principal requested the house to select a new Coordinator from the existing members of the body. Smt. Sangita Dey Sarkar proposed the name of Dr. Ruma Chakraborti for the same and Dr. Sumita Das seconded the proposal. The house unanimously accepted Dr. Ruma Chakraborti as the new Coordinator of IQAC and heartily welcomed her. The house also appreciated the services rendered by Dr. Dasgupta as the Coordinator of IQAC during her tenure.
- The minutes of the previous meeting, held on 12.09.2019, were read and confirmed.
- The report of compliance to the resolutions adopted in the above mentioned meeting was placed before the house. The house unanimously approved it and resolved to upload the same on the college website.
- The issue of introduction of new Certificate or Diploma courses was discussed in detail and few options of career oriented courses were proposed by the members. It was decided that IQAC would take initiative in this regard soon.

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Ref.No.....

Date ..14.02.2020

- Prof.SangitaDey Sarkar, Head, Department of Philosophy, placed a proposal to organize a National level seminar in collaboration with the Department of Philosophy of RamkrishnaSarada Mission VivekanadaVidyabhavan, Kolkata. The house unanimously accepted the proposal and requested her to proceed. In this context, it was resolved that all the departments of the institution be requested to organize such collaborative seminars in association with the concerned departments of some other institutions or with some other departments of our institution.
- It was resolved that the IQAC would take initiative to organize training programmes for the students and non-teaching staff. In this context, the Principal reported that the institution had already been registered to 'Internshala', a well reputed platform for internship and training programmes for students. Prof.SrikantaMalakar also reported that an initiative of organizing training programmes for the students of Commerce department had already been undertaken in collaboration with 'Institute of Computers'. He also added that the training programme would be free of cost. It was further resolved that the students be encouraged to avail the open courses under the programme of Swayam.
- In the miscellaneous section, a maintenance committee was formed to oversee the maintenance and upkeep of the institutional properties, comprising the following members:
Dr. Sumita Das (Convenor)
Prof. BananiGangopadhyay
Dr. Sharmila Chakraborty
Prof. Uttam Kumar Ghosh
Dr. Mrinal Chandra Halder
Sri Rajesh Das


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Ref.No.....

Date 14.02.2020

- Dr. Sharmila Chakraborty, Head, Department of Microbiology, placed a proposal of organizing a 'Microbiome Food Festival' involving the students of her department. The house appreciated the proposal and approved it.
- Dr. Sumita Das reported that some of our students, willing to participate in a competition based workshop, to be held in R.K Mission College on 17th and 18th February, could not register themselves for the same because of too high registration fees. She requested the house to do the needful in this regard. Considering the situation, the house unanimously resolved that, the registration fees be provisioned from the 'Students' Welfare Fund' of Teachers' Council.
- As there was no other issue to discuss, the meeting ended with vote of thanks.

Dr. Paramita Dasgupta

(Co-ordinator, IQAC)

Dr. S. Palchaudhuri

(Principal)

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IQAC MEETING DOCUMENTS 2020-21



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Ref. No.....

Date. 30. 01. 2021.....

NOTICE

This is to inform all concerned that an online meeting of the Internal Quality Assurance Cell (IQAC) will be held on 4th February, 2021, Thursday at 5:00 PM through Google Meet to discuss the following agenda:

1. Preparation for immediate submission of AQAR for the academic session 2019-2020
2. Plan of action to be framed
3. Miscellaneous

This meeting is of utmost importance and all faculty as well as non-teaching staff should attend the same mandatorily.

Ruma Chakrabarti

Dr. Ruma Chakrabarti

Coordinator, IQAC

Coordinator
IQAC

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S. Palchoudhuri

Dr. S Palchoudhuri

(Principal)

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Ref.No.....

Date

Minutes of IQAC meeting held on 04.02.2021

1. Confirmation of resolutions taken in the IQAC meeting held on 15.07.2021.
2. Resolved that data to be submitted for AQAR 2019-20 would be from July 2019 to November 2020 as per NAAC notification due to the COVID 19 pandemic. The date of submission of ADAR has been also extended to May2020.
3. Resolved that since the data for the various criteria to be submitted for AQAR 2019-20 by the teachers were still pending, the date of submission would be extended to 15.02.2021.
4. The submitted data would be checked and verified for uploading and the AQAR would be submitted by 31.03.2021.
5. The teachers requested the Principal regarding the participation of office staff for providing data of certain criteria. He assured the teachers full cooperation and assistance from the office staff and agreed to look into the matter. However he pointed out that the data received from office would have to thoroughly verified by the teachers before inclusion in the AQAR.
6. The IQAC coordinator requested the teachers to submit and summarize the data of the various criteria as early as possible. However it was pointed out that care must be taken so that there is no repetition of any previously submitted data of the different criteria in AQAR 2019-20.
7. In the new process of NAAC Accreditation uploading of the AQAR has to be done meticulously. So for this purpose house proposed the names of Kamonasish Mistry and Pavel Moni.
8. The preparation of the annexure list and documents to be submitted along with the AQAR was assigned to Banani Gangopadhyay.
9. The IQAC Coordinator requested Sumita Das and Banani Gangopadhyay to prepare the Academic Calendar for the forthcoming academic session.
10. Resolved that the teachers should regularly update themselves by going through the AQAR already submitted to NAAC and uploaded in the college website. This would ensure submission of the data in proper format.
11. Resolved that RFID implemented in Library and Rain water harvesting project of the college can be included in the Best Practices section.
12. Resolved that final checking of all the criteria would be done by the members of IQAC prior to submission to the NAAC website.

Ruma Chakrabarti

Dr. Ruma Chakrabarti

Coordinator, IQAC
Coordinator
IQAC

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S. Palchoudhuri

Dr. S Palchoudhuri
(Principal)

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Ref.No.....

