



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]
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Website :

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Ref.No.....

Date 21/1/19.....

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 31.01.2019 (Thursday) at 1:00 pm in the IQAC room to discuss the following agenda:

1. Preparation of action plan for the current academic session (2018-19) taking into consideration the revised accreditation frame work launched by NAAC.
2. Preparation of AQAR for the session 2018-19 & online submission of the same.
3. Academic & Administrative Audit (AAA) for the academic session 2018-19.
4. Online Feed-back system.
5. Preparation of proposal for extension of the existing IQAC room & upgradation of its facilities.
6. Review of the CAS related papers submitted by Sri Mrinal Chandra Halder & Sri Debasish Roy.
7. Miscellaneous.

All the members are earnestly requested to attend the meeting.

S. Palchaudhuri

Dr. S. Palchaudhuri
(Principal)

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

Dr. Paramita Dasgupta
(Co-ordinator, IQAC)

22/1/19

28.1.19

21/1/19

22/01/19

22/1/19

21.1.19

28/01/19

Attested

Principal

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



Sammilani Mahavidyalaya

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Date 5/1/2019

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 Chakroborti
 5. ICT and related developments – Sri Kamonasish 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.

ATTESIED


Principal
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DATE: 31.01.2019

TIME: 1:00 pm

Members present:

<u>Sl. No.</u>	<u>NAME</u>	<u>SIGNATURE</u>
1.	S. Balchandani	
2.	Paramita Dasgupta	31/1/19
3.	Banani Gangopadhyay	31.1.19
4.	Uttam Kumar Ghosh	31.01.19
5.	Ruma Chakrabarti	31/1/19
6.	Sankar Malakar	31/01/19
7.	Kamonasish Mistry	31.1.19
8.	Shamita Chakrabarty	31/1/19
9.	Sonita Mandal	31/1/19

ATTESTED


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Date

- 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 convenor 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)


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Dr. S. Palchaudhuri
(Principal)

Principal
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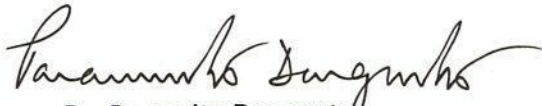
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Ref.No.....

Date 8/5/2019

COMPLIANCE TO THE RESOLUTIONS ADOPTED IN THE IQAC MEETING HELD ON 31.01.2019


- Members of the IQAC had put forward proposals for quality enhancement of the institution and based on these suggestions, a plan of action was chalked out for the session 2019-20.
- The preparatory work for academic and administrative audit is going on.
- The concerned departments have collected necessary information on self-financing PG courses. However, due to some technical difficulties, the issue has been adjourned till the beginning of the next academic session i.e session 2020-21.
- Drafting of the AQAR for the session 2018-19 is in progress.
- Online feed-back collection process for the session 2018-19 has been completed and a report has been generated on the basis of the same.
- Renovation work of the IQAC room has been initiated.
- Verification of the documents, submitted by three faculty members for their respective promotions under Career Advancement Scheme (CAS), is in progress.


Dr. Paramita Dasgupta
(Co-ordinator, IQAC)


Dr. S. Palchaudhuri
(Principal)

Principal
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Ref. No

Date... 31.10.2019

NOTICE

A meeting of Academic sub-committee will be held on 07.11. 2019(Thursday) in Room No. 103 at 2 p.m. to discuss the following agenda:

- 1) Mid-term and Test Examination for 2nd year and 3rd year students under (1+1+1) system.
- 2) Remedial teaching for weaker students.
- 3) Introduction of mentoring process for 2nd sem and 4th sem students from next session.
- 4) Tentative schedule of Internal, Tutorial / Practical examination for 3rd sem and 1st sem students under CBCS system.
- 5) Tentative schedule for taking Students' Feedback for 3rd year, 3rd sem and 1st sem students.
- 6) Submission of Parent Feedback for this session.
- 7) Reformation of work diary for the staff of the college.
- 8) Construction of Class-Routine 2nd sem and 4th sem for the session (January-June), 2020.
- 9) Miscellaneous

All members of the committee are requested to attend the meeting positively in time.

