



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.

Date :

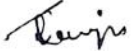
MEETING 1/2018-19

NOTICE: 20/06/2018

A meeting of IQAC will be held on 02/07/2018 in Principal's chamber at 12 noon to discuss about following agendas. All members are requested to attend the same.


Members present:

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya

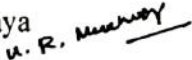
Smt. Swati Banerjee, Coordinator IQAC and Associate Professor, Department of Political Science, Siliguri Mahila Mahavidyalaya 

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 

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

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

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

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

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



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Ref. No. **MINUTES OF THE MEETING HELD ON 02/07/2018**

Date :

1. The members of the IQAC meeting discussed regarding the Implementation of CBCS curriculum from the 2018-19 academic session. The IQAC concentrated on the syllabus, the induction program for the students, routine and continuous internal evaluation process.
2. The members agreed to the idea of introducing Economics (HONOURS) at the UG level and initiate the process accordingly.
3. To introduce the students to courses outside the set curriculum, the need was felt to introduce of Add on Courses
4. To encourage collaborative activities including teaching, learning, organising seminars, workshops, conducting outreach programs, counselling programs it was decided to sign MOUs with other academic institutions, industry, law firm, Welfare organisations.
5. Discussion on Appointment of Guest Faculty for new Semester Classes
6. The Publication of College Magazine received serious attention.

ACTION TAKEN

- Implementation of CBCS as per the guidelines of the affiliating university, University of North Bengal from 2018-19. The Routine was revised accordingly to incorporate classes in proportion to the credits mentioned in Core, General elective, and SEC papers of the respective disciplines. Also, the class duration also extended to 1 hour in line with the CBCS curriculum guideline. The IQAC also prepared the Academic calendar.
- Induction Programme was organised to help students understand the curriculum well and also introduce them to the faculty members, office staffs, library and other infrastructural facilities that they could avail.
- Since continuous internal evaluation (CE) process was an integral part of CBCS curriculum, the IQAC in consultation with the Academic Council decided that students



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Date :

- would participate in the continuous internal evaluation (CE) through seminars, assignment, group discussions, presentations and MCQs.
- The IQAC took a wise decision for the college to offer Economics Honours at the UG level. Since the college continued to offer Economics as a general subject for a very long time in the past and as a girls' college students should get the opportunity to learn Economics at the honours level. Hence, the necessary process initiated through the Governing Body of the college to introduce it.
- The IQAC committee held meeting with the different departments of the colleges and requested them to submit proposals regarding conduction of Add on courses where the faculty members of different departments would act as Program co-ordinators. The IQAC designed the course structure, framed the syllabus and chalked out the routine mentioning duration of the course and distribution of classes along with the resource persons.
- Nine Guest lecturers were appointed by the College Governing Body. Sociology:2, History: 2 and Political science: 1, Geography: 1, Education: 1, Bengali: 1, Philosophy: 1, EVS:1
- The college was already publishing a magazine "Choroibeti" where Faculty members of the college exclusively contributed. To extend this opportunity to the student fraternity of the college, Trisrotaa a college magazine for students to showcase their creative skills was indeed a welcome initiative. The first issue of Trisrotaa was published on 8th March, 2019.

(Dr. Subrata Debbarma)
Principal

Siliguri Mahila Mahavidyalaya
1 No. Dabgram, Siliguri-6
Mobile No. 8918722346

Prof. Swati Banerjee
09/03/19

Prof. Swati Banerjee
Coordinator, IQAC &
Associate Professor of Political Science
Siliguri Mahila Mahavidyalaya



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Date :

MEETING 2/2018-19

NOTICE : 27/09/2018

A meeting of IQAC will be held on 05/10/2018 in Principal's chamber at 12 noon to discuss about following agendas. All members are requested to attend the same.

Members present:

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya (SMM)

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

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

Sri Jayanta Kar, Local Community member

Dr. Sharmila Lahiri Maitra, Associate Professor of English, SMM *Sm*

Smt. Prodipta Bose, Assistant Professor of History, SMM *Prodipta*

Dr. Uday ratan Mukherjee, Assistant Professor of Bengali, SMM *U.R. Mukherjee*

Dr. Prabir Kumar Kundu, Assistant Professor of Geography, SMM

Smt. Latika Roy Poddar, Assistant Professor of Bengali, SMM *RPoddar*

Dr. Mahuya Roychoudhury Bhowal, Assistant Professor of Sociology, SMM *Mahuya*

MINUTES OF THE MEETING HELD ON 05/10/2018



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Date :

1. The Members of the IQAC expressed concern in conducting a counselling session for the 1st Semester Honours & Programme course students before the commencement of their end semester examination in December regarding form fill up, discussion regarding exam pattern.
2. To cater to the demand, though a small group of students coming from Hindi medium background, the IQAC considered it necessary on the part of the college to offer Hindi as a Program course subject from the next academic session 2019-20.
3. The IQAC invited proposals for organising College level/State level/ National level Seminars and Workshops from various departments for the academic session 2018-19

ACTION TAKEN:

