



# Sammilani Mahavidyalaya

( NAAC ACCREDITED B++ )

[AFFILIATED TO CALCUTTA UNIVERSITY]

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

Phone : 2462-6869

E-mail :

principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

Date .....

## 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**

**Sammilani Mahavidyalaya**  
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**Kolkata-700 094**

*S. Palchoudhuri*

Dr. S Palchoudhuri

(Principal)

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