

## Resolutions adopted in the meeting held on 05/10/2023

### **Agendum 1.**

Resolutions adopted in the meeting held on 20.07.2023 are read and confirmed by the members.

### **Agendum 2.**

Resolved unanimously that the process of Academic & Administrative Audit (AAA) be initiated from this month. IQAC will conduct the entire process in consultation with the Academic Council. The proposed members of the Internal Audit team are as follows:

The Principal

The IQAC Coordinator

The Teachers' Council Secretary

Members: Dr. Paramita Dasgupta, Dr. Sumita Das and Dr. Srikanta Malakar

Further resolved that, a register to be maintained to mark the date of timely submission by the academic departments.

### **Agendum 3:**

It is resolved that IQAC will look into the matter very seriously to collect the criteria wise data within stipulated period and further criteria wise report to be placed before the HOI. Different sub-committees and/or person concerned are to be directed to submit SSR related data as per the requirements. Further resolved that a register would be maintained for criteria wise submission.

### **Agendum 4:**

Resolved that, Office management committee needs to be more supervisory to expedite the Annual audit related issues. In order to filling out the SSR, the financial Audit must be done in time. As there is a back log in this, the committee needs to fasten the process. The Financial Sub-committee along with Bursar is requested to supervise the entire audit process.

### **Agendum 5:**

Resolved further, different clubs as Electoral Literacy club (ELC), Drama club and Nature club need to produce their plan of actions and activities to the cell. Teachers' Council Secretary has been directed to ask for the same by the convenors of the clubs.

### **Agendum 6:**

Resolved that, the Academic Council will take initiative under the guidance of IQAC to organise departmental seminars and workshops for the session 2023-2024. More of popular lecture series, Interdisciplinary lecture series be organized in the current session. Research and development cell be directed to assist Academic Council in this venture. Coordinator, IQAC placed a proposal before the cell for an immediate workshop on preparation for NAAC SSR. Hon'ble Principal and members accepted the proposal. Hon'ble Principal assured that fund will be provided on submission of budget as resolved in the GB. He also proposed to provide with seed money for starting research project and registration fees for presenting papers in any seminar/conference/workshop.

### **Agendum 7:**

Resolved that, the Annual Prize distribution ceremony along with best student awards be organised and prizes, certificates and mementos to be handed over to the best students in all respect.

### Agendum 8.

Resolved further that, new students to be motivated and encouraged by the departments in respect of vocational courses. Each academic department should take initiative to motivate their students for the courses offered by the college. In connection to this, Career guidance & Placement sub -committee are directed to organize a meeting very shortly.

Misc.

- Scrutiny committee for CAS has placed the final report of Sri Ranjit Shaw to constitute the screening committee maintaining the proper method.
- Teachers' diary to be maintained on regular basis.
- Alumni study circle should continue for this current session. As resolved previously in the academic council meeting and as per the willingness of Alumni, that ex- student passed out masters with at least 55% marks would be given opportunity to share their knowledge with present students. The IQAC acknowledges this kind of noble gesture of the Alumnus.
- All sub -committees are directed to submit 6 months report to the Teachers' Council and further directed to organize regular meeting and conduct activities.

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

*Sangeeta Dey Sarker*

Coordinator ,IQAC 3/10/23

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*Pana*  
3/10/23  
Principal