Date

Date: 15.03.2021

COMPLIANCE TO THE RESOLUTIONS ADOPTED IN THE IQAC MEETING HELD ON 04.02.2021

- The data for various criteria for AQAR 2019-20 have been submitted by the Faculty Members to the Co-ordinator, IQAC.
- The honorable Principal with office staff have extended valued support in preparing the AQAR.
- Though the House proposed the names of Prof. Kamonashish Mistry and Prof. Pavel Moni for uploading of the AQAR, the same has been meticulously done by Prof. Sangita Dey Sarkar, Prof. Marisha Chakraborty, Prof. Lupsy Mahanty and Prof. Bratati Mandal.
- Prof. Sumita Das and Prof. Banani Gangopadhyay prepared the Academic Calender for the Academic Session 2020-21.
- RFID of Library and Rain Water Harvesting projects have been included in the Best Practices section.
- Members of the IQAC checked and verified all the filled-in criteria forms before submission to the NAAC Website.
- The AQAR 2019-20 is ready for submission to the NAAC website within scheduled period.

Ruma Chakrabarti

Dr. Ruma Chakrabarti

Coordinator, IQAC

Coordinator
IQAC

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S. Palchoudhuri

Dr. Santiranjana Palchoudhuri

Principal

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IQAC MEETING DOCUMENTS 2021-22



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Ref. No.....

Date..... 06.02.2022

Notice

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

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

Srikanta Malakar

Dr. Srikanta Malakar
(Coordinator, IQAC)

Coordinator
IQAC

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S. Palchaudhuri

Dr. S. Palchaudhuri
(Principal)

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Date07.02.2022

Ref.No.....

Minutes of the first meeting of the reconstituted IQAC held on Monday, 7th February, 2022 at 1 p.m. in the IQAC Room

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

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

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


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

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

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

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

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


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

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

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

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

9. Miscellaneous:

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

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

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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

S Palchaudhuri

Dr. Shantiranjana Palchaudhuri

(Principal)

Principal
Sammilani Mahavidyalaya
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Gana

Principal
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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Website :

www.sammilanimahavidyalaya.org

12.04.2022

Ref.No.....

Date

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

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


Principal
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Kolkata - 700 094

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

Srikanta Malakar

Dr. Srikanta Malakar
(Coordinator, IQAC)

Coordinator
IQAC
Sammilani Mahavidyalaya
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Kolkata-700 094

Sharmila Chakraborty
Dr. Sharmila Chakraborty
(Teacher-in-Charge)

Teacher-In-Charge
Sammilani Mahavidyalaya
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Principal
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Sammilani Mahavidyalaya

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12.04.2022

Date

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Tuesday, April 19, 2022 at 2.30 p.m. in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the first meeting of the reconstituted IQAC held on 7th February 2022.
2. Report of the Coordinator on the progress of AQAR 2020-21 preparation including status of different criteria as submitted by the respective Advisors and team members, for submission to NAAC within 15.05.2022.
3. More collaborations/linkages with Academia and Industry through signing of MoU.
4. Procurement of various e-journals, e-books and e-resource in the library of the college.
5. Introducing of Green Audit and Energy Audit in the college.
6. Procurement of branded computers with original operating system and a projector for IQAC room.
7. Miscellaneous, if any.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Kolkata-700 094

Sharmila Chakraborty

Principal
Sammilani Mahavidyalaya
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Kolkata - 700 094

Sharmila Chakraborty

Dr. Sharmila Chakraborty

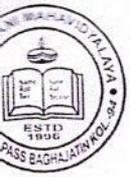
(Teacher-in-Charge)

Teacher-in-Charge

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Ref.No.....

Date 19.04.2022

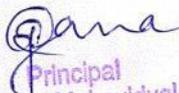
Minutes of the second meeting of the IQAC held on Monday, 19th April, 2022 at 2.30 p.m. in the IQAC Room

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

1. The minutes of the last meeting held on 07.02.2022 were read and confirmed.
2. Dr. Srikanta Malakar, Coordinator of the IQAC, reported on the progress of AQAR 2020-21 preparation including status of different criteria as submitted by the respective Advisors and team members, for submission to NAAC within 15.05.2022. He expressed his hope that the AQAR 2020-21 would be submitted within the stipulated time.

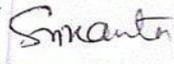
After a thorough discussion regarding the progress in preparing the AQAR 2020-21, the members expressed their satisfaction and appreciated the Coordinator for his leadership. It was resolved unanimously that the Coordinator be requested to carry on with the diligent effort so that the submission of AQAR 2020-21 might be done within the stipulated time.

3. The members agreed to the proposal of the Coordinator regarding the necessity of more collaborations/linkages for Faculty exchange, Student exchange, Internship of students, Field trip, On-the-job training, Research, etc. with Academia as well as Industry, and resolved that the Teacher-in-Charge be requested to take necessary initiative in this regard including signing of Memorandum of Understanding (MoU) with other institutions/industry, wherever required.


Principal
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(Coordinator, IQAC)
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Kolkata-7

4. Resolved unanimously that the proposal of Dr. Bapan Kumar Maity, Librarian of the college, for procurement of various e-journals, e-books and e-resources in the library, be approved and he be entrusted with the responsibility of carrying out the procurement process.
5. Resolved unanimously that conducting Green Audit, Energy Audit, Water Audit and Environment Audit in the college, be approved and Sri Debasish Roy, Head, the Department of Zoology, be requested to initiate the necessary process as soon as possible.
6. Resolved unanimously that the procurement of two branded desktop computers with original operating system and a projector for the IQAC room, be approved; and Dr. Malay Roy, Bursar of the college, be entrusted with the responsibility of carrying out the procurement process.
7. Resolved unanimously that the proposal of Sri Nimal Kumar Samanta, Headmaster, Ghutiari Sharif B M Vidyapith (HS) and an external member in the IQAC, of opening a new YouTube Channel of the college for uploading college-related audio, video, webinars, etc., be approved.

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

Srikanta Malakar.

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Kolkata-700 094

Sharmila Chakraborty

Dr. Sharmila Chakraborty
(Teacher-in-Charge)

Teacher-In-Charge
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Principa

Principal
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Sammilani Mahavidyalaya

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Ref.No.....

