

## Index for

### Policy document on the green campus/plastic free campus

Sl. No.	Name of the Activity	Documents Attached
1.	Alternative sources of energy and energy conservation measures	I. Notice of Governing Body (G.B.) meeting dt. 11.12.2015 and minutes of the meeting regarding installation of solar plant II. Green Campus Initiatives Policy
2.	Management of the various types of degradable and non-degradable waste	I. Notice of the IQAC meeting and its minutes regrading MoU with industry. II. MoU with M/S Redivivus Recyclers Private Ltd. (Vital Waste) for recycling and allied waste management services.
3.	Water conservation	I. Notice of the Finance Sub-committee meeting dt. 31.08.2019 and its minutes showing to release fund for installing RWHS. II. Notice of the IQAC and its minutes regrading conducting of quality audits such as green audit, etc.
4.	Green Campus	I. Notice of the IQAC and its minutes regrading conducting of quality audits such as green audit, etc. II. Green Campus Initiatives Policy
5.	Disabled -friendly, barrier free environment	I. Notice of Governing Body (G.B.) meeting held on 06.04.2022 and its minutes regarding installation of CCTV.



# Sammilani Mahavidyalaya

( NAAC ACCREDITED )

[AFFILIATED TO CALCUTTA UNIVERSITY]

BAGHAJATIN STN./ E. M. BY PASS

KOLKATA - 700 094

Office Phone : 2452-6865

Library : 2436-2919

E-mail :

info@sammilanimahavidyalaya.org

Ref. No.....

Date..... 05-12-2015

## NOTICE - 2 .

A meeting of the Governing Body will be held on 11.12.15 to transact the following agenda in the Principal's Chamber at 5.00 p.m.

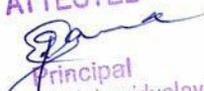
### AGENDA:

1. Confirmation of a resolution by circulation of the Governing Body meeting held on 19.11.2015.
2. Formation of Academic Sub-committee, Finance Sub-committee, Purchase Sub-committee.
3. a) Introduction of Botany General in the Science Stream from the coming academic session, 2016-2017.  
b) Creation of new full-time teaching post.
4. Agreement with Axis Bank, Baruipur Branch regarding collection of monthly student's fees as well as their services during the admission procedure in 2016.
5. Promotion of eleven (11) members of the teaching staff under Career Advancement Scheme (CAS) of U.G.C.
6. a) Change of Internal Quality Assurance Cell (IQAC) co-ordinator.  
b) Preparation of Self Study Report (SSR) in respect of NAAC accreditation.
7. A report from Principal regarding the construction of new building by PWD.
8. a) Holding the Students' Election in 2015.  
b) Arrangement of fund for the repair of Gymnasium apparatus used by the students.

Misc

S. Palchaudhuri  
[DR. S. PALCHAUDHURI]

ATTESTED

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



# Sammilani Mahavidyalaya

( NAAC ACCREDITED )

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Date

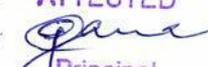
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Minutes of the Governing Body held on 11.12.2015

Misc:

- i) Resolved unanimously that as advised by the hon'ble President Shri Manish Gupta himself that the Principal be requested to apply immediately to Shri Manish Gupta, Hon'ble Minister-in-charge, Department of power & non-conventional Energy sources, Government of West Bengal, for immediate installation of solar panels on the roof-top of the college building to generate sufficient electricity to meet the daily requirement of about 40 kw by the college and also for subsidising the expenditure to be incurred in this regard from Government funds.
- ii) Resolved unanimously that a Girl's Common Room be created immediately in the enclosure adjacent to the Ladies' washroom in the ground floor of the main building with necessary rearrangement and furnishing, and also with provisions like Chess boards and a carom board. The Principal be authorized to take necessary steps regarding this matter.
- iii) Resolved unanimously that a row of urinals be provided just beside the Students' Union building for the convenience of male students and on the suggestion of the hon'ble President, Sri Swarup Ghosh, Government nominee and also the Chairman of Borough XII of Kolkata Municipal Corporation (KMC) be entrusted with the responsibility to implement the project under Sulabh Sauchalaya scheme of the Kolkata Municipal Corporation (KMC).
- iv) Resolved unanimously that the room located at the south-west corner of the college premises and supposed to be known as the Cheap Store which has been occupied by Sri Barun Ghorai, Peon, be immediately vacated with serving necessary notice on Sri Ghorai to hand over the keys of the said room to the Principal forthwith.
- v) Resolved unanimously that the Oriental Bank of Commerce, Sammilani Mahavidyalaya Branch be immediately served a notice regarding furnishing of fact about its agreement with its generator service provider agency which has been purportedly doing business with the Bank by occupying college space without obtaining any permission in this regard from the college authority. The Principal be authorized to pursue the matter on an urgent basis

The meeting ended with a vote of thanks to the Chair as there were no other agenda to discuss.

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

Read and Confirmed  
  
B. D. Gupta



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

[AFFILIATED TO CALCUTTA UNIVERSITY]  
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principal.sammilani@gmail.com

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Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date .....

## GREEN CAMPUS INITIATIVES POLICY (2021-22 to 2025-26)

### Context:

Green campus is a concept to build an atmosphere where both environment friendly sustainable living practices and education are combined to promote green initiatives in the campus of an educational institution. This concept gives an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind. Studies have shown that students studying in active green campuses have better concentration, retention capacity, environmental behaviors, community solidarity, etc. At Sammilani Mahavidyalaya more than a dozen components pertaining to sustainable development of the environment has been taken under the flagship name of '**SABUJ SAMILANI**'. The main objective is to generate awareness among the students and other stakeholders on how and why to protect the environment.

