



# Sammilani Mahavidyalaya

( NAAC ACCREDITED )

[AFFILIATED TO CALCUTTA UNIVERSITY]

E. M. BY PASS BAGHAJATIN

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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. Palchoudhuri*

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