Co-ordinators:

Banani Gangopadhyay *Banani* 31.10.19

Sumita Das *Sumita Das* 31/10/19

Srikanta malakar *Srikanta* 31.10.19

S. Paichaudhuri

Countersigned by

S. Paichaudhuri

(PRINCIPAL)

ATTESTED

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Principal
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Resolutions Adopted in the of Meeting Held on 07.11.2019 (Thursday) at 2:00 PM

1. Since the Calcutta University examinations will be held during the time period starting from the end of November to 10 January, 2019, it will not be possible to arrange for the mid-term examinations for 2nd and 3rd year (under 1+1+1 system) students. The test examination for these students will be held in the middle of January 2019.
 2. For the benefit of 1st and 3rd semester students, each teacher (including PTT and Guest) will take at least one remedial class. The schedule for such remedial classes will be notified by the HODs.
 3. On the basis of the entry level assessment tests, the 1st semester honours students have been divided into groups for mentoring by their respective departments. From January, 2020 each mentor will sit with his/her students (2nd & 4th semester) at least one hour per week and note the outcome of the meetings in a register and get the same signed by the students.
 4. The internal examinations for the 3rd semester students should be held from 15 to 22 November, 2019 and tutorial/practical examinations from 25th November to 9th December, 2019, as per Calcutta University schedule. The academic conveners (arts, science and commerce) are to prepare routines for these examinations in consultation with the HODs.
 5. The internal examinations for the 1st semester students should be held from 22 to 30 November, 2019 and tutorial/practical examinations after 10th January, 2020, as per Calcutta University schedule. The academic conveners (arts, science and commerce) are to prepare routines for these examinations in consultation with the HODs.
 6. Online feedback will be taken from the 1st and 3rd semester students during their internal examinations. For 3rd year students the feedback will be taken during their test examination.
 7. The feedback from the parents of the 1st and 2nd semester students have been taken and the same will be made available to the IQAC after collating.
 8. The teachers have accepted that the structure of the work diary should be reformed.
 9. The academic conveners (arts, science and commerce) are requested to take the initiative to prepare the routine for the 2nd and 4th semesters for the session January to June 2020.
 10. Miscellaneous: The Principal has informed that since the Governing Body meetings are not being held, the money for arranging departmental seminars cannot be released now.
- The meeting ended with vote of thanks.

Submitted by

Sumita Das
07/11/19
[Convener, Academic sub-committee]

Counter-signed by

S. Palchoudhuri
07.11.19
PRINCIPAL

Principal
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[Signature]
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Ref. No

Date 03.01.2020

NOTICE

A meeting of Academic sub-committee will be held on 09.01.2020(Thursday) in Room No. 104 at 1 p.m. to discuss the following agenda:

- 1) Test Examination for 3rd year students under (1+1+1) system.
- 2) Schedule for taking Students' Feedback for 3rd year students.
- 3) Commencement of classes for 2nd sem, ~~and~~ 4th sem students. *and 6th Sem. Students.*
- 4) Distribution of classes per week for guest teachers.
- 5) Introduction of mentoring process for 2nd sem, ~~and~~ 4th sem students *and 6th Sem. Students* from next session.
- 6) Analysis of Students' Feedback for 3rd sem and 1st sem students.
- 7) Submission of Class-Routine 2nd sem, ~~and~~ 4th sem *and 6th Sem.* for the session (January-June), 2020.
- 8) Miscellaneous

All members of the committee are requested to attend the meeting positively in time.