### Scope of the Policy:

Sammilani Mahavidyalaya has shown remarkable awareness in maintaining an eco-friendly campus since its establishment in 1996. The campus is surrounded by lush green environment which is very much conducive for teaching-learning processes and related activities. It has a playground and two separate gardens. A huge area is left in its natural form, and acts as a natural habitat for biodiversity and a large variety of species of grasses, herbs, shrubs and trees.

The focus areas of this policy are:

- Clean Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives:
- Preserve medicinal plants and other tree and plants
- Promote delicate biodiversity like butterfly
- ✓ No Smoking Zone
- ✓ No Plastic Zone



*Gana*

- Infrastructure:
  - ✓ Alternate Sources of Energy (Solar Power Plant)
  - ✓ Installation of Energy Efficiency Equipment like LED bulbs and tubes
  - ✓ Water Conservation through Rainwater Harvesting System and AC machine waste lines
- Waste Management processes:
  - ✓ Solid Waste Management (segregation of biodegradable and non-biodegradable, composting organic waste)
  - ✓ Liquid Waste Management (separation of general and hazardous waste)
  - ✓ E-Waste Management
- Awareness Initiatives
- Environment-centric Activities
- Green Audit
- Environment Audit
- Energy Audit
- Plastic-Free Campus

## Objectives of the Policy

- 1) To protect and conserve ecological systems and resources within the campus.
- 2) To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
- 3) To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- 4) To work with all stakeholders and the local community to raise awareness and to seek adoption of healthy environmental practices towards reducing any adverse effect on the environment.
- 5) To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.

*Gana*





recharge groundwater, and clean and cool the air on campus. The landscape serves as a visual representation of the campus community's commitment to sustainability. As campus landscapes are so visible and accessible, landscaping initiatives are a great way to build awareness around the environment.

There are more than 250 trees, 750 shrubs and 20 herbs including about 40 types of medicinal plants on campus along with a playground with grass cover. Proper signage will be displayed against each and every plants/trees. Particularly for medicinal plants the signage will show usefulness of the plants for medicinal purposes. The landscape of trees and plants provide the students and the staff with clean and cool air in a soothing environment.

The college commits to enriching this healthy habitat and maintaining the symbiotic relation of the institution with nature by

- Organising annual tree plantation drives
- Promoting environment awareness programmes among the stakeholders

### **Clean Air Initiatives**

The college encourages the staff and students to use eco-friendly transport like bicycles, especially to the students who commute a short distance to come to college from the adjacent areas. Also, this helps in their safety, security, fuel conservation and reduces environmental pollution. The vehicles owned by the staff or the students with pollution check stickers are permitted into the campus.

In compliance with the framework provided by the National Tobacco Control Programme (NTCP) 2007-08, the college prohibits smoking and the use of other tobacco products; and also bans selling tobacco products in the college canteen.

### **Infrastructural Initiatives**

- Alternate Sources of Energy

The college is dedicated to minimise and sustainably manage use of electricity. It believes in reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy for purposes like lighting the campus.

- Energy Saving and Energy Efficient Equipment

The college commits to install environment-friendly electrical appliances to save energy and also to reduce wasteful inefficiencies. The college believes in using cleaner energy such as LED lighting, etc.

- Water Conservation through Rainwater Harvesting System

The college has committed itself to store rain water by rainwater harvesting system. This practice helps the college to reduce the use of ground water.





instead of western style toilets.

- Continuous monitoring to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- Reuse of waste water from wash basins.
- Separate waste lines from laboratories for general liquid waste and hazardous liquid waste

#### E-Waste Management

The college ensures that its usage of technology and generation of e-waste does not impact the environment. For this purpose, the college plans to strive towards:

- More provisions for disposal of the institutional e-waste.
- Collaboration with e-waste recycling companies to get electronic waste recycled.
- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.

#### **Awareness Initiatives**

Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. This is why the college supports and encourages awareness campaigns, seminars, workshops, conferences and other interactive sessions to facilitate effective implementation of the Green Campus Initiatives Policy. Proper signages for the existing medicinal plants and general trees/plants will be displayed to make the students, staff and local people on their usefulness and preservation.

#### **Training on production of vermicompost using organic waste**

Training for production of vermicompost using organic waste will be given for sustainable development of the environment.

#### **Environment-centric Activities**

The college encourages the NSS unit and all the departments to organise events, competitions and training sessions that will bring about positive environmental changes at the grassroot level.

#### **Conduct Green Audit**

The college aims to regularly conduct a Green Audit of its campus to assess the strengths and weaknesses to further the goals of long-term sustainability. A green audit is a useful tool to determine how and where most energy or water or resources are being used. The college can then consider how to implement changes and make savings. It can determine the type and volume of waste. Recycling projects or waste minimisation plans can be adopted. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco- friendly practices on campus.



A handwritten signature in blue ink, appearing to read "Gaur".

### **Conduct Environment Audit**

A clean and healthy environment aids effective learning and provides a conducive learning environment. The college aims to regularly conduct an Environment Audit of its campus towards environmental protection and environmental awareness at local and global front as well.

### **Conduct Energy Audit**

An Energy Audit to be conducted as and when required to further reduce its carbon footprint. The importance of reducing energy consumption cannot be overstated. The energy audit, with its specialised tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

### **Plastic-Free Campus**

The college has been observing most of its duties in terms of solid waste management since its inception. In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and related pollution, the college administration strictly bans the use of single use plastics in its premise to make it a 'Plastic Free Campus'.



