



SILIGURI MAHILA MAHAVIDYALAYA

ESTD. : 1981



INTERNAL QUALITY ASSURANCE CELL (IQAC)

1 NO. DABGRAM, P.O. RABINDRA SARANI, SILIGURI - 734006

Phone No : 0353-2999519 ❖ E-mail ID : slg_smm@yahoo.com ❖ Website : http://www.smm.ac.in

Ref. No. MEETING 1/2019-20

Date :

NOTICE : 24/06/2019

A meeting of IQAC will be held on 01/07/2019 in Principal's chamber at 12 noon discuss about following agendas. All members are requested to attend the same.

Members present:

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya

Smt. Swati Banerjee, Coordinator IQAC and Associate Professor, Department of Political Science, Siliguri Mahila Mahavidyalaya *Swati*

Dr. Sujit Ghosh, Principal, Siliguri College, Local Community member

Sri Jayanta Kar, Local Community member

Dr. Sharmila Lahiri Maitra, Associate Professor of English, Siliguri Mahila Mahavidyalaya *Sm*

Smt. Prodipta Bose, Assistant Professor of History, Siliguri Mahila Mahavidyalaya *Prodipta*

Dr. Uday ratan Mukherjee, Assistant Professor of Bengali, Siliguri Mahila Mahavidyalaya *U. R. Mukherjee*

Dr. Prabir Kumar Kundu, Assistant Professor of Geography, Siliguri Mahila Mahavidyalaya

Smt. Latika Roy Poddar, Assistant Professor of Bengali, Siliguri Mahila Mahavidyalaya *Latika Poddar*

Dr. Mahuya Roychoudhury Bhowal, Assistant Professor of Sociology, Siliguri Mahila Mahavidyalaya *Mahuya*



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MINUTES OF THE MEETING HELD ON 01/07/2019

1. Discussion regarding Induction program for the 1st semester students
2. Discussion regarding the Add-on Course to be introduced in the current academic session.
3. Discussion regarding hosting Inter College Youth Parliament Competition at Siliguri Mahila Mahavidyalaya
4. Seminar workshops to be organised during the session.

ACTION TAKEN

- The college induction followed by class commencement for the 1st sem Honours and Program course students was held on 05.07.2019 to acclimatize them to the environment of the institution and connect them to the people who are part of it. The faculty members of all the departments were present at the induction program. The induction of the 3rd semester Honours and Program course students were held on 06.07.2019.
- The college arranged for one Add-On Certificate Courses which have been started with the aim of bringing about a more holistic approach to learning as well as to cultivate and develop the necessary skills for various vocations and careers.
- Inter College Youth Parliament Competition at the district level organized by Department of Parliament Affairs; Government of West Bengal was hosted by Siliguri Mahila Mahavidyalaya on 24th September, 2019.
- The college level workshops that were organized included workshop on Archives and Museum in collaboration with AKM museum, University of North Bengal, Workshop on Communication Skills and Seminar on Gender Stereotypes and Political Leadership. One open air workshop on environment, River and Man was organized at the state level.

(Dr. Subrata Debnath)
Principal

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Prof. Swati Banerjee
Coordinator, IQAC &
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MEETING 2/ 2019-20

NOTICE: 11/09/2019

A meeting of IQAC will be held on 18/09/2019 in Principal's chamber at 12 noon to discuss the following agenda. All members are requested to attend the same.

Members present:

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya

Smt. Swati Banerjee, Coordinator IQAC and Associate Professor, Department of Political Science, Siliguri Mahila Mahavidyalaya *Swati*

Dr. Sujit Ghosh, Principal, Siliguri College, Local Community member

Sri Jayanta Kar, Local Community member

Dr. Sharmila Lahiri Maitra, Associate Professor of English, Siliguri Mahila Mahavidyalaya *Sm*

Smt. Prodipta Bose, Assistant Professor of History, Siliguri Mahila Mahavidyalaya *Prodipta*

Dr. Uday ratan Mukherjee, Assistant Professor of Bengali, Siliguri Mahila Mahavidyalaya *U.R. Mukherjee*

Dr. Prabir Kumar Kundu, Assistant Professor of Geography, Siliguri Mahila Mahavidyalaya

Smt. Latika Roy Poddar, Assistant Professor of Bengali, Siliguri Mahila Mahavidyalaya *Poddar*

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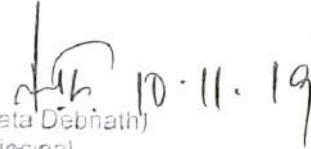
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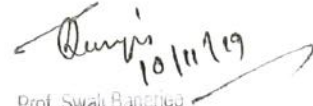
MINUTES OF THE MEETING HELD ON 18/09/2019

1. Organisation of Awareness Programmes and Interactive Sessions about career awareness for the students of the College
2. Discussion regarding initiation of Gender Audit.
3. Modification and upgradation of the College website.