Co-ordinators:

Banani Gangopadhyay

Sumita Das

Srikanta malakar

03/01/2020
04/01/2020

Countersigned by

S. Palchoudhuri
S. Palchoudhuri

(PRINCIPAL)

Principal
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**Resolutions Adopted in the Meeting Held on
09.01.2020 (Thursday) at 1:00 PM**

1. Since the Calcutta University CBCS I, III and V semester examinations are going on, test examination for 3rd year honours (under 1+1+1 system) students comprising a single paper of 100 marks will be held in 14th and/or 16th January 2020. For 3rd year general (under 1+1+1 system) students, no test examination will be held, because of non availability of exam dates.
2. The HODs will arrange for online students' feedback from 3rd year (under 1+1+1 system) students on the day of their test examination date. Sm. Brototi Mondal, Department of Computer Science, will arrange for opening of the college feedback portal.
3. B. A. and B. Sc. Semester IV and II semester classes will commence from 27th January and 6th February, 2020 respectively and B. Com. Semester II, IV and VI semester classes will commence from second week of February.
4. Since no new rules and/or regulations regarding the work load of the guest teachers have been framed by the Higher Education Department as yet, it has been decided that HODs should allot maximum 15 classes per week with minimum 4 days attendance per week for the guest teachers.
5. Mentoring process for the students of semester II and IV are to be started at the beginning of the current session. Students are to be allotted to the mentor teachers by the respective HODs. Each mentor teacher will meet his/her mentees at least once a week beyond his / her scheduled classes. The mentor teacher shall maintain a written record of the students met, the problems and their solutions discussed.
6. The Academic Council requests the IQAC to analyze and make relevant suggestions regarding the online feedback taken from the 1st and 3rd semester students, so that the necessary actions, if any, may be taken.
7. The HODs are requested to prepare the departmental routines for the 2nd, 4th and 6th (if any) semesters for the session January to June, 2020 and to submit the same to the respective academic conveners within this month.
8. Miscellaneous:
 - (i) For 4th semester Science General (pure and bio) students CEMG (Chemistry general) course will be offered as SEC in this current session (January to June, 2020).
 - (ii) For 2nd semester (Honours) students, the ENVS projects are to be done under the guidance of the respective Honours department and for Science (General) and Arts (General) students the guides are Dr. Dipannita Pariwal, Department of Botany and Sri Subrata Roy, Department of Film Studies respectively. All the commerce students (both Honours and General) are to be guided by the Commerce Department.
 - (iii) The Principal has requested the Academic Conveners to ensure the proper functioning of the Language Laboratory.

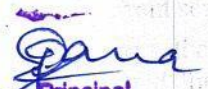
The meeting ended with vote of thanks.

Submitted by

Sumita Das
- 09/01/2020

[Convener, Academic sub-committee]

ATTESTED


Principal
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Counter-signed by

S. Paleraotheni

PRINCIPAL

Principal

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SAMMILANI MAHAVIDALAYA

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NOTICE

This is to inform you that an online meeting of Academic sub-committee of the college will be held on **20th November, 2020 (Friday), at 3:45 p.m.**, through Google Meet to discuss the following agenda:

- 1) Discussion about the undergraduate intermediate examination and related guidelines sent by Calcutta University.
- 2) Remedial classes and filling of Feedback forms for 2nd and 4th semester students.
- 3) Reopening of college in December 2020 as directed by the Government of West Bengal.
- 4) Miscellaneous.

All the members are requested to join in the meeting positively.

Thanking you,

Banani Gangopadhyay and Sumita Das

(Conveners, Academic sub-committee)

Sumita Das

Attested



Principal
Sammilani Mahavidyalaya
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Kolkata - 700 094