06.06.2022

Date

Report of the Coordinator regarding compliances to the Resolution adopted in the IQAC Meeting held on 19.04.2022

1. Memoranda of Understanding (MoUs) with Institutions of national, international importance, other universities, industries, corporate houses etc. have been going on. The Department of Commerce has signed a MoU with Institute of Computer Accountants Edu. Skills Pvt. Ltd. (Jadavpur), 29/1/1 Raja S.C Mallick, Kolkata- 700032 to facilitate "Training in Computerised Accounting (Tally ERP 9), e-filing of GST & Income Tax Returns, and Related Skill Development; and Internship" for the students of B. Com. Stream of the college.
2. One Month Internship Programme and Training on Computerised Accounting with Tally Prime and e-filing of Income Tax and GST Returns, arranged by the Department of Commerce in collaboration with the Institute of Computer Accountants (ICA), has commenced on 12.05.2022 and will continue till 10.06.2022.
3. Procurement of various e-journals, e-books and e-resources in the library of the college has been entrusted to Dr. Bapan Kumar Maity, Librarian of the college.
4. The process for conducting Green Audit, Energy Audit, Water Audit and Environment Audit in the college has already been initiated and Sri Debasish Roy, Head, the Department of Zoology, has been entrusted with the job.
5. Procurement process for one branded computer with original operating system for the IQAC [Resolution no. 1(f) of the Finance Sub-committee meeting held on 05.05.2022] has already been initiated and Dr. Malay Roy, Bursar has been assigned the responsibility.

Srikanta Malakar,

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty

Principal
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Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
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Ref.No.....

02.06.2022

Date

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, June 06, 2022 at 12.00 noon in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the second meeting of IQAC held on 19th April, 2022.
2. Report of the Coordinator regarding submission of AQAR 2020-21 on 31.05.2022.
3. Formation of an IT Cell (for taking care of installing/procuring new software and hardware and necessary upgrade; and also for other related purposes).
4. Installation of ICT-enabled facilities with LCD/wifi/LAN in the classrooms, laboratories, Seminar Hall.

Miscellaneous, if any.

Srikanta Malakar.

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty
Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge
Sammilani Mahavidyalaya
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Kolkata-700094

Pana
Principal
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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06.06.2022



Ref.No.....

Date.....

Ref.No.....

Minutes of the third meeting of IQAC held on Monday, 6th June, 2022 at 12 noon in the IQAC Room

Report of

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

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1. The minutes of the last meeting held on 19.04.2022 were read and confirmed.
2. Dr. Srikanta Malakar, Coordinator of the IQAC, reported that AQAR for the year 2020-21 has been submitted on 31.05.2022 though the timeline for submission of the AQAR is 31.07.2022 He also expressed his gratitude and thanks to the IQAC team members, faculty members, staff and other stakeholders of the College for their continuous cooperation.
3. Resolved unanimously that the proposal of Dr. Srikanta Malakar, Coordinator of the IQAC, for formation of an IT Cell for taking care of installing/ procuring new software and hardware, and their necessary upgrade, and also for other purposes of the College, be approved; and Sri Debasish Roy, Secretary of the Teachers' Council of the College, be requested to initiate the necessary process.
4. The members agreed to the proposal of Dr. Ananda Mukherjee, Head of the Department of Commerce, regarding the necessity of installation of more ICT-enabled facilities with LCD/ WiFi/ LAN in the class rooms, laboratories, Seminar Hall, and resolved that the Teacher-in-Charge be requested to take necessary initiative in this regard.

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Ananda

Principal

Sammilani Mahavidyalaya

E.M.Bypass, Baghajatin

Kolkata - 700 094

Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge

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Ref.No.....

29.06.2022

Date

Report of the Coordinator regarding compliances to the Resolution adopted in the IQAC Meeting held on 06.06.2022

1. Information Technology Resource Management (ITRM) Sub-committee has been formed for taking care of installing/ procuring new software and hardware, and their necessary upgrade, and also for other purposes of the College.
2. Procurement process of adequate numbers of modem to get free WiFi facility in the college premises has already been initiated by the Purchase Sub-committee.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge

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Danu

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27.06.2022

Date

Ref.No.....

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Wednesday, June 29, 2022 at 1.30 p.m. in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the third meeting of IQAC held on 6th June, 2022.
2. Preparation of AQAR for the year 2021-22 for submission within 31.12.2022 and distribution of work load for preparation of the AQAR.
3. Reintroduction of Academic and Administrative Audit (AAA) in the college.
4. Upgrade of smart class room, class rooms and laboratories of the college.
5. Formation of a Planning Committee by the IQAC for designing and implementing strategic plans of the college.

Miscellaneous, if any.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Pana
Principal
Sammilani Mahavidyalaya
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Kolkata - 700 094

Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
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29.06.2022

Date

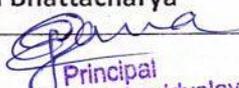
Ref.No.....

Minutes of the fourth meeting of IQAC held on Wednesday, 29th June, 2022 at 1.30 p.m. in the IQAC Room

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

1. The minutes of the last meeting held on 06.06.2022 were read and confirmed.
2. Resolved unanimously that the workload of AQAR preparation for the year 2021-22 be distributed among the Faculty members as follows:

<u>Part-A</u>	
<i>(Data of the Institution, Institutional Preparedness of NEP 2020 and Extended Profile of the Institution)</i>	
Name of the Teachers: Dr. Paramita Dasgupta, Smt. Banani Gangopadhyay	
<u>Part-B</u>	
Criteria	Name of the Teachers
1. Curricular Aspect	Smt. Lpsy Mahanty Roy (Coordinator), Smt. Swagata Saha, Smt. Sau, Sri Debasish Roy, Dr. Sudeshna Basu, Dr. Mrinal Chandra Halder
2. Teaching- Learning and Evaluation	Smt. Sangita Dey Sarkar (Coordinator), Dr. Ruma Chakraborti, Sri Ranjit Shaw
3. Research, Innovations and Extension	Dr. Bapan Kumar Maity (Coordinator), Dr. Kalpana Santra Maji, Dr. Shefali Pal
4. Infrastructure and Learning Resources	Dr. Malay Roy (Coordinator), Sri Uttam Kumar Ghosh, Smt. Kasturi Kar
5. Student Support and Progression	Dr. Sumita Das (Coordinator), Smt. Mousumi Das, Sri Ujjal Saren
6. Governance, Leadership and Management	Dr. Ananda Mukherjee (Coordinator), Smt. Brototi Mondal, Sri Pavel Moni
7. Institutional Values and Best Practices	Dr. Marisha Chakraborti (Coordinator), Smt. Sipra Tudu, Sri Partha Sarathi Bhattacharya


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Resolved further that all the criteria be completed and submitted to the respective coordinator latest by 31.08.2022 in order to ensure timely submission of the AQAR by 31.12.2022.

