



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-1/2021-22

NOTICE/ 22/07/2021

An online meeting of IQAC will be held on 30.07.2021 at 12noon via Google meet to discuss the following agenda. All members are requested to attend the virtual meeting.

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)

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

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

Smt. Prodipta Bose, Assistant Professor of History, SMM

Dr. Uday ratan Mukherjee, Assistant Professor of Bengali, SMM

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

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

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



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MINUTES OF THE MEETING HELD ON 30.07.2021

1. Discussion related to Online admission for the session 2021-22
2. Matter related to Online induction program and continuation of online classes
3. The IQAC committee decided to organise Covid-19 Vaccination Camp in the college on an emergent basis
4. The IQAC stressed on the Sanitization of the College before it reopens in the post-pandemic period.

ACTION TAKEN

- The admission committee in association with the technical vendor made the necessary arrangements for smooth running of the admission in the online mode.
- The induction program for the 1st Semester Honours and program students was held on 29th September, 2021 in the virtual mode where the new comers were introduced to the college and also respective departments and informed about the activities undertaken in the college.
- Siliguri Mahila Mahavidyalaya organised a free Covid vaccination camp in the college campus on 13.09.2021 with the assistance of the health department, District Darjeeling, Government of West Bengal and Siliguri Municipal Corporation. The students and the locals were immensely benefitted.
- The College authority approached Siliguri Municipal Corporation for sanitizing the entire college, the administrative block, the class rooms the corridors, the staircases and it was done 3 to 4 days prior to resumption of the classes.


(Dr. Subrata Debnath)
Principal
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1 No. Dabgram, Siliguri-
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Prof. Swati Banerjee
Coordinator, IQAC &
Associate Professor of Political Science
Siliguri Mahila Mahavidyalaya



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MEETING-02/2021-22

NOTICE 01/11/2021

A meeting of IQAC (offline) will be held on 08.11.2021 at 12noon at principal's chamber 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 *Sharmila*

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 *LPoddar*

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



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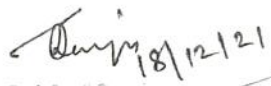
MINUTES OF THE MEETING HELD ON 08.11.2021

1. The IQAC realised the need for arranging a Counselling session for the students as soon as the college reopens post pandemic.
2. Discussion regarding resuming classes by maintaining COVID-Protocols
3. Revised class routine

ACTION TAKEN

- Immediately after the college reopened, a counselling session was arranged on 25.11.2021 to cater to the mental health of the students.
- The classes were resumed in small batches maintaining proper distancing and other pandemic related protocols.
- The class routine was revised in a manner to avoid too much of crowding within the institution and at the same time making provision for adequate classes to complete the syllabus.


(Dr. Subrata Debnoti) 18.12.21
Principal
Siliguri Mahila Mahavidyalaya
1 No. Dabgram S. In
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Prof. Swati Banerjee
Coordinator, IQAC &
Associate Professor of Political Science
Siliguri Mahila Mahavidyalaya



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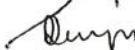
MEETING-03/2021-22

NOTICE : 03 /02/2022

A meeting of IQAC will be held on 10/02/2022 in Principal's chamber at 12 noon discuss about 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 

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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MINUTES OF THE MEETING HELD ON 10.02.2022

1. Introducing add-on courses in the post pandemic period
2. Discussion regarding normal classes in the online/Offline mode.
3. Discussion regarding End semester exams of the University of North Bengal
4. Formation of the Electoral Literacy Club
5. Construction of shed in-front of office purchase of submersible pump, tanks
6. Construction of toilet block in the Annex building

ACTION TAKEN

- Abiding by the Government order, when normal offline classes were restarted in the institution, the IQAC requested the departments to continue with the ADD ON courses for the benefit of the students. 7 ADD-on courses viz. Basics of Computer, Communicative English, Theatre Dynamics, History of North Bengal, Rabindra Sangeet, Bengali Folk Dance, Tailoring and Yoga and Meditation were scheduled for the session 2022-23. The enrolment process began from June onwards and the courses from August 2022.
- There was a general consensus to continue classes across each semester in the hybrid mode to favour the students who resided in far-flung areas.
- The exam committee follows the regulations of the University of North Bengal in conducting the end semester exams amid strict compliance with COVID-19 guidelines.
- The Electoral Literacy club of Siliguri Mahila Mahavidyalaya is being formed on April 10, 2022 as a proactive measure to enhance civic and electoral awareness among students, particularly those in the 18-21 age group. The composition of the Electoral Literacy club is as follows:



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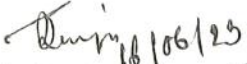
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Date :

Dr. Subrata Debnath- Principal and Secretary
Smt. Swati Banerjee, Associate Professor of Political Science-Convener
Dr. Uday Ratan Mukherjee-Associate Professor of Bengali- Joint Convener
Dr. Biplab Kumar Saha, Assistant Professor of Bengali- Governing body representative.
Smt. Lakshmi Paul, Ward Councillor-Advisory Member
Smt. Prodipta Bose, Associate Professor of History-Teacher Member
Smt. Latika Roy Poddar, Assistant Professor of Bengali- Teacher Member
Dr. Renuca Rajni Beck, Assistant Professor of Political Science- Teacher Member
Smt. Swapna Sarcar- Non-teaching member
Srimoti Ghosh- Alumni
Moumita Roy, 6th sem Political Science- Student member
Swapna Baidya, 6th Sem History- Student member
Gouri Sarkar, 2nd Sem Political Science- Student member
Nabanita Haldar, 4th Sem Geography-Student member
Jui Das, 4th Sem Philosophy-Student member
Barnalika Bhattacharya, 4th Sem, English-Student member
Dulali Dutta, 4th Sem sociology-Student member
Karabi Adhikari, 4th Sem Education-Student member
Amena Khatun, 6th Sem NSS volunteer-Student member
Ria Mallick, 4th Sem NCC cadet- Student member

- The shed has been constructed for the benefit of the students and 4 tanks and 1 submersible pump purchased for proper water supply in the college premises
- The matter has been forwarded to GB where it is proposed that the project would be executed through E-Tender process.


(Dr. Subrata Debnath)
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16.06.23


Prof. Swati Banerjee
Coordinator, IQAC &
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Siliguri Mahila Mahavidyalaya



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Meeting 04/2021-22

NOTICE 16.04. 2022

A meeting of IQAC will be held on 23/04/2022 in Principal's chamber at 12 noon discuss about 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 *P Bose*

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 *L Poddar*

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



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MINUTES OF THE MEETING HELD ON 23.04.2022

1. Discussion regarding conducting internal assessment in offline or online mode
2. Recommendations for restarting yoga and meditation sessions offline.
3. Discussion regarding Formation of Women's Development Cell in college
4. Discussion regarding introducing uniform for the students
5. Discussion to conduct Green Audit

ACTION TAKEN

- Though the college reverted back to normal classes and administrative activities, majority of the faculty members still preferred internal evaluation process to remain online to reduce the risk of getting infected.
- To revive the mental health of the students after the pandemic, the yoga and meditation sessions were started with immediate effect.
- Women's Development Cell is being formed as per the approval of the Governing Body of Siliguri Mahila Mahavidyalaya with effect from 04.07.2022. The Cell comprised of the following members :
Dr. Sumitra Naha, Assistant Professor of Economics, Siliguri Mahila Mahavidyalaya-
Convenor
Dr. Beethika Moni Dutta, Assistant Professor in the Department of Women's Studies,
University of North Bengal
Dr. Sharmila Lahiri Maitra, Associate Professor of English, SMM-Member
Dr. Prodipta Bose- Associate Professor of History, SMM-Member
Dr. Renuca Rajni Beck, Assistant Professor of Political Science, SMM- Member
Dr. Mahuya Roy Choudhury, Assistant Professor of Sociology, SMM-Member
Dr. Dipa Bhattacharya Mandal, Assistant Professor of Philosophy, SMM- Member
Smt. Sanghita Sarkar, Assistant Professor of English, SMM- Member



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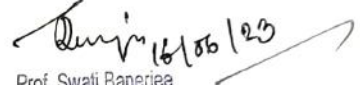
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- It is decided in the Governing body that college uniform for the students to be introduced from the academic session 2022-23.
- The governing body takes decision to invite quotations to conduct Green Audit in college


(Dr. Subrata Debnath) 16.06.23
Principal
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