Minutes of the Meeting Held on 20.11.2020 (Friday) at 3:45 PM

1. The Principal informed that in accordance to the letter sent by the Pro vice-Chancellor, Calcutta University regarding undergraduate intermediate examination 2020 (*vide attachment*) a notice regarding the examination guidelines will be given in the college website so that eligible candidates may contact their respective departments. It was decided that the examination will be held in the period 1 – 15 December 2020. The Academic Council was entrusted with the stream wise scheduling of the examinations.
2. For the benefit of the 2nd and 4th semester students, each department will arrange for the remedial classes. The schedule for such remedial classes will be notified by the HODs.
3. The departments have been requested by the Academic Council to receive feedback from the 2nd and 4th semester students. The web link for this will be provided by Ms. Brototi Mondal, Department of Computer Science.
4. The Principal informed that no order has yet been received from the Government of West Bengal regarding the opening of colleges. Therefore, it was decided that opening of the college should be deferred till such order.
5. A communication has been received by the Academic Council from the Department of Physics regarding the rules for allocation of duties for the SACT teachers. It has been preceded by a letter from a SACT teacher of the same department to the HOD. The Academic Council has been shocked by the tone and content of this letter and has decided to unequivocally condemn the same and forward both the letters, through the Principal, to the Governing Body for framing of rules for allocation of duties for the SACT teachers.
6. It has been noticed that teachers have been informally taking online classes for the 3rd and 5th semester students (both General and Honours). The Academic Council has decided that formal online classes for the 3rd and 5th semester students (both General and Honours) will begin one week after the completion of their 2nd and 4th semester examination respectively, as per UGC guideline.
7. Ms. Kasturi Kar, Head of the History Department, informed that the newly admitted 1st semester students are facing some problems for university online registration. The Principal and the Admission Committee agreed to look after the matter.
8. The meeting ended with vote of thanks.

Submitted by

Ms. Banani Gangopadhyay

Sumita Das

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Principal
Sammilani Mahavidyalaya
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S. Palchaudhuri

Counter-signed by

Dr. S. Palchaudhuri

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NOTICE

This is to inform that an online meeting of Academic sub-committee of the college will be held on **15th June, 2021 (Tuesday), at 4:00 p.m.**, through Google Meet to discuss the following agenda:

- 1) Confirmation of the minutes of the previous meeting.
- 2) Discussion about the arrangement of the forthcoming University examination of even (2nd, 4th and 6th) semester students.
- 3) Discussion about the new student admission for the session 2021 – 22.
- 4) Organization of departmental events like webinars, training programmes for students etc.
- 5) Miscellaneous.

All the members are requested to join in the meeting positively.

Thanking you,

Banani Gangopadhyay

Sumita Das *Sumita Das*

Conveners

(Academic sub-committee)

**Resolutions Adopted in the Online Academic Sub-committee Meeting
Held on
15.06.2021 (Tuesday) at 4:00 PM**

1. Minutes of the previous meeting have been confirmed.
2. Although no time table from Calcutta University for all even (2nd, 4th and 6th) semester examinations has been received, the Principal has asked the concerned departments to conduct the internal and tutorial examinations in online mode within July 2021, as these examinations are internal matter of the college. However a committee has been formed, comprising Sm. Swagata Saha Sau, HOD, department of Computer Science, Sm. Banani Gangopadhyay, department of History and Dr. Marisha Chakroborti, HOD, department of Education to conduct the upcoming university examination.
3. Due to current pandemic, the results of class XII have not been published yet, so the new student admission process could not be started. However, an admission committee, consisting of Sri Kamonasis Mistry (convener), HOD, department of Geography, Dr. Malay Roy, HOD, department of Mathematics, Dr. Marisha Chakroborti, HOD, department of Education and Sm. Brototi Mondal, department of Computer Science, has been formed to supervise the admission process. The Principal has been requested to involve the college office in the post admission registration process.
4. The HODs have been requested to organize academic webinars, training programmes etc. for students. Also they are to arrange for submission of filled feedback forms from 2nd, 4th and 6th semester students after the internal and tutorial examinations.
5. As the IQAC convener has resigned, the Academic sub-committee will prepare the college prospectus for the session 2021 – 22.

The meeting ended with vote of thanks.

