


Minutes and resolutions adopted at the meeting of IQAC held on 20.09.2018

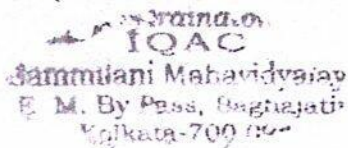
The following discussions were held in the meeting:

According to the agenda:


1. The minutes of the previous meeting are confirmed.
2. The Annual Quality Assurance Report (AQAR) for the session 2017-18 was placed before the Governing Body on 26.06.2018 and it was approved (vide resolution no. Misc.no. 1) subject to the changes and corrections suggested. It was shown to the IQAC members present. It has been decided it will be uploaded to college website and soft and hard copies will be sent to NAAC office as early as possible.
3. According to the norms of RUSA 2, the following RUSA steering committee has been formed.
 - (a) Dr. Shantiranjana Palchaudhuri (Principal)
 - (b) Dr. Ananda Mukherjee (RUSA co-ordinator)
 - (c) Dr. Sumita Das (IQAC co-ordinator)
 - (d) Ms. Sangita Dey Sarkar (TCS)
 - (e) Sri Uttam Ghosh (Building committee convenor)
 - (f) Dr. Malay Roy
 - (g) Ms. Brototi Mondal
 - (h) Sri Kamonasish Mistry
 - (i) Sri Dipak Dhara (Head clerk)
 - (j) Sri Amed Sardar (Accountant)
4. The Principal, Dr. S. Palchaudhuri gladly announced that first instalment of Rs. 1 crore of RUSA 2 has been received by the college. On behalf of the RUSA committee, the principal has issued a notice to every department to notify the RUSA committee about their requirement of equipment. IQAC has also prepared a list of requirement for the whole college. The list is:
 - (a) Upgradation of ICT-enabled classrooms with air-conditioning, desktop computer and almirahs.
 - (b) Two more smart classrooms in Commerce department and Arts department each.
 - (c) Upgradation of Canteen.
 - (d) Equipment for the Gymnasium.
5. IQAC has entrusted Ms. Marisha Chakrabarti, Convenor of Academic Sub-committee, with the preparation of the annual calendar of the academic year 2018 – 19.
6. IQAC has entrusted Dr. Susmita Mondal, Academic Convenor for science, with the preparation of the work diary for teachers for the academic year 2018 – 19. It has been unanimously decided that the printing order should be placed with Souparna Uddyog as they have been printing the College Prospectus for the last three years. Dr. Mondal has assured that the preparation of the work diary is in the process and it would be ready within a few days.
7. The preparation of Annual Report for the academic year 2017 – 18 was entrusted to Sri Samrat Sengupta, Department of English. As Sri Sengupta was absent in the meeting, no progress report could be obtained.
8. The IQAC has requested the Magazine Committee to publish the College Magazine for the period 2016 – 18. Sri Pave Moni, on behalf of the Magazine Committee, has assured that the notice inviting contributions to the College Magazine would be issued before Puja vacation.
9. Sri Srikanta Malakar, Department of Commerce, has assured that the pending upgradation of the college website will soon be performed.
10. Miscellaneous: Ms. Sangita Dey Sarkar, TCS, proposed that from the Students Welfare Fund, maintained by the Teachers Council, Rs. 15,000 (Rs. 5,000 for each stream) be distributed to the needy students. The proposal has been supported by the majority of the members.

The meeting ended with vote of thanks.


Dr. Sumita Das
(Coordinator, IQAC)


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


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


Dr. S. Palchaudhuri
(Principal)
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 : 2462-686

E-mail

principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website

www.sammilanimahavidyalaya.org

Ref.No.....

Date 5/7/2019


MINUTES OF THE IQAC MEETING HELD ON 30.01.2019 AND RESOLUTIONS ADOPTED

The following issues were discussed in the IQAC meeting held on 31.01.2019 at 1:00 pm and resolutions were adopted accordingly:

- At the outset, the Coordinator, IQAC, conveyed her heartfelt thanks to her predecessor, Dr. Sumita Das, for coordinating the activities of IQAC so efficiently during her tenure, especially during the visit of NAAC Peer Team in November, 2016. The House also congratulated Dr. Das with a big round of applause.
- The minutes of the previous IQAC meeting, dated 20.09.2018, were confirmed.
- The Coordinator read out the report of compliance to the resolutions adopted in the previous meeting and the house unanimously approved it. It was resolved that the compliance report be shortly uploaded on the college website.
- The Coordinator, IQAC, briefed the House on the main features of the revised accreditation framework of NAAC and also on the new AQAR format and its submission procedure. She then proposed some new initiatives like mentoring the students in small groups, implementation of project work by students in addition to those mentioned in the curriculum, Students' internship, and implementation of Management Information System etc. required to be launched for quality sustenance, especially with reference to the newly framed accreditation system. It was resolved unanimously that, in view of the revised accreditation framework launched by NAAC, a new plan of actions be chalked out incorporating the above mentioned suggestions. Responsibilities were distributed among the members of IQAC for preparation of the action plan as well as for follow up actions:

1. Teaching learning and other academic issues – Smt. Banani Gangopadhyay and Dr. Sumita Das
2. Research, Project works and organization of seminars – Dr. Sharmila Chakroborty and Dr. Susmita Mondal
3. Infrastructural development and maintenance – Sri Uttam Kumar Ghosh
4. Students' affair, alumni association and related issues – Dr. Ruma Chakroborty
5. ICT and related developments – Sri Kamonashish Mistry
6. Management Information System – Sri Srikanta Malakar
7. CAS, cultural and social outreach programmes – Smt. Sangita Dey Sarkar.

With reference to the issue of quality sustenance, the Principal requested the members to consider the matter of introducing self-financing Post Graduate courses, affiliated to the University of Calcutta, in the near future. He recommended three departments, namely, Bengali, Commerce and Geography, for the same. He further requested the present members of the concerned departments to take initiative regarding this. The proposal was highly appreciated by the house and it was resolved unanimously that the preliminary information on this matter be collected by the concerned departments and communicated to the principal accordingly.


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

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- It was resolved unanimously that the AQAR for the session 2018-19 be prepared and uploaded by September, 2019.
- The house resolved to take preparation for Academic and Administrative Audit.
- The coordinator, IQAC reported that a feedback system had been generated and uploaded on the college website. It was resolved that initiatives be undertaken by the respective departments to complete the feedback process successfully.
- Regarding the proposal for extension of the existing IQAC room, the convener of the Building Committee (also a member of IQAC) said that the Building Committee had identified the reading room of Commerce, on the first floor of the main block, as the prospective new IQAC room. He also assured that the room would be renovated with all modern amenities shortly.
- The Coordinator reported that three incumbents, Dr. Mrinal Chandra Halder, Department of Bengali, Sri Debasish Roy, Department of Zoology and Smt. Kasturi Kar, Department of History had submitted papers for their respective promotions under CAS. She also mentioned that the papers of Dr. Halder had already been scrutinized and suggestions for further improvement had also been communicated to him accordingly.
The house resolved that the same process be followed in case of the other two incumbents.
- In the miscellaneous section, the issue of attendance of both the teaching and non-teaching members was discussed and the house strongly recommended introduction of Biometric attendance system. It was resolved that the recommendation be placed before the Governing Body for its approval.
- It was also resolved in the miscellaneous section that Sri Samrat Sengupta and Sri Pavel Moni, Department of English, be assigned with the responsibility of conducting an extra-curricular English language course for the students of the institution, in order to enhance their proficiency in spoken English, utilizing the infrastructural facility of the existing Language laboratory.

As there was no more issue to discuss, the meeting ended with vote of thanks to the chair.




Dr. Paramita Dasgupta
(Co-ordinator, IQAC)


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



Dr. S. Palchoudhuri
(Principal)

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


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

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principal.sammilani@gmail.com

info@sammilanimahavidyalaya.org

Website :

www.sammilanimahavidyalaya.org

Ref.No.....

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MINUTES OF THE IQAC MEETING HELD ON 08.05.2019 AND RESOLUTIONS ADOPTED

- The minutes of the previous meeting, held on 31.01.2019, were confirmed.
- The report of compliance to the resolutions adopted in the above mentioned meeting was placed before the house. The house unanimously approved it and resolved to upload the same on the college website.
- The issue of publication of prospectus, annual calendar and work diary for the session 2019-20, was discussed in details and it was resolved that a notification, seeking quotation for the same, would be uploaded on the college website immediately.
- Considering the satisfactory performance of 'SevenM Technology Pvt. Ltd' in handling the process of on-line admission in 2018-19 and keeping in mind the good applicability of their software 'Admitek' in the admission process, it was unanimously resolved that the same organization be considered for the 2019-20 session as well.
- It was further resolved that the application form for admission would be updated with some relevant information like the option of 'Transgender' along with the existing options of 'Male' and 'Female', locality of the applicant, his or her Adhar card number, whether he or she is BPL card holder etc.
- The house resolved to organize seminars on relevant issues for quality enhancement and two topics were proposed in this context- i) Gender sensitization, ii) ICT and E-learning. It was decided that the seminar on gender sensitization would be organized by the IQAC and Anti-ragging cell jointly. It was further resolved that all the departments would be requested to organize departmental seminars and submit at least one project proposal each to the funding agencies.