3. The members agreed to the proposal of Dr. Srikanta Malakar, Coordinator of the IQAC, regarding the reintroduction of Academic and Administrative Audit (AAA) for the year 2021-22 in the college and resolved that the Teacher-in-Charge be requested to take necessary initiative in this regard.
4. Resolved unanimously that the necessity of upgrade of smart class rooms, class rooms and laboratories of the college be appreciated and approved; and Dr. Bapan Kumar Maity and Smt. Brototi Mondal, Convener and Co-convener of the Information Technology Resource Management Sub-committee, be requested to initiate the necessary process.
5. Resolved unanimously that the proposal of Dr. Srikanta Malakar, Coordinator of the IQAC, for formation of a Planning Committee for designing and implementing strategic plans of the college, be approved; and Dr. Ananda Mukherjee, Head of the Department of Commerce and Smt. Sangita Dey Sarkar, Associate Professor in Philosophy, both being the members of IQAC, be entrusted with the job.

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Dana

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Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
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Sammilani Mahavidyalaya

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Ref.No.....

25.09.2022

Date

Report of the Coordinator regarding compliance of the Resolutions adopted in th

IQAC Meeting held on 29.06.2022

1. Work load of AQAR preparation for the year 2021-22 has already been distributed among the Faculty members and the AQAR preparation has been started.
2. The process for conducting Academic and Administrative Audit (AAA) for the year 2021-22 has been started and necessary initiative is being taken by the Teacher-in-Charge.
3. The process of upgrade of smart class rooms, class rooms and laboratories of the college has already been initiated by the Information Technology Resource Management (ITRM) Subcommittee.

Srikanta Malakar

Dr. Srikanta Malakar

Coordinator, IQAC

Coordinator
IQAC

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Gana

Principal
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Sharmila Chakraborty 25/9/22

Dr. Sharmila Chakraborty

Teacher-in-Charge

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

Sammilani Mahavidyalaya



*E.M.Bypass, Baghajatin, Kolkata-700094. Ph.No.03324626869 Email ID:
principal.sammilani@gmail.com*

IQAC MEETING DOCUMENTS 2022-23

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

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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

S Palchaudhuri

Dr. Shantiranjana Palchaudhuri

(Principal)

Principal
Sammilani Mahavidyalaya
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Kolkata-700 094

Gana

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



Sammilani Mahavidyalaya

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12.04.2022

Ref.No.....

Date

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

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

Gana

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

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

Srikanta Malakar

Dr. Srikanta Malakar
(Coordinator, IQAC)

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

Sharmila Chakraborty
Dr. Sharmila Chakraborty
(Teacher-in-Charge)

Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
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Gana
Principal
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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12.04.2022

Date

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Tuesday, April 19, 2022 at 2.30 p.m. in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the first meeting of the reconstituted IQAC held on 7th February 2022.
2. Report of the Coordinator on the progress of AQAR 2020-21 preparation including status of different criteria as submitted by the respective Advisors and team members, for submission to NAAC within 15.05.2022.
3. More collaborations/linkages with Academia and Industry through signing of MoU.
4. Procurement of various e-journals, e-books and e-resource in the library of the college.
5. Introducing of Green Audit and Energy Audit in the college.
6. Procurement of branded computers with original operating system and a projector for IQAC room.
7. Miscellaneous, if any.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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

Sharmila Chakraborty

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

Sharmila Chakraborty

Dr. Sharmila Chakraborty

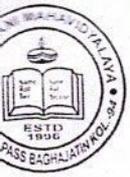
(Teacher-in-Charge)

Teacher-in-Charge

Sammilani Mahavidyalaya

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Ref.No.....

Date 19.04.2022

Minutes of the second meeting of the IQAC held on Monday, 19th April, 2022 at 2.30 p.m. in the IQAC Room

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

1. The minutes of the last meeting held on 07.02.2022 were read and confirmed.
2. Dr. Srikanta Malakar, Coordinator of the IQAC, reported on the progress of AQAR 2020-21 preparation including status of different criteria as submitted by the respective Advisors and team members, for submission to NAAC within 15.05.2022. He expressed his hope that the AQAR 2020-21 would be submitted within the stipulated time.

After a thorough discussion regarding the progress in preparing the AQAR 2020-21, the members expressed their satisfaction and appreciated the Coordinator for his leadership. It was resolved unanimously that the Coordinator be requested to carry on with the diligent effort so that the submission of AQAR 2020-21 might be done within the stipulated time.

3. The members agreed to the proposal of the Coordinator regarding the necessity of more collaborations/linkages for Faculty exchange, Student exchange, Internship of students, Field trip, On-the- job training, Research, etc. with Academia as well as Industry, and resolved that the Teacher-in-Charge be requested to take necessary initiative in this regard including signing of Memorandum of Understanding (MoU) with other institutions/industry, wherever required.

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Principal
Sammilani Mahavidyalaya
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(Coordinator, IQAC)
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E. M. By Pass,
Kolkata-7

4. Resolved unanimously that the proposal of Dr. Bapan Kumar Maity, Librarian of the college, for procurement of various e-journals, e-books and e-resources in the library, be approved and he be entrusted with the responsibility of carrying out the procurement process.
5. Resolved unanimously that conducting Green Audit, Energy Audit, Water Audit and Environment Audit in the college, be approved and Sri Debasish Roy, Head, the Department of Zoology, be requested to initiate the necessary process as soon as possible.
6. Resolved unanimously that the procurement of two branded desktop computers with original operating system and a projector for the IQAC room, be approved; and Dr. Malay Roy, Bursar of the college, be entrusted with the responsibility of carrying out the procurement process.
7. Resolved unanimously that the proposal of Sri Nimal Kumar Samanta, Headmaster, Ghutiari Sharif B M Vidyapith (HS) and an external member in the IQAC, of opening a new YouTube Channel of the college for uploading college-related audio, video, webinars, etc., be approved.

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

Srikanta Malakar.