ACTION TAKEN

- The IQAC organised several career counselling programs with Frankfin Institute, Pidilite Industries Limited, Siliguri Institute of Technology, RICE Education Siliguri, George Telegraph and few more.
- The process to conduct Gender Audit in college was initiated. To this end Gender Action plans chalked out, gender equity programs organised and attitudinal surveys to gauge gender equity conducted.
- The college Website upgraded by the technical support team, Techno Developers to support the online admission under CBCS curriculum and as per the requirement of the college.


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MEETING 3/ 2019-20

NOTICE : 04/11/2019

A meeting of IQAC will be held on 11/11/2019 in Principal's chamber at 12 noon to discuss the following agenda. All members are requested to attend the same.

Members present:

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya

Smt. Swati Banerjee, Coordinator IQAC and Associate Professor, Department of Political Science, Siliguri Mahila Mahavidyalaya *Swati*

Dr. Sujit Ghosh, Principal, Siliguri College, Local Community member

Sri Jayanta Kar, Local Community member

Dr. Sharmila Lahiri Maitra, Associate Professor of English, Siliguri Mahila Mahavidyalaya *Sm*

Smt. Prodipta Bose, Assistant Professor of History, Siliguri Mahila Mahavidyalaya *Prodipta*

Dr. Uday ratan Mukherjee, Assistant Professor of Bengali, Siliguri Mahila Mahavidyalaya *U. R. Mukherjee*

Dr. Prabir Kumar Kundu, Assistant Professor of Geography, Siliguri Mahila Mahavidyalaya

Smt. Latika Roy Poddar, Assistant Professor of Bengali, Siliguri Mahila Mahavidyalaya *Latika Poddar*

Dr. Mahuya Roychoudhury Bhowal, Assistant Professor of Sociology, Siliguri Mahila Mahavidyalaya *Mahuya*



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MINUTES OF THE MEETING HELD ON 11/11/2019

1. The IQAC considered it necessary to increase number of collaborations for the benefit of the students and faculty members of the college
2. Emphasizing on ways to save energy.
3. Discussion regarding Infrastructural augmentation

ACTION TAKEN

- To extend collaborations, MOU has been signed with two welfare organisations. SSSKS and SNEHA and Taekwondo association and one UG college.
- In compliance with switching to more energy saving mode, the traditional lights and CFLs have been replaced by LED lights at frequent intervals in classrooms and also in the administrative block. The advantage of using of energy efficient lights is reflected in gradual reduction in electricity bills.
- Four more class rooms were constructed in the 1st floor of the Annex block which helped in accommodating more students at one point of time but also earmarked one class room for one department.

[Signature]
03.01.20

[Signature]
Prof. Swati Sarani
Coordinator, IQAC
Associate Professor of Political Science
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MEETING 4/ 2019-20

NOTICE : 23/12/2019

A meeting of IQAC will be held on 02/01/2020 in Principal's chamber at 12 noon to discuss the following agendas. All members are requested to attend the same.

Members Present

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya

Smt. Swati Banerjee, Coordinator IQAC and Associate Professor, Department of Political Science, Siliguri Mahila Mahavidyalaya *Swati*

Dr. Sujit Ghosh, Principal, Siliguri College, Local Community member

Sri Jayanta Kar, Local Community member

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MINUTES OF THE MEETING HELD ON 02/01/2020

1. Framing the routine for 2nd and 4th semester students.
2. Discussion on selection test for outgoing 3rd year (1+1+1) students
3. Discussion on use of ICT in classroom teaching

ACTION TAKEN

- The routine committee designed a separate routine for the students of 2nd and 4th semester students before the commencement of the classes.
- Examination committee prepared the routine for the unit test for outgoing 3rd year students under (1+1+1) system and the test was conducted centrally.
- Faculty members have been encouraged to use ICT for regular teaching and learning activities apart from seminar presentations. The faculty members conformed with the IQAC Coordinator's recommendations.


(Dr. Subrata Deb Nath)
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07.03.20


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