*Jana*



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

[AFFILIATED TO CALCUTTA UNIVERSITY]

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www.sammilanimahavidyalaya.org

12.04.2022

Ref.No.....

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 7<sup>th</sup> 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*

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge

Sammilani Mahavidyalaya

E.M. Bypass, Baghajatin  
Kolkata-700094

ATTESTED

*Para*

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



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

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Ref.No.....

Date ..... 19.04.2022

## Minutes of the second meeting of the IQAC held on Monday, 19<sup>th</sup> 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.

ATTESTED

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

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.

*Santa Malakar*

Dr. Srikanta Malakar

(Coordinator, IQAC)

Coordinator  
IQAC

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

*Sharmila Chakraborty*

Dr. Sharmila Chakraborty

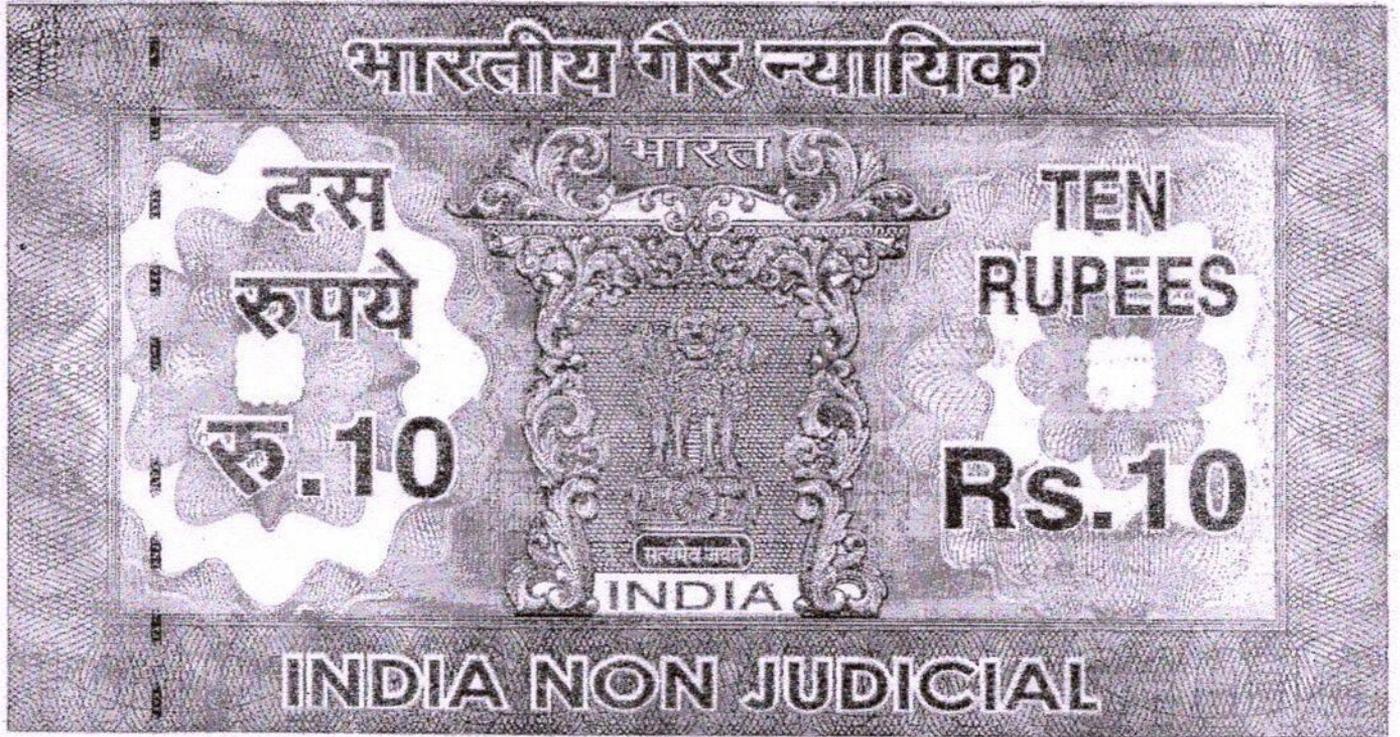
(Teacher-in-Charge)

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

ATTESTED

*Jana*

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



पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL

70AB 196611

### Memorandum of Understanding

This Memorandum of Understanding (hereinafter called as "MOU") is made and executed at 20<sup>th</sup> day of June 2022 by and between;

**Sammilani Mahavidyalaya** located at **E.M. Bypass, Baghajatin, Kolkata - 700094**, acting through its Authorized Signatory **Dr. Sharmila Chakraborty** (hereinafter referred to as "**The Institution**", which expression unless repugnant to the context or subject shall mean and include its successors, representatives, assigns, administrators and executors) of the party of **FIRST PART**.

AND

**M/s. Redivivus Recyclers Private Limited**, a company incorporated under the provisions of Companies Act, 1956 having its registered office at **11, Allenby Road, Kolkata 700020** acting through its Authorized Signatory **Mr. Pranav Goel** duly Authorized by board (hereinafter referred to as "**Vital Waste**", which expression unless repugnant to the context or subject shall mean and include its successors, representatives, assigns, administrators and executors) of the party of **SECOND PART**.

The expressions "**The Institution**" and "**Vital Waste**" are hereinafter collectively referred to the 'Parties' and individually as the 'Party'.