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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

Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
Sammilani Mahavidyalaya
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Principa

Principal
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Sammilani Mahavidyalaya

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Ref.No.....

06.06.2022

Date

Report of the Coordinator regarding compliances to the Resolution adopted in the IQAC Meeting held on 19.04.2022

1. Memoranda of Understanding (MoUs) with Institutions of national, international importance, other universities, industries, corporate houses etc. have been going on. The Department of Commerce has signed a MoU with Institute of Computer Accountants Edu. Skills Pvt. Ltd. (Jadavpur), 29/1/1 Raja S.C Mallick, Kolkata- 700032 to facilitate "Training in Computerised Accounting (Tally ERP 9), e-filing of GST & Income Tax Returns, and Related Skill Development; and Internship" for the students of B. Com. Stream of the college.
2. One Month Internship Programme and Training on Computerised Accounting with Tally Prime and e-filing of Income Tax and GST Returns, arranged by the Department of Commerce in collaboration with the Institute of Computer Accountants (ICA), has commenced on 12.05.2022 and will continue till 10.06.2022.
3. Procurement of various e-journals, e-books and e-resources in the library of the college has been entrusted to Dr. Bapan Kumar Maity, Librarian of the college.
4. The process for conducting Green Audit, Energy Audit, Water Audit and Environment Audit in the college has already been initiated and Sri Debasish Roy, Head, the Department of Zoology, has been entrusted with the job.
5. Procurement process for one branded computer with original operating system for the IQAC [Resolution no. 1(f) of the Finance Sub-committee meeting held on 05.05.2022] has already been initiated and Dr. Malay Roy, Bursar has been assigned the responsibility.

Srikanta Malakar,

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty

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

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
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Ref.No.....

02.06.2022

Date

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, June 06, 2022 at 12.00 noon in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the second meeting of IQAC held on 19th April, 2022.
2. Report of the Coordinator regarding submission of AQAR 2020-21 on 31.05.2022.
3. Formation of an IT Cell (for taking care of installing/procuring new software and hardware and necessary upgrade; and also for other related purposes).
4. Installation of ICT-enabled facilities with LCD/wifi/LAN in the classrooms, laboratories, Seminar Hall.

Miscellaneous, if any.

Srikanta Malakar.

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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

Sharmila Chakraborty
Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge
Sammilani Mahavidyalaya
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Kolkata-700094

Pana
Principal
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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06.06.2022



Ref.No.....

Date.....

Ref.No.....

Minutes of the third meeting of IQAC held on Monday, 6th June, 2022 at 12 noon in the IQAC Room

Report of

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

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1. The minutes of the last meeting held on 19.04.2022 were read and confirmed.
2. Dr. Srikanta Malakar, Coordinator of the IQAC, reported that AQAR for the year 2020-21 has been submitted on 31.05.2022 though the timeline for submission of the AQAR is 31.07.2022 He also expressed his gratitude and thanks to the IQAC team members, faculty members, staff and other stakeholders of the College for their continuous cooperation.
3. Resolved unanimously that the proposal of Dr. Srikanta Malakar, Coordinator of the IQAC, for formation of an IT Cell for taking care of installing/ procuring new software and hardware, and their necessary upgrade, and also for other purposes of the College, be approved; and Sri Debasish Roy, Secretary of the Teachers' Council of the College, be requested to initiate the necessary process.
4. The members agreed to the proposal of Dr. Ananda Mukherjee, Head of the Department of Commerce, regarding the necessity of installation of more ICT-enabled facilities with LCD/ WiFi/ LAN in the class rooms, laboratories, Seminar Hall, and resolved that the Teacher-in-Charge be requested to take necessary initiative in this regard.

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

Sammilani Mahavidyalaya

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Kolkata-700 094

Ananda

Principal

Sammilani Mahavidyalaya

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Kolkata - 700 094

Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge

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Ref.No.....

29.06.2022

Date

Report of the Coordinator regarding compliances to the Resolution adopted in the IQAC Meeting held on 06.06.2022

1. Information Technology Resource Management (ITRM) Sub-committee has been formed for taking care of installing/ procuring new software and hardware, and their necessary upgrade, and also for other purposes of the College.
2. Procurement process of adequate numbers of modem to get free WiFi facility in the college premises has already been initiated by the Purchase Sub-committee.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Kolkata-700 094

Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge

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Principal
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Sammilani Mahavidyalaya

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27.06.2022

Date

Ref.No.....

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Wednesday, June 29, 2022 at 1.30 p.m. in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the third meeting of IQAC held on 6th June, 2022.
2. Preparation of AQAR for the year 2021-22 for submission within 31.12.2022 and distribution of work load for preparation of the AQAR.
3. Reintroduction of Academic and Administrative Audit (AAA) in the college.
4. Upgrade of smart class room, class rooms and laboratories of the college.
5. Formation of a Planning Committee by the IQAC for designing and implementing strategic plans of the college.

Miscellaneous, if any.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

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

Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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29.06.2022

Date

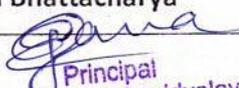
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Minutes of the fourth meeting of IQAC held on Wednesday, 29th June, 2022 at 1.30 p.m. in the IQAC Room

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

1. The minutes of the last meeting held on 06.06.2022 were read and confirmed.
2. Resolved unanimously that the workload of AQAR preparation for the year 2021-22 be distributed among the Faculty members as follows:

<u>Part-A</u>	
<i>(Data of the Institution, Institutional Preparedness of NEP 2020 and Extended Profile of the Institution)</i>	
Name of the Teachers: Dr. Paramita Dasgupta, Smt. Banani Gangopadhyay	
<u>Part-B</u>	
Criteria	Name of the Teachers
1. Curricular Aspect	Smt. Lupsy Mahanty Roy (Coordinator), Smt. Swagata Saha, Smt. Sau, Sri Debasish Roy, Dr. Sudeshna Basu, Dr. Mrinal Chandra Halder
2. Teaching- Learning and Evaluation	Smt. Sangita Dey Sarkar (Coordinator), Dr. Ruma Chakraborti, Sri Ranjit Shaw
3. Research, Innovations and Extension	Dr. Bapan Kumar Maity (Coordinator), Dr. Kalpana Santra Maji, Dr. Shefali Pal
4. Infrastructure and Learning Resources	Dr. Malay Roy (Coordinator), Sri Uttam Kumar Ghosh, Smt. Kasturi Kar
5. Student Support and Progression	Dr. Sumita Das (Coordinator), Smt. Mousumi Das, Sri Ujjal Saren
6. Governance, Leadership and Management	Dr. Ananda Mukherjee (Coordinator), Smt. Brototi Mondal, Sri Pavel Moni
7. Institutional Values and Best Practices	Dr. Marisha Chakraborti (Coordinator), Smt. Sipra Tudu, Sri Partha Sarathi Bhattacharya


Principal
Sammilani Mahavidyalaya
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Resolved further that all the criteria be completed and submitted to the respective coordinator latest by 31.08.2022 in order to ensure timely submission of the AQAR by 31.12.2022.

