



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
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Ref.No.....

Date 07.02.2022

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. SudeshnaBasu, (Advisor)
2. Teaching- Learning and Evaluation	Dr. Malay Roy, Sri Ranjit Shaw, Smt. Sangita Dey Sarkar (Advisor)
3. Research, Innovations and Extension	Dr. Bapan Kumar Maity, Dr. Kalpana Santra Maji, Dr. Sharmila Chakraborty (Advisor)
4. Infrastructure and Learning Resources	Dr. Shefali Pal, Smt. Kasturi Kar, Sri Uttam Kumar Ghosh (Advisor)
5. Student Support and Progression	Smt. 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 ParthaSarathi Bhattacharya, Smt. Sipra Tudu, Dr. Marisha Chakrabarti (Advisor)

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.

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)

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S Palchaudhuri 7/2/22

Dr. Shantiranjana Palchaudhuri

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