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

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



027489

No..... Sold to Vital waste

Address..... 11, Allenby Rd

Rs..... ₹ 200

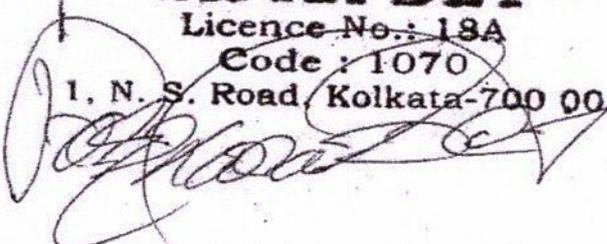
Date..... 23 MAY 2022

**SIPRA DEY**

Licence No.: 18A

Code : 1070

1, N. S. Road Kolkata-700 001



ATTESTED

Gana  
Principal  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin  
Kolkata-700 034



**WHEREAS**

- A. **The Institution** is an undergraduate college affiliated to the University of Calcutta in Kolkata, West Bengal.
- B. **Vital Waste** is engaged in providing Recycling and Waste Management services for dry recyclables such as Paper, Cardboard, Plastic, Metal and E-waste in India.
- C. **Vital Waste** approached **The Institution** to provide recycling and allied waste management services for its premises in Kolkata and **The Institution** agreed to appoint **Vital Waste** for providing the aforementioned services on the following terms and conditions as set herein.

**NOW THE PARTIES MENTIONED HEREIN HAVE WITNESSETH AND HEREBY DECLARE, UNDERTAKE AND AGREE AS UNDER:**

**ARTICLE-1**  
**DEFINITIONS**

- 1.1 Unless otherwise clearly required by the context, the following terms shall have the respective meanings as defined below:
- (a) **"Collection Staff"** shall mean employees/staff of **Vital Waste** responsible for packaging and collection of Recyclables.
  - (b) **"Main Storage Location"** shall mean storage location where all the Dry Recyclables will be stored for collection and this location should be accessible to collection vehicle of **Vital Waste**.
  - (c) **"Recyclables"** means any type of dry waste (Non Hazardous) which is not contaminated and can be reused or recycled into a new product.
  - (d) **"Recycle Points"** means points awarded by **Vital Waste** for per kg of Recyclables. **1 Recycle Point = 1.00 INR.**
  - (e) **"Collection Site"** shall be at premises of **Sammilani Mahavidyalaya, E.M. Bypass, Baghajatin Kolkata- 700094.**

**ATTESTED**

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

*S. Chakraborty*  
Teacher-In-Charge  
Sammilani Mahavidyalaya  
Baghajatin.



**ARTICLE-2**  
**APPOINTMENT OF VITAL WASTE**

- 2.1 **The Institution** hereby appointed Vital Waste to provide the recycling and allied waste management services for its **Collection Site**.
- 2.2 **Vital Waste** will collect the dry recyclables from the premises of **The Institution** as per the terms and conditions mentioned in this MOU.
- 2.3 **Vital Waste** will look after the matter of taking away chemical waste from laboratories.
- 2.4 **The Institution** will provide waste and will get E-certificate for recycling the waste.

**ARTICLE-3**  
**RECYCLING PROGRAMME**

- 3.1 **The Institution** will collect the entire waste in main storage location within the premises.
- 3.2 After collection of minimum quantity of 200 kg waste, the representative of **The Institution** shall intimate to **Vital Waste** to collect waste and to initiate the recycling Program.
- 3.3 **Vital Waste** will provide collection activity.
- 3.5 Collection Staff of **Vital Waste** will collect the Recyclables from the premises of **The Institution** after getting the collection requirement from the office of **The Institution** on next the day or within 3 working days from the receipt of collection request from the office of **The Institution**.
- 3.6 Collections are performed on working days, i.e. Monday to Saturday of every week, between 10.00 a.m. to 7.00 p.m. except public holidays.
- 3.7 If the office of **The Institution** is located in high rise building in such case the housekeeping staff of **The Institution** will bring the Recyclables to the location accessible to Collection Staff of **Vital Waste** or assist the Collection Staff of **Vital Waste** for collections of Recyclables.
- 3.8 Collection Staff of **Vital Waste** will be equipped with the weighing machines to perform the measurement of Recyclables in the presence of representative of **The Institution**.
- 3.9 Collection summary will be emailed to **The Institution** upon collection.
- 3.10 If average collection quantity in five (5) consecutive collection cycle is less than fifty (50kg) than **Vital Waste** has all the rights to discontinue the Recycling Program.

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

*Shekharati*  
Teacher-In-Charge  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin.  
Kolkata- 700 094



#### ARTICLE-4

#### EARNING & RECYCLE POINTS

- 4.1 All Recyclables so collected under the Recycling Program from **The Institution** shall be divided into various Categories in accordance with the 'Exchange Point Card' as is provided in **ANNEXURE 2**.
- 4.2 **Vital Waste** shall determine category-wise quantity of Recyclables collected from **The Institution**. Such figures of the quantity of each category of Recyclables so collected from **The Institution** shall be represented in the collection summary.