3. The members agreed to the proposal of Dr. Srikanta Malakar, Coordinator of the IQAC, regarding the reintroduction of Academic and Administrative Audit (AAA) for the year 2021-22 in the college and resolved that the Teacher-in-Charge be requested to take necessary initiative in this regard.
4. Resolved unanimously that the necessity of upgrade of smart class rooms, class rooms and laboratories of the college be appreciated and approved; and Dr. Bapan Kumar Maity and Smt. Brototi Mondal, Convener and Co-convener of the Information Technology Resource Management Sub-committee, be requested to initiate the necessary process.
5. Resolved unanimously that the proposal of Dr. Srikanta Malakar, Coordinator of the IQAC, for formation of a Planning Committee for designing and implementing strategic plans of the college, be approved; and Dr. Ananda Mukherjee, Head of the Department of Commerce and Smt. Sangita Dey Sarkar, Associate Professor in Philosophy, both being the members of IQAC, be entrusted with the job.

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

Sammilani Mahavidyalaya
E. M. By Pass, Baghajatin
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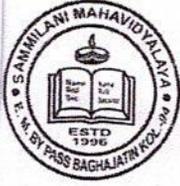
Principal
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Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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Ref.No.....

25.09.2022

Date

Report of the Coordinator regarding compliance of the Resolutions adopted in th

IQAC Meeting held on 29.06.2022

1. Work load of AQAR preparation for the year 2021-22 has already been distributed among the Faculty members and the AQAR preparation has been started.
2. The process for conducting Academic and Administrative Audit (AAA) for the year 2021-22 has been started and necessary initiative is being taken by the Teacher-in-Charge.
3. The process of upgrade of smart class rooms, class rooms and laboratories of the college has already been initiated by the Information Technology Resource Management (ITRM) Subcommittee.

Srikanta Malakar

Dr. Srikanta Malakar

Coordinator, IQAC

Coordinator
IQAC

Sammilani Mahavidyalaya
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Gana

Principal
Sammilani Mahavidyalaya
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Sharmila Chakraborty 25/9/22

Dr. Sharmila Chakraborty

Teacher-in-Charge

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

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18.09.2022

Date

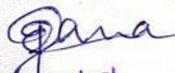
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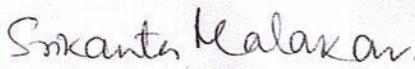
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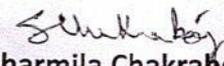
The first meeting (Academic Year 2022-23) of the Internal Quality Assurance Cell (IQAC) will be held on Monday, September 26, 2022 at 12 noon in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to kindly attend the meeting at the appointed time and date.

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

Miscellaneous, if any.


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Kolkata - 700 094


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


Dr. Sharmila Chakraborty
(Teacher-in-Charge)
Teacher-In-Charge
Sammilani Mahavidyalaya
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Sammilani Mahavidyalaya

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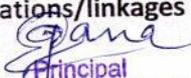
Date26.09.2022....

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

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

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

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


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

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

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

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

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

Miscellaneous:

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

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

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



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

- III. Resolved unanimously that at least one vocational course (Ref.: Institutional preparedness for NEP: 3. Skill development) for all students before graduating from the college, be introduced, and Smt. Sangita Dey Sarkar, Associate Professor in Philosophy, be entrusted with the responsibility of framing and executing the course.
- IV. Resolved unanimously that a short-term course in Sanskrit language (Ref.: Institutional preparedness for NEP: 4. Appropriate integration of Indian Knowledge system) be started for the students of the college in online/ offline mode, and Dr. Sudeshna Basu, Assistant Professor in Sanskrit, be entrusted with the responsibility of framing and executing the said course.
- V. Resolved unanimously that the proposal of Dr. Bapan Kumar Maity, Librarian and the Convener of Information Technology Resource Management (ITRM) Sub-committee regarding the change of domain name of the college website from 'dot org' (.org) to 'dot ac dot in' (.ac.in), be appreciated and approved; and Dr. Maity and Smt. Brototi Mondal, Assistant Professor in Computer Science and Co-convener of the ITRM Sub-committee be requested to complete the necessary process.
- VI. Dr. Srikanta Malakar, Coordinator of the IQAC placed the feedback obtained from students and other stakeholders. Necessary discussion was made on the feedback and a report was prepared on that basis.
- Resolved unanimously that the feedback report be accepted and sent to the Governing Body for its approval.

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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3

Sharmila Chakraborty
Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge
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10.01.2023

Ref.No.....

Date

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

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

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

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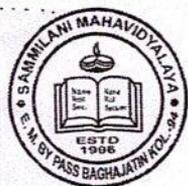
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Ref.No.....

Date 11.01.2023

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Thursday, January 26, 2023 at 1 p.m. in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to kindly attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the last meeting of IQAC held on 26th September, 2022.
2. Inclusion of Sammilani Mahavidyalaya under the NAAC Mentoring Group of Colleges of South 24 Parganas, West Bengal.
3. Discussion on the progress of AQAR 2021-22 preparation for submission to NAAC within 28.02.2023.

Miscellaneous, if any.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)
Coordinator
IQAC

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Dr. Sharmila Chakraborty

(Teacher-in-Charge)

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Ref.No.....

