



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

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

Date 11.05.2023

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

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.

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.


Dr. Srikanta Malakar

(Coordinator, IQAC)
Coordinator
IQAC

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Dr. Sharmila Chakraborty

(Teacher-in-Charge)

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