#### ARTICLE-5

#### REDEMPTION

- 5.1 Rates quoted in Exchange Point Card (**Annexure 2**) are appropriate to the particular recyclable product at the time of quoting.
- 5.2 *All payments of recycle and hazardous waste will be netted at the time of collection.*
- 5.3 *All netted points, if positive, will be paid in the same financial year (April to March) and if negative, it will be carried forward to next the financial year.*

#### ARTICLE-6

#### MISCELLANEOUS

- 6.1 This MOU, its existence and all information exchanged between the Parties under this MOU, shall not be disclosed to any other Person by any of the Parties. Each Party shall hold in strictest confidence, shall not use or disclose to any third party, and shall take all necessary precautions to secure any Confidential Information of the other Party. Disclosure of such information shall be restricted solely to the employees, agents, consultants and representatives who have been advised of their obligation with respect to such Confidential Information. The obligations of confidentiality do not extend to information which:
- (a) Is disclosed to employees, legal advisers, auditors and other consultants of a Party provided such persons have entered into confidentiality obligations similar to those set forth herein; or
- (b) Is disclosed with the consent of the Party who supplied the information; or

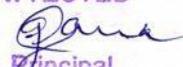
**ATTESTED**  
*[Signature]*  
Principal  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin  
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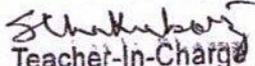
*[Signature]*  
Teacher-In-Charge  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin,  
Kolkata- 700 094



- (c) Is, at the date this MOU is entered into, lawfully in the possession or the recipient of the information through sources other than the Party who supplied the information; or
- (d) Is required to be disclosed pursuant to applicable law or is appropriate in connection with any necessary or desirable intimation to the Government of India; or
- (e) Is generally and publicly available, other than as a result of breach of confidentiality by the Person receiving the information.

- 6.2. The Parties acknowledge and agree that this MOU is effective as of the date of execution of this MOU and shall be valid for three years from the effective date or until terminated by any of the parties by giving 30 days written notice to the other party, whichever occurs earlier.
- 6.3 Any notice required or permitted to be given hereunder shall be in writing and shall be effectively served (i) if delivered personally, upon receipt by the other Party; (ii) if sent by prepaid courier service, airmail or registered mail, within five (5) days of being sent; or (iii) if sent by facsimile or email or other similar means of electronic communication (with confirmed receipt), upon receipt of transmission notice by the sender. Any notice required or permitted to be given hereunder shall be addressed to the address as given in the title to this Agreement.
- 6.4 The parties hereto agree that, in the event that either of them suffers any harm of any description whatsoever, including losses, costs, damages, advocates or other consultant's fees and expenses or other expenses of any nature whatsoever, resulting from any inaccuracy in any of the respective representations and warranties of either of the Parties, as set forth in this MOU, the Party hereto whose representation and warranty is false or inaccurate shall immediately and fully, protect, hold harmless, and indemnify the other Party hereto. The indemnification contained in this Article shall not, in any way, relieve either Party hereto from any indemnification provided to any of the Parties hereto pursuant to any other agreement between such Parties.
- 6.5 This MOU shall be governed and interpreted by, and construed in accordance with the laws of India. Courts at Kolkata shall have jurisdiction to decide all matters arising out of this agreement and/or directly / impliedly concerning this MOU.
- 6.6 That at all times during the currency of this MOU as the case may be, the Parties shall use their best efforts to resolve by mutual agreement any dispute or difference arising between the Parties as to their respective rights, duties and obligations thereunder or as to any matter arising out of or in connection with the subject matter of this MOU or as to the meaning or construal of thereof ("Dispute"). If the Parties are unable to resolve any Dispute by negotiation within 30 days, either Party may propose to the other in writing that the Dispute should be referred to a sole arbitrator appointed by mutual consent of both the Parties for adjudication of such Dispute.

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

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

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

If the Parties are unable to agree on a sole arbitrator within fifteen (15) days of the proposal in writing by any Party to refer the Dispute for adjudication by arbitration, each Party shall name and appoint one arbitrator of its choice within thirty (30) days thereafter. The two arbitrators so appointed shall, by mutual consent, appoint a third arbitrator within fifteen (15) days thereafter, who shall act as the presiding arbitrator. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The language of arbitration shall be English and the venue of arbitration shall be Kolkata. The decision of the arbitrator / arbitral tribunal shall be final and binding on the Parties.

- 6.7 Nothing contained in this clause shall prevent the Parties from approaching a court of competent jurisdiction to obtain an interim injunctive relief, irrespective of whether the subject matter of dispute is under negotiation or pending arbitration.
- 6.8 Nothing contained in this MOU shall constitute or be deemed to constitute a partnership between the Parties, and no Party shall hold himself out as an agent for the other Party, except with the express prior written consent of the other Party.
- 6.9 This MOU may be executed in two counterparts, both of which taken together shall constitute one and the same agreement, and either Party may enter into this MOU by executing a counterpart.
- 6.10 No waiver of any breach of any provision of this MOU shall constitute a waiver of any prior, concurrent or subsequent breach of the same of any other provisions hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving Party.
- 6.11 If any provision of this MOU is invalid, unenforceable or prohibited by law, this MOU shall be considered divisible as to such provision and such provision shall be inoperative and shall not be part of the consideration moving from any Party hereto, to the others, and the remainder of this MOU shall be valid, binding and of like effect as though such provision was not included herein.

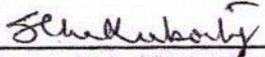
*S. Chakrabarty*  
Teacher-In-Charge  
Sammilani Mahavidyalaya  
- 11 Bunnass, Baghajatin.

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



IN WITNESS WHEREOF the Parties hereto have executed this MOU the day and year first hereinabove written.