Date 19.01.2023

Minutes of the meeting of the IQAC held on Thursday, January 19, 2023 at 11 a.m. in the IQAC Room

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

1. The minutes of the last meeting held on September 26, 2022 were read and confirmed.
2. Resolved unanimously that the inclusion of Sammilani Mahavidyalaya in the NAAC Mentoring Group for Colleges of South 24 Parganas, West Bengal as formed by the Higher Education Department, Govt. of West Bengal, be approved and the Teacher-in-Charge be requested to take necessary initiative in this regard.
3. Dr. Srikanta Malakar, Coordinator of the IQAC, reported the progress of AQAR 2021-22 preparation including the status of different criteria. He proposed that the last date of submission of filled in criteria to the respective Criterion Coordinators be 31.01.2023 instead of 30.11.2022 as the work was still in progress. The respective Criterion Coordinators of the AQAR 2021-22 preparation team expressed that they were collecting the requisite data and also filling in their respective criteria.

Resolved unanimously that all the criteria be completed and submitted to the respective Criterion Coordinators latest by 31.01.2023 in order to ensure timely submission of the AQAR by 28.02.2023.

Miscellaneous:

- I. Smt. Sangita Dey Sarkar, Associate Professor in Philosophy and Convener of the Career Guidance and Placement Sub-committee, proposed to introduce three more

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self-financing vocational courses to enhance the employability among the students: i) Diploma Course in Basic Tailoring (only for female students), ii) Training Course for Competitive Examinations and iii) Certified Course in Microsoft Office.

Resolved unanimously that the proposal of Smt. Dey Sarkar for introducing the above mentioned three courses be appreciated and approved; and Smt. Dey Sarkar be entrusted with the responsibility of planning and executing the courses.

II. Dr. Srikanta Malakar, Coordinator of the IQAC, reported that the first batch of Vocational Course in Communicative and Functional English has successfully completed the course.

The IQAC appreciated and thanked Smt. Sangita Dey Sarkar, Associate Professor in Philosophy and Convener of the Career Guidance and Placement Sub-committee, for her active support and involvement in making this course a grand success.

III. Dr. Srikanta Malakar, Coordinator of the IQAC, placed a proposal of buying at least three portable projectors required for enhancing interaction with students in class rooms.

Resolved unanimously that the proposal of buying at least three portable projectors by the Coordinator of the IQAC, be approved; and Dr. Malay Roy, Bursar and Assistant Professor in Mathematics, and Dr. Bapan Kumar Maity, Librarian and Convener of Information Technology Resource Management (ITRM) Sub-committee, be requested to initiate the necessary process.

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

Srikanta Malakar
Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty
Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-in-Charge
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Sammilani Mahavidyalaya

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10.05.2025

Date

Ref.No.....

Report of the Coordinator regarding compliances to the Resolution adopted in the

IQAC Meeting held on 19.01.2023

- 1 Process of inclusion of Sammilani Mahavidyalaya under the NAAC Mentoring Group Colleges of South 24 Parganas, West Bengal, has been completed and Dr. Sharmila Chakraborty, Teacher-in-Charge of the college, is complying the necessary initiatives in this regard.
- 2 The minutes and the reports of the Coordinator of Internal Quality Assurance Cell (IQAC) regarding compliances to the resolution adopted in the IQAC meetings held during 2021-22 and 2022-23 till the date 25th February, 2023 of the IQAC, have been submitted by Dr. Srikanta Malakar, Coordinator of the IQAC to the Governing Body, and also have been approved by the Governing Body in its meeting held on 25.02.2023.
- 3 The first module Vocational Course in Communicative and Functional English has successfully completed.

Srikanta Malakar

Dr. Srikanta Malakar
(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty

Dr. Sharmila Chakraborty
(Teacher-in-Charge)

Teacher-in-Charge
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11.05.2023

Date

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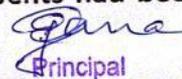
Minutes of the meeting of the IQAC held on Thursday, May 11, 2023 at 1.00 p.m. in the IQAC Room

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

1. The minutes of the last meeting held on January 19, 2023 were read and confirmed.
2. Dr. Srikanta Malakar, Coordinator of the IQAC, reported the progress of AQAR 2021-22 preparation including the status of different criteria as submitted by the respective Criterion Coordinators for submission to NAAC within 31.05.2023. He expressed his hope that the AQAR 2021-22 would be submitted within the stipulated time.

After a thorough discussion regarding the progress in preparing the AQAR 2021-22, the members expressed their satisfaction and appreciated the Coordinator for his leadership. It was resolved unanimously that the Coordinator be requested to carry on with the diligent effort so that submission of the AQAR 2021-22 be done within stipulated time.

3. Regarding the promotion of Dr. Susmita Mondal, erstwhile Assistant Professor in Microbiology (now being an Assistant Professor in the Department of Life Sciences, Presidency University), Dr. Marisha Chakrabarti, Assistant Professor in Education and Sri Kamonashish Mistry, Assistant Professor in Geography under Career Advancement Scheme (CAS), Dr. Srikanta Malakar, Coordinator of the IQAC, reported that the papers submitted by the three incumbents had been thoroughly



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scrutinised by the Scrutiny Committee of IQAC and the report of the Scrutiny Committee been forwarded to the Teacher-in-Charge.

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

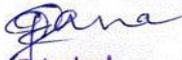
4. The members agreed to the proposal of the Coordinator of IQAC, Dr. Srikanta Malakar, regarding formation of Office Management Sub-committee to facilitate the functions of the college offices (I & II).

Resolved unanimously that formation of an Office Management Sub-committee consisting of the following convener/s and members, be accepted and approved.

Dr. Sharmila Chakraborty, Chairperson (Teacher-in-Charge)	Sri Sahadeb Murmu (Clerk)
Dr. Malay Roy, Convener (Bursar)	Sri Shyamal Sinha (Clerk)
Sri Amed Sardar, Co-convener (Accountant)	Sri Sankar Prasad Mondal (Clerk)
Dr. Srikanta Malakar (IQAC Coordinator, ex-officio)	Sri Mohit Sardar (Clerk)
Dr. Sumita Das (Convener of Finance Sub-committee, ex-officio)	Sri Amit Mukherjee (Clerk)
Dr. Ananda Mukherjee (Member of IQAC, ex-officio)	

Miscellaneous:

- I. Smt. Sangita Dey Sarkar, Associate Professor in Philosophy and Convener of the Career Guidance and Placement Sub-committee, placed a proposal to organise an interdisciplinary lecture on *Bhagavad Gita* by the Department of Philosophy, and she also expressed her views that this proposed lecture would help all to exercise their mind by improving mental fitness, control emotions and also take charge of life.