Submitted by

Banani Gangopadhyay

Sumita Das Sumita Das

[Conveners, Academic sub-committee]

S. Palchaudhuri
Counter-signed by

Dr. S. Palchaudhuri

PRINCIPAL

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NOTICE

This is to inform that an online meeting of Academic sub-committee of the college will be held on **27th September, 2021 (Monday), at 4:00 p.m.**, through Google Meet to discuss the following agenda:

- 1) Confirmation of the minutes of the previous meeting.
- 2) Commencement of 1st semester classes of 2021 -2022 session.
- 3) Discussion about starting of online classes using G-suite software.
- 4) Publication of the college prospectus for the year 2021 – 22.
- 5) Progress of the establishment of an e-library.
- 6) Miscellaneous.

All the members are requested to join in the meeting positively.

Thanking you,

Banani Gangopadhyay

Sumita Das *Sumita Das*

Conveners

(Academic sub-committee)

Attested

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Principal
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Resolutions Adopted in the Online Meeting Held on 27.09.2021 (Monday) at 4:00 PM

1. Minutes of the previous meeting has been confirmed.
2. As per directive of UGC, all 1st semester classes will start on **1st October, 2021** in online mode under the framework of college website. For this, the college had installed an online software system through which the students had registered themselves for this examination in the college portal. The students downloaded the question papers from the college portal during the examination and uploaded their answer scripts to the same. Sm. Swagata Saḥa Sau, HOD, department of Computer Science and Sm. Banani Gangopadhyay, department of History supervised the whole examination process. The Academic sub-committee thanked them for smooth running of the same.
3. The Principal has sought permission from the Governing Body to appoint teachers in Economics and Environmental Science.
4. The procurement process of Google G Suite software under the supervision of Sri Kamonasis Mistry, HOD, department of Geography and Dr. Malay Roy, HOD, department of Mathematics is going on.
5. It has been decided that the even (2nd, 4th and 6th) semester classes would commence from 12 April 2021. All HODs are requested to take necessary actions e.g. preparation of class routines and academic calendar, choice of DSE and SEC etc.
6. The odd semester students' feedback has been taken by the respective departments. The same will be forwarded to the IQAC for analysis and action, if any.
7. It has been decided to construct departmental e-libraries to house class notes, e-books, question papers etc. The Principal appreciated this and entrusted the librarian to implement the same.

The meeting ended with vote of thanks.

Submitted by

Sumita Das
[Conveners, Academic sub-committee]

S. Golechandran
Counter-signed by

PRINCIPAL

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Ref.No.....

Date 27/4/22

Extract of resolution of the Governing Body meeting held on 13.11.2021

Miscellaneous:

2. The Principal placed before the members a report from Dr. Srikanta Malakar, Coordinator, IQAC regarding analysis and future course of remedial action on the feedback obtained from the students and other stakeholders. After a thorough discussion of the report, the members resolved to appreciate the action plans adopted by the IQAC for further improvement in the areas of academics, administration and overall infrastructural facilities based on the feedback obtained. The members requested the Principal to encourage the IQAC to carry on its continuous endeavor of quality enhancement in all respect.

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Attester
Gana
Principal
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Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

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Ref.No.....

21.03.2023

Date

Extract of Resolution of the Governing Body meeting held on 25.03.2023

Misc. VIII)

Dr. Srikanta Malakar, Teachers' Representative in the Governing Body and Coordinator of the IQAC, placed before the members the following minutes along with respective compliance reports of the IQAC meetings:

- Minutes and compliance reports of the IQAC meetings held during the academic year 2021-22;
- Minutes and compliance reports of the IQAC meetings held during the academic year 2022-23, till date.

Dr. Malakar also placed before the members a report on the feedback for the academic year 2021-22 obtained from all stakeholders of the college on various academic issues. He also placed the completed AQAR for the year 2021-22.

The members lauded the sustained endeavour of the IQAC in enhancing the quality of academic infrastructure and environment of the college and approved the proceedings of the IQAC meetings held in 2021-22 and 2022-23. The members also approved and accepted the feedback obtained from the stakeholders of the college and advised the IQAC to look into the issues which required attention and intervention. They also resolved to approve the AQAR for the year 2021-22 for uploading on the NAAC website within the last date, i.e., 31.05.2023.

S. Chakraborty 21/5/23
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