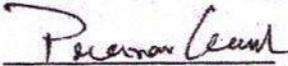
Signed and delivered for and on behalf of:  
Sammilani Mahavidyalaya



Name: **Dr. Sharmila Chakraborty**  
Title: **Teacher-in-Charge**

Signed and delivered for and on behalf of:

**M/s Redivivus Recyclers Private Limited**



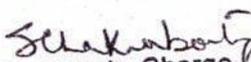
Name: **Pranav Goel**  
Title: **Director**



ATTESTED



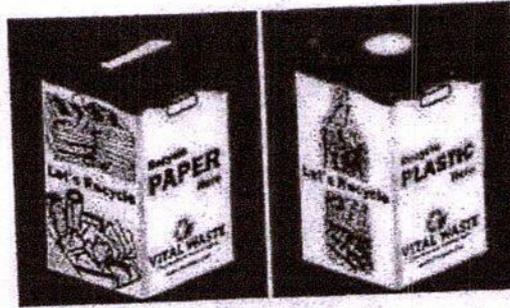
Principal  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin  
Kolkata-700 094

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



**ANNEXURE -1  
RECYCLING BINS**

**PAPER RECYCLING BIN AND PLASTIC (PET) RECYCLING BIN**



**Cost per unit:** Rs 250 + Taxes  
**Size (L x B x H):** 15" X 9" X 28"  
**Material:** Recyclable Kraft + Duplex Paper

**ATTESTED**

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

*Shikha Bandyopadhyay*  
Teacher-In-Charge  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin,  
Kolkata-700 094



**ANNEXURE -2  
EXCHANGE POINT CARD**

QUOTATION		PRICE
ITEMS		POINTS
KOLKATA	1. PAPER	15
	2. FLAT BOARD/DUPLEX BOARD	2
	3. PLASTIC - PET	10
	4. PLASTIC - HDPE & Others	10
	5. ALUMINIUM	50
	6. METAL	15
	9. ELECTRONIC WASTE	20
	8. COPPER	350
	9.TUBE LIGHT AND MISCELLANEOUS ITEM	(-15)
	10.HAZARDOUS WASTE	(-75)

**Please Note:-**

Minimum expected collection quantity in a single collection cycle is 200 kg.  
Recycle Points are awarded against 1 kg of each category.

ATTESTED

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

*S. Chakrabarty*  
Teacher-In-Charge  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin,  
Kolkata- 700 094



ANNEXURE - 3

<COMPANY LETTER HEAD>

To

Whomsoever Concerned

DT:

**SUB: Dry Recyclables for recycling.**

Please allow the recyclables from M/s <COMPANY\_NAME> to be sent to M/s Redivivus Recyclers Private Ltd.54/7B, D.C Dey Road, Kolkata – 700015 for the purpose of recycling.

Total Weight: \_\_\_\_\_

Value (Inclusive of Taxes): Rs. \_\_\_\_\_

Regards

(SIGN & STAMP)

<COMPANY\_NAME>

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

*Shankubati*  
Teacher-In-Charge  
Sammilani Mahavidyalaya  
E.M. Bypass, Baghajatin,  
Kolkata- 700 094





# Sammitani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]

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

Phone: 2462-6888

E-mail:

principal.sammitani@gmail.com

info@sammitanimahavidyalaya.org

Website:

www.sammitanimahavidyalaya.org

Ref.No.....

Date 31.08.2019

## NOTICE

A meeting of the Finance Sub-committee will be held on Friday, **September 06, 2019 at 1 p.m.** in the Principal's chamber to discuss the following agenda. All members are requested to attend at the appointed place, date and hour.

1. Confirmation of the minutes of the last meeting held on 28.09.2018.
2. Ratification of miscellaneous expenditure incurred by various departments of the college.
3. Ratification of expenditure incurred by the college for repair, maintenance and upgrade of facilities.
4. Ratification of the decision of the Admission Sub-committee regarding purchase of admission software (online) for the session 2019-20.
5. Consideration of the absence of Master Budget and departmental budgets for the financial years 2017-18, 2018-19 and 2019-20.
6. Consideration of the Statutory Auditor's Report for the financial year 2016-17 and current status of college audit.
7. Consideration of the report of the Coordinator, PMU-RUSA on the progress of work under first phase of RUSA 2.0 programme.
8. Approval of the proposals of purchase submitted by some departments.
9. Consideration of the payment made to Smt. Paramita Sadhukhan, Substitute Lecturer in Sanskrit under UGC FDP scheme.
10. Consideration of the request of the PWDte, Govt. of West Bengal for placement of funds against their estimate for miscellaneous work in the college.
11. Consideration of the demand of the General Secretary, Students' Union for withdrawal of enhanced fees for students from the session 2019-20.
12. **Sanction of funds for work on rainwater harvesting project sponsored by P.C.Chandra Group, Kolkata.**  
Miscellaneous, if any.

*Ananda Mukherjee*

Dr. Ananda Mukherjee  
(Convenor, Finance Sub-committee)

ATTESTED

*Parva*  
Principal  
Sammitani Mahavidyalaya  
E.M. Bypass, Baghajatin  
Kolkata-700 094

*S. Palchoudhuri*

Dr. S.Palchoudhuri  
(Principal)

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

Minutes of the Finance Sub-committee held on  
9  
06.09.2019.

RESOLVED further that calling the enhanced fee structure for the academic session 2019-20 as approved by the Governing Body as 'unethical' by the General Secretary of the Students' Union though he himself being a party to that decision be condemned in unequivocal terms.

12. The Principal reported that P.C. Chandra Group, Kolkata, as part of its CSR initiative, had awarded the college a grant of ₹70,000 for undertaking rainwater harvesting project. The members profoundly thanked the P.C.Chandra Group and requested the Principal to go ahead with the project and authorised him to release the necessary funds.

RESOLVED that P.C. Chandra Group, Kolkata be profoundly thanked for awarding the college, as part of its CSR initiative, a grant of ₹70,000 for undertaking rainwater harvesting project, and the Principal be requested to go ahead with the project and be authorised to release the necessary funds.