- The IQAC in association with the Counselling Cell of Siliguri Mahila Mahavidyalaya arranged for a counselling session for the 1st Semester students in the last week of November (28.11.2018) to overcome their exam related anxiety. The students were once again given guidelines in relation to the exam pattern, marks distribution, duration of examination.
- The idea of introducing Hindi as a programme subject was forwarded to the Governing body The Governing body with immediate effect initiated the procedure and application was sent to higher education department. It was also decided that once the subject is approved, a guest teacher would be appointed to cater to the students who take up Hindi as one of the subjects.
- The IQAC approved the proposals related to organising college level workshops and seminars by the departments of the college which included workshops on gender awareness, NITI Aayog, environmental hazards, Digital marketing and few more. Seminar on Bhasha Andolon: Bangla O Maithili Bhasha needs special mention as it



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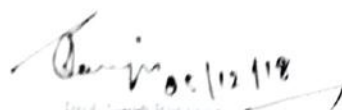
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Date :

- was organised to observe Matri Bhasha Diwas. The proposal for organising a national level seminar entitled Sustainable Urbanization in East India: Present Trends and Future Concerns was sent to ICSSR-ERC by the department of Geography and also accepted.

 05.12.18

(Dr. Subrata Deb Nath)
Principal
Siliguri Mahila Mahavidyalaya
1 No. Dabgram, Siliguri-5
Mobile No. 991903

 05/12/18

Prof. Ujjala Banerjee
Coordinator IQAC &
Associate Professor of Political Science
Siliguri Mahila Mahavidyalaya



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Ref. No.

Date :

MEETING 3/2018-19

NOTICE: 12/12/18

A meeting of IQAC will be held on 19/12/2018 in Principal's chamber at 11.30a.m to discuss about following agenda. All members are requested to attend the same.

Members Present:

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya (SMM)

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

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

Sri Jayanta Kar, Local Community member

Dr. Sharmila Lahiri Maitra, Associate Professor of English, SMM *Sm*

Smt. Prodipta Bose, Assistant Professor of History, SMM *Prodipta*

Dr. Uday ratan Mukherjee, Assistant Professor of Bengali, SMM *U. R. Mukherjee*

Dr. Prabir Kumar Kundu, Assistant Professor of Geography, SMM

Smt. Latika Roy Poddar, Assistant Professor of Bengali, SMM *Latika*

Dr. Mahuya Roychoudhury Bhowal, Assistant Professor of Sociology, SMM *Mahuya*

MINUTES OF THE MEETING HELD ON 19/12/2018

1. Appointment of Guest lecturers



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2. Discussion related to contribution for the 2nd issue of "Choroibeti"

ACTION TAKEN

- Two guest lecturers appointed. English: 1 and Bengali: 1
- Teachers were requested to contribute for the 2nd issue of the magazine, Choroibeti" and most of the faculty members expressed interest in contributing to the same.


(Dr. Subrata Debbarth)
Principal
Siliguri Mahila Mahavidyalaya
1 No. Dabgram, Siliguri-8
Mobile No. 8912722346
27.02.19


27/02/19
Prof. Swati Banerjee
Coordinator, IQAC &
Associate Professor of Political Science
Siliguri Mahila Mahavidyalaya



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Date :

MEETING 4/2018-19

NOTICE : 31/01/2019

A meeting of IQAC will be held on 06/2/2019 in Principal's chamber at 1 p.m discuss the following agenda. All members are requested to attend the same.

Members Present:

Dr. Subrata Debnath, Principal, Siliguri Mahila Mahavidyalaya (SMM)

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

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

Sri Jayanta Kar, Local Community member

Dr. Sharmila Lahiri Maitra, Associate Professor of English, SMM *Sm*

Smt. Prodipta Bose, Assistant Professor of History, SMM *P Bose*

Dr. Uday ratan Mukherjee, Assistant Professor of Bengali, SMM *U. R. Mukherjee*

Dr. Prabir Kumar Kundu, Assistant Professor of Geography, SMM

Smt. Latika Roy Poddar, Assistant Professor of Bengali, SMM *LPoddar*

Dr. Mahuya Roychoudhury Bhowal, Assistant Professor of Sociology, SMM *M Roy*

MINUTES OF THE MEETING HELD ON 06/02/2019



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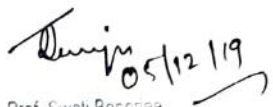
MINUTES OF THE MEETING HELD ON 06/02/2019

1. The IQAC requested the Department of Geography to make necessary Preparation for organising the ICSSR Sponsored National Seminar on Sustainable Urbanization in East India: Present Trends and Future Concerns.
2. Discussion related to promotion of Four Assistant Professors under CAS
3. The IQAC emphasized the need for Installation of Library software for the benefit of the students and development of the college and Purchase of Book Shelf for the library

ACTION TAKEN:

- The Seminar was organised by Dept. of Geography on 9th & 10th March 2019 with financial support from ICSSR.
- The CAS Proceeding for four teachers (Dr. Sumitra Naha, Assistant Professor of Economics, Dr. Prabir Kumar Kundu, Assistant Professor of Geography, Dr. Biplab Kumar Saha, Assistant Professor of Bengali, Dr. Ashok Kumar Panda) was initiated by the governing body and application sent to DPI, Department of higher Education and University of North Bengal to seek the names of DPI nominee and University nominees respectively to be present at the screening/ selection process of the incumbents.
- The Matter was forwarded to GB for approval and decision to invite quotations for the Software installation of library was taken. Book shelves purchased for the library.


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Prof. Swati Banerjee
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