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Resolved unanimously that the proposal of Smt. Dey Sarkar for organising the above mentioned lecture be appreciated and approved; and Smt. Dey Sarkar be entrusted with the responsibility of arranging lectures in a fruitful way.

- II. Dr. Srikanta Malakar, Coordinator of the IQAC, reported that the tenure of the present IQAC for the sessions 2021-22 and 2022-23, as approved in the Governing Body meeting held on 13.11.2021, would expire on 30.06.2023; and hence the IQAC was needed to be reconstituted for the sessions 2023-24 and 2024-25 to be effective from 01.07.2023.
- III. Dr. Srikanta Malakar, Coordinator of the IQAC, informed that as per notification dated 06.04.2023 issued by NAAC, an OTP verification method would be introduced for students taking up Student Satisfaction Survey (SSS) on their institution's teaching learning process. He also reported that all institutions would have to submit mandatorily the mobile numbers of students while uploading the SSS template during Self Study Report (SSR) submission.

Resolved unanimously that the proposal of buying software for Student Satisfaction Survey (SSS) with an OTP verification method, be approved; and the Teacher-in-Charge be requested to initiate the necessary process.

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

Srikanta Malakar
Dr. Srikanta Malakar

(Coordinator, IQAC)
Coordinator
IQAC

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Dr. Sharmila Chakraborty
(Teacher-in-Charge)

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21.06.2023

Ref.No.....

Date

Report of the Coordinator regarding compliances to the Resolution adopted in the

IQAC Meeting held on 11.05.2023

- 1 Diligent effort for preparation of AQAR 2021-22 is going on.
- 2 The reports of the Scrutiny Committee of the three incumbents viz. Dr. Susmita Mondal erstwhile Assistant Professor in Microbiology (now being an Assistant Professor in the Department of Life Sciences, Presidency University), Dr. Marisha Chakrabarti, Assistant Professor in Education and Sri Kamonash Mistry, Assistant Professor in Geography under Career Advancement Scheme (CAS), have been forwarded to the Teacher-in-Charge for taking necessary initiatives in this regard.

Srikanta Malakar

Dr. Srikanta Malakar
(Coordinator, IQAC)

Coordinator
IQAC

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Sharmila Chakraborty

Dr. Sharmila Chakraborty
(Teacher-in-Charge)
Teacher-In-Charge
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Ref.No.....

Date

14.06.2023

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Thursday, June 22, 2023 at 12.00 noon. in the IQAC Room to consider the agenda mentioned below. All the esteemed members are requested to kindly attend the meeting at the appointed time and date.

1. Confirmation of the minutes of the last meeting held on 11th May, 2023.
2. Report of the Coordinator regarding submission of AQAR 2021-22 on 12.06.2023.

Miscellaneous, if any.

Srikanta Malakar.

Dr. Srikanta Malakar

(Coordinator, IQAC)

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Sharmila Chakraborty
Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
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22.06.2023

Date

Ref.No.....

Minutes of the meeting of the IQAC held on Thursday, June 22, 2023 at 12.00 noon in the IQAC Room

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

1. The minutes of the last meeting held on Thursday, May 11, 2023 at 1.00 p.m. were read and confirmed.
2. Dr. Srikanta Malakar, Coordinator of the IQAC, reported that the AQAR for the year 2021-22 had been submitted on 12.06.2023 though the timeline for submission of the AQAR is 31.07.2023. He also expressed sincere gratitude and thanks to those IQAC team members, faculty members, staff and other stakeholders of the College who had extended their continuous cooperation in the process.

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

Srikanta Malakar
Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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

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

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge
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Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]

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Website :

www.sammilanimahavidyalaya.org

Ref.No.....

30.06.2023

Date

Report of the Coordinator regarding compliances to the Resolution adopted in the

IQAC Meeting held on June 22, 2023

1. The AQAR for the year 2021-22 was submitted on 12.06.2023 though the timeline for submission of the AQAR is 31.07.2023.

Srikanta Malakar

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator
IQAC

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SAMPLE GB RESOLUTION ON IQAC



Sammilani Mahavidyalaya

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Ref. No.....

Date

SAMPLE OF GB RESOLUTION ON IQAC

Resolved that instead of renewing the Annual Maintenance Contract (AMC) for the RFID System in the Central Library of the college, the college opt for 'pay per visit' system as and when required, as that would incur much less maintenance expenditure for the RFID system in the college library, from the college exchequer.

- VII. Dr. Srikanta Malakar, Teachers' Representative in the Governing Body and Coordinator of the IQAC, placed before the members a proposal for making the entire college premises Wi-Fi enabled for augmenting ICT-enabled teaching-learning process.

Resolved unanimously that the Information Technology Resource Management Sub-committee be entrusted with the responsibility of preparing a comprehensive proposal paper along with a financial estimate on the subject matter and the Finance Sub-committee be entrusted to take necessary steps for sanction of required fund and time-bound completion of the process.

- VIII. Dr. Srikanta Malakar, Teachers' Representative in the Governing Body and Coordinator of the IQAC, placed before the members the following minutes along with respective compliance reports of the IQAC meetings:

- Minutes and compliance reports of the IQAC meetings held during the academic year 2021-22;
- Minutes and compliance reports of the IQAC meetings held during the academic year 2022-23, till date.

Dr. Malakar also placed before the members a report on the feedback for the academic year 2021-22 obtained from all stakeholders of the college on various academic issues. He also placed the completed AQAR for the year 2021-22.

The members lauded the sustained endeavour of the IQAC in enhancing the quality of academic infrastructure and environment of the college and approved the proceedings of the IQAC meetings held in 2021-22 and 2022-23. The members also approved and accepted the feedback obtained from the stakeholders of the college and advised the IQAC to look into the issues which required attention and intervention. They also resolved to approve the AQAR for the year 2021-22 for uploading on the NAAC website within the last date, i.e., 31.05.2023.

Principal
Sammilani Mahavidyalaya
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