Miscellaneous:

i) RESOLVED that Puja bonus for 2019 be paid to the following college-appointed *ad hoc* staff at the same rate as approved by the Govt. of West Bengal for the permanent staff:

- Sri Amit Mukherjee, Clerk;
- Sri Mohit Sardar, Clerk;
- Sri Tapan Kar; and
- Sri Ujjal Patra, Librarian

ii) RESOLVED that the application of enhancement of remuneration made by Sri Ujjal Patra, *ad hoc* Librarian, be rejected as he had not completed two years of continuous service in the college as on the date of the meeting.

iii) RESOLVED that the annual increment for the financial year 2019-20 (with retrospective effect from April 01, 2019) of the following *ad hoc* clerks appointed by the college be recommended as stated below:

- Sri Amit Mukherjee, Clerk --- 6% after every two years subject to a maximum of ₹1000 only;
- Sri Mohit Sardar, Clerk --- 6% after every two years subject to a maximum of ₹1000 only;

RESOLVED further that the annual increment for the financial year 2019-20 of the following *ad hoc* night guard appointed by the college be recommended as stated below:

Sri Tapan Kar, Night Guard --- 6% after every two years subject to a maximum of ₹500 only.

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

Amit Mukherjee  
6/9/2019

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

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



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

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

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

12.04.2022

Ref.No.....

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 7<sup>th</sup> 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*

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge

Sammilani Mahavidyalaya

E.M. Bypass, Baghajatin

Kolkata-700094

ATTESTED

*Para*

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



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

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principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date ..... 19.04.2022

## Minutes of the second meeting of the IQAC held on Monday, 19<sup>th</sup> 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.

ATTESTED

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

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.

*Santa 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  
Kolkata-700094

ATTESTED

*Jana*

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



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

[AFFILIATED TO CALCUTTA UNIVERSITY]  
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KOLKATA - 700 094

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

12.04.2022

Ref.No.....

Date .....

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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*

Dr. Sharmila Chakraborty

(Teacher-in-Charge)

Teacher-In-Charge

Sammilani Mahavidyalaya

E.M. Bypass, Baghajatin

Kolkata-700094

ATTESTED

*Para*

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



# Sammilani Mahavidyalaya

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ATTESTED

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

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*Santa 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  
Kolkata-700094

ATTESTED

*Jana*

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



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

[AFFILIATED TO CALCUTTA UNIVERSITY]  
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Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date .....

## GREEN CAMPUS INITIATIVES POLICY (2021-22 to 2025-26)

### Context:

Green campus is a concept to build an atmosphere where both environment friendly sustainable living practices and education are combined to promote green initiatives in the campus of an educational institution. This concept gives an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind. Studies have shown that students studying in active green campuses have better concentration, retention capacity, environmental behaviors, community solidarity, etc. At Sammilani Mahavidyalaya more than a dozen components pertaining to sustainable development of the environment has been taken under the flagship name of '**SABUJ SAMILANI**'. The main objective is to generate awareness among the students and other stakeholders on how and why to protect the environment.

### Scope of the Policy:

Sammilani Mahavidyalaya has shown remarkable awareness in maintaining an eco-friendly campus since its establishment in 1996. The campus is surrounded by lush green environment which is very much conducive for teaching-learning processes and related activities. It has a playground and two separate gardens. A huge area is left in its natural form, and acts as a natural habitat for biodiversity and a large variety of species of grasses, herbs, shrubs and trees.

The focus areas of this policy are:

- Clean Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives:
- Preserve medicinal plants and other tree and plants
- Promote delicate biodiversity like butterfly
- ✓ No Smoking Zone
- ✓ No Plastic Zone



*Gana*

- Infrastructure:
  - ✓ Alternate Sources of Energy (Solar Power Plant)
  - ✓ Installation of Energy Efficiency Equipment like LED bulbs and tubes
  - ✓ Water Conservation through Rainwater Harvesting System and AC machine waste lines
- Waste Management processes:
  - ✓ Solid Waste Management (segregation of biodegradable and non-biodegradable, composting organic waste)
  - ✓ Liquid Waste Management (separation of general and hazardous waste)
  - ✓ E-Waste Management
- Awareness Initiatives
- Environment-centric Activities
- Green Audit
- Environment Audit
- Energy Audit
- Plastic-Free Campus

## Objectives of the Policy

- 1) To protect and conserve ecological systems and resources within the campus.
- 2) To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
- 3) To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- 4) To work with all stakeholders and the local community to raise awareness and to seek adoption of healthy environmental practices towards reducing any adverse effect on the environment.
- 5) To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.

*Gana*





recharge groundwater, and clean and cool the air on campus. The landscape serves as a visual representation of the campus community's commitment to sustainability. As campus landscapes are so visible and accessible, landscaping initiatives are a great way to build awareness around the environment.

There are more than 250 trees, 750 shrubs and 20 herbs including about 40 types of medicinal plants on campus along with a playground with grass cover. Proper signage will be displayed against each and every plants/trees. Particularly for medicinal plants the signage will show usefulness of the plants for medicinal purposes. The landscape of trees and plants provide the students and the staff with clean and cool air in a soothing environment.

The college commits to enriching this healthy habitat and maintaining the symbiotic relation of the institution with nature by

- Organising annual tree plantation drives
- Promoting environment awareness programmes among the stakeholders

### **Clean Air Initiatives**

The college encourages the staff and students to use eco-friendly transport like bicycles, especially to the students who commute a short distance to come to college from the adjacent areas. Also, this helps in their safety, security, fuel conservation and reduces environmental pollution. The vehicles owned by the staff or the students with pollution check stickers are permitted into the campus.