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Principal

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



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
E. M. BYPASS, BAGHAJATIN,
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- It was resolved unanimously that the work load of AQAR preparation for the 2018-19 session be distributed among the faculties as per the following table:

CRITERIA	NAME OF THE FACULTIES
1. Curricular Aspect	Smt. Sudeshna Basu, Smt. Brototi Mondal Choudhury, Dr. Ruma Chakraborti (Advisor).
✓ 2. Teaching Learning and Evaluation	Sri Ranjit Shaw, Dr, Malay Roy. Smt. Sangita Dey Sarkar (Advisor).
✓ 3. Research Innovation and Extension	Dr. Samrat Sengupta, 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. Lopsy Mohanty Roy, Smt. Mousumi Das, 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	Dr. Marisha Chakraborty, Sri Partha Sarathi Bhattacharya, Smt. Shipra Tudu, Smt. Banani Gangopadhyay (Advisor).

The house decided to request the concerned teachers to submit the filled-in criteria by 31st July, 2019 in order to ensure timely submission of the AQAR.

- The house resolved to apply for NIRF ranking and start preparatory work for the same as early as possible. In this context, a few proposals were put forward –
 - ❖ To adopt one nearby slum area and organize adult education, child education, health check-up and awareness generation programmes there.
 - ❖ To approach the Inspector of Colleges for getting information on the ranking status (if any) of our students in the University examinations.
 - ❖ To maintain alumni data and make it mandatory for the out-going students to


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Sammilani Mahavidyalaya
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(NAAC ACCREDITED B++)

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- In the miscellaneous section, the Principal requested the IQAC to maintain a roster containing CAS related information of every incumbent in order to make the process of CAS smooth and provide the teachers with necessary statutory benefits for their career advancement.

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

Dr. Paramita Dasgupta
(Co-ordinator, IQAC)

S. Palchaudhuri
Dr. S. Palchaudhuri
(Principal)

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

Pana
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

Ref.No.....

Date 12.09.2019

MINUTES OF THE IQAC MEETING HELD ON 12.09.2019 AND RESOLUTIONS ADOPTED

- The minutes of the previous meeting, held on 08.05.2019 were confirmed.
- The report of compliance to the resolutions adopted in the above mentioned meeting was placed before the house. The house unanimously approved it and resolved to upload the same on the college website.
- The issue of uploading of AQAR, 2018-19 was discussed in detail. The Coordinator reported that as a majority of the concerned faculties had not yet submitted their respective filled-in criteria, it would not be possible to upload the same by the end of September, 2019, as decided in the previous meeting. Considering the importance of the situation, the House decided to request the concerned faculties to submit their respective criteria immediately. It was also resolved that under the circumstances, the AQAR be uploaded by November, 2019, instead of September, 2019.
- It was decided that the Annual Report for the session 2018-19 would be prepared by the Co-coordinator of the IQAC, prior to celebration of the Annual Day.
- Regarding alumni issue, it was decided to request all the departments to maintain their respective alumni register and involve the alumni members in different social works and outreach programmes, organized by the institution and as well as by the departments. Dr. Ruma Chakraborti was requested to coordinate the activities of alumni association. As per the suggestion of Dr. Chakraborti, the house resolved that the personal data of the outgoing students be collected by the college office at the time of distribution of the mark sheets of their final examination.
- Regarding promotion of Dr. Mrinal Chandra Halder, Sri Debasish Roy and Smt. Kasturi Kar, the Coordinator reported that the papers submitted by the three incumbents were

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



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
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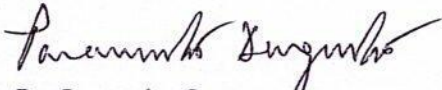
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- scrutinized thoroughly by the IQAC and on recommendation of IQAC, letters have ^{already} been sent to the concerned authorities seeking the names of the DPI nominee and University nominees for further processing.
- In the miscellaneous section, the Principal requested the IQAC to prepare a roster for CAS related matters of the teaching faculties in order to make the process more efficient. The house appreciated the proposal and resolved that the roster be prepared by the IQAC as early as possible.
 - The Principal also reported that the college had utilized the first installment of the RUSA grant successfully, in time. The house highly appreciated the contribution of RUSA committee and Building committee in this regard.
 - As there was no other issue to discuss, the meeting ended with vote of thanks.


Dr, Paramita Dasgupta
(Co-ordinator, IQAC)


Dr. S. Palchaudhuri
(Principal)


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