In compliance with the framework provided by the National Tobacco Control Programme (NTCP) 2007-08, the college prohibits smoking and the use of other tobacco products; and also bans selling tobacco products in the college canteen.

### **Infrastructural Initiatives**

- Alternate Sources of Energy

The college is dedicated to minimise and sustainably manage use of electricity. It believes in reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy for purposes like lighting the campus.

- Energy Saving and Energy Efficient Equipment

The college commits to install environment-friendly electrical appliances to save energy and also to reduce wasteful inefficiencies. The college believes in using cleaner energy such as LED lighting, etc.

- Water Conservation through Rainwater Harvesting System

The college has committed itself to store rain water by rainwater harvesting system. This practice helps the college to reduce the use of ground water.





instead of western style toilets.

- Continuous monitoring to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- Reuse of waste water from wash basins.
- Separate waste lines from laboratories for general liquid waste and hazardous liquid waste

#### E-Waste Management

The college ensures that its usage of technology and generation of e-waste does not impact the environment. For this purpose, the college plans to strive towards:

- More provisions for disposal of the institutional e-waste.
- Collaboration with e-waste recycling companies to get electronic waste recycled.
- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.

#### **Awareness Initiatives**

Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. This is why the college supports and encourages awareness campaigns, seminars, workshops, conferences and other interactive sessions to facilitate effective implementation of the Green Campus Initiatives Policy. Proper signages for the existing medicinal plants and general trees/plants will be displayed to make the students, staff and local people on their usefulness and preservation.

#### **Training on production of vermicompost using organic waste**

Training for production of vermicompost using organic waste will be given for sustainable development of the environment.

#### **Environment-centric Activities**

The college encourages the NSS unit and all the departments to organise events, competitions and training sessions that will bring about positive environmental changes at the grassroot level.

#### **Conduct Green Audit**

The college aims to regularly conduct a Green Audit of its campus to assess the strengths and weaknesses to further the goals of long-term sustainability. A green audit is a useful tool to determine how and where most energy or water or resources are being used. The college can then consider how to implement changes and make savings. It can determine the type and volume of waste. Recycling projects or waste minimisation plans can be adopted. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco- friendly practices on campus.



A handwritten signature in blue ink, appearing to read "Gaur".

### **Conduct Environment Audit**

A clean and healthy environment aids effective learning and provides a conducive learning environment. The college aims to regularly conduct an Environment Audit of its campus towards environmental protection and environmental awareness at local and global front as well.

### **Conduct Energy Audit**

An Energy Audit to be conducted as and when required to further reduce its carbon footprint. The importance of reducing energy consumption cannot be overstated. The energy audit, with its specialised tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

### **Plastic-Free Campus**

The college has been observing most of its duties in terms of solid waste management since its inception. In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and related pollution, the college administration strictly bans the use of single use plastics in its premise to make it a 'Plastic Free Campus'.



*Jana*



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

[AFFILIATED TO CALCUTTA UNIVERSITY]  
E. M. BYPASS, BAGHAJATIN,  
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Phone : 2462-6869

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principal.sammilani@gmail.com  
info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date .....

Ref.N

Minutes of the Governing Body Meeting  
held on 06.04.2022.

## Miscellaneous:

- i) The new members in the Governing Body enquired of the agreements of the College with Punjab National Bank, Post Office. Medicine shop and Photocopy centre operating in the college premises. Resolved that Sri Amed Sardar, Accountant and member of the Governing Body be requested to submit a complete report with supporting documents to the Governing Body about the agreements with Punjab National Bank, Post Office, Medicine shop and Photocopy centre, and the terms of renewal of the agreements, the amount of annual revenue that is collected as rent by the College and any other relevant issues.
- ii) The Teacher-in-Charge requested the members to consider introduction of such courses in the College that would ensure all round skill development of students and brighten their career prospect. The members resolved that value added certificate courses be introduced in the College in near future keeping in mind grooming of outgoing students towards building their career.
- iii) Hon'ble President suggested that as part of celebration of Silver Jubilee of the College, a water ATM might be installed in the college premises as an outreach activity. Resolved unanimously that the Hon'ble President be appreciated for her innovative proposal and the Finance Sub-committee be requested to submit a detailed project report (DPR) for implementation of the proposal.
- iv) The Teacher-in-Charge raised the issue of installation of CCTV surveillance system in the college premises which had been approved by the erstwhile Governing Body long back but had not yet been implemented. The members stressed upon the necessity of such a system from the point of view of security as well as a mechanism of evidence of activities and events in the College premises, if needed. Resolved unanimously that installation of CCTV surveillance system in the College premises be expedited and the Teacher-in-Charge be requested to take necessary steps as soon as possible.

Attested

*[Signature]*

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



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Date .....

## NOTICE 03

A meeting of the Governing Body will be held on 6<sup>th</sup> April 2020 at 12 noon in the Principal's chamber to discuss the following agenda. All members are requested to attend.

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

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

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

Attested  
Principal

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



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8. Consideration of the decision unanimously taken at the Governing Body meeting held on 13.11.2021 in item no. 11 regarding the attendance and work load of State Aided College Teachers (SACT).
9. Sanction of Medical Leave of Smt. Sangita Dey Sarkar, Associate Professor in Philosophy and Dr. Partha Sarathi Bhattacharya, Assistant Professor in Sanskrit.

Miscellaneous, if any

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

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

Attested

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