

# Santal Bidroha Sardha Satabarshiki Mahavidyalaya



ESTD - 2005

NAAC Accredited B+ Grade College

Affiliated to Vidyasagar University & Recognized by UGC (under 2(f) & 12B)

P.O: Goaltore, Dist: Paschim Medinipur, PIN - 721128

Phone & Fax: 03227-288063, E-mail: [sbssm.goaltore@gmail.com](mailto:sbssm.goaltore@gmail.com), Website:

[www.sbssmahavidyalaya.ac.in](http://www.sbssmahavidyalaya.ac.in)

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SBSSM/IQAC/2/2021-2022

Date: 23/07/2021

## **Notification of IQAC Meeting**

An online meeting of IQAC of our college is convened on **29<sup>th</sup> July** (Thursday) at **11.00 AM** to discuss the following agenda. All are requested to remain present in the meeting positively. The video call link for the meeting is: <https://meet.google.com/cdt-zwtp-hxp>.

*M. K. Das*

(Dr. M. K. Das)

Principal

*K.P.Das Adhikary*

(Dr. K.P.D Adhikary)

Coordinator, IQAC

Agenda-1: To prepare a proposal (be placed in the next Teachers' Council meeting) with respect to the reformation of all sub committees for smooth running of the college, also for the purpose of NAAC, 2<sup>nd</sup> cycle.

Agenda-2: To prepare a proposal (be placed in the next Teachers' Council meeting) with respect to an Academic Calendar (2021-2022).

Agenda-3: To study and approve the backlog AQAR of 2018-2019 prepared by Dr. M.K Ghosh (Former IQAC Coordinator), which are to be uploaded in NAAC portal within 31<sup>st</sup> August 2021.

Agenda-4: To prepare a list of teachers whose Promotions under CAS are already due.

## **Members of IQAC:**

1. Sri Arup Ratan Chakraborty
2. Dr. Suparna Chaudhury
3. Dr. Bikas Jana
4. Sri Shovan Maity
5. Dr. Koushik Dey

6. Sri Bhajahari Duley
- Invitee Members**
7. Dr. M.K Ghosh (Former IQAC Coordinator)
  8. Sri Gopinath Das (Librarian)
  9. Sri Animesh Kundu (Accountant)

## Internal Quality Assurance Cell

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Reference : SBSSM/IQAC/2/2021-2022, dt: 23/07/2021

Date of the Meeting : 29/07/2021

Starting Time : 11.00 AM

Closing Time : 04.00 PM

Duration : 5 hours.

Place/Platform : <https://meet.google.com/cdt-zwtp-hxp>

### **Members Present in the Meeting**

1. Dr. Mantu Kumar Das, *Principal*

2. Dr. Krushnapada Das Adhikary

3. Sri Arup Ratan Chakraborty

4. Dr. Suparna Chaudhury

5. Dr. Bikash Jana

6. Sri Shovan Maity

7. Dr. Koushik Dey

8. Sri Bhajahari Duley

#### **Invitee Members**

1. Dr. M.K Ghosh (Former IQAC  
Coordinator)

2. Sri Gopinath Das (Librarian)

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## Resolutions of the Meeting

The meeting is presided over by the Principal Dr. Mantu Kumar Das. The following resolutions are adopted in the meeting unanimously.

**Agenda-1: To prepare a proposal (be placed in the next Teachers' Council meeting) with respect to the reformation of all sub committees for smooth running of the college, also for the purpose of NAAC, 2<sup>nd</sup> cycle.**

**Resolution-1:** The proposal with respect to the reformation of sub committees is placed by the Coordinator before the meeting as follows:

<b>Existing Sub Committees/Cells</b>	
<i>Preface</i>	<b>Principal is the Chairman of all Committees.</b> Finance Sub Committee and Purchase Sub Committee are formed in the Governing Body. Academic Sub Committee is composed as per Governing Body norms.
<i>Directly appointed by the Principal</i>	<b>AISHE Nodal Officer: Dr. Koushik Dey</b>
	<b>Paschim Banga Ucha Siksha Portal-Nodal Officer: Dr. Koushik Dey</b>
	<b>Scholarship, Stipend etc.-Nodal Officer: Sri Debashis Naskar</b>
	<b>West Bengal Health Scheme-Nodal Officer: Dr. Nasreen Khan</b>
	<b>SWAYAM Mentor of the college in respect of MOOCs (Massive Open Online Courses): Sri Shovan Maity</b>
<b>Students' Credit Card</b>	Nodal Officer: <b>Dr. Nasreen Khan</b> Help Desk Officer: <b>Sri Biswajit Shyamal</b>
<i>as per UGC Prevention, prohibition and redressal of sexual harassment)of women employees and students in higher educational institutions Regulations, 2015)</i>	<b>Internal Complaints Committee:</b> <b>Dr. Suparna Chaudhury</b> – Presiding Officer Smt. Asima Dhal – Faculty member Smt. Priyanka Nandi – Faculty member Sri Bhajahari Duley – Non Teaching Staff Smt. Sumitra Murmu – Non Teaching Staff. Three students will be elected through transparent democratic procedure. One person will be nominated later from non-government organizations. <i>(The term of the Internal Complaints Committee of the College will be three years. The Committee is formed by Governing Body meeting no. 71, dated 08.08.2018.)</i>
<b>RTI Authority</b>	<b>Public Information Officer (SPIO): Dr. Suparna Chaudhury</b> <b>Appellate Authority: Dr. Krushnapada Das Adhikary</b>

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	<i>w.e.f., 27.11.2017 vide Governing Body meeting No.63, dated 27.11.2017). Appointment of State Public Information Officer and Appellate Authority are given as per Government Memo No: ED- 1964/ 2017, dated: 22/09/2017 from the DPI and communicated to DPI by college letter dated 29.11.2017.</i>	
<b>RUSA 2.0</b>	<b>Project Monitoring Unit (PMU)</b> <i>(formed in the Governing Body by circulation Meeting No. 65, dated 15.02.2018)</i>	Coordinator: <b>Dr. Bikash Jana</b> Members: Dr. Krushnapada Das Adhikary Sri Arup Ratan Chakraborty Dr. Manas Kumar Ghosh, Dr. Suparna Chaudhury Dr. Sankar Kumar Dey, Dr. Partha Agasti Sri Ramjit Kisku, Sri Shovan Maity Sri Biswajit Shyamal, Dr. Koushik Dey Sri Animesh Kundu Sri Aniruddha Roy
<b>IQAC</b>	<i>Formed in the Governing Body Vide, Meeting No. 83, dated 02.02.2021</i>	Coordinator: <b>Dr. Krushnapada Das Adhikary</b> Members: Sri Arup Ratan Chakraborty Dr. Suparna Chaudhury Dr. Bikash Jana Sri Shovan Maity Dr. Koushik Dey Sri Bhajahari Duley <i>(Other members as per IQAC manual are to be included)</i>

### Revised Sub Committees

Revised vide IQAC Meeting No.3/2021, Dt: 29/7/2021 & Teachers' Council Meeting No. 2/2021 Dated: 30.07.2021

#### *Guideline/Norms decided by the IQAC*

- Every full-time faculty has to be the convener of at least one committee.
- There will not be any joint/co-convener of any committee.
- The conveners will convene at least 4 (four) meetings in every academic year at regular interval and preserve the proceedings of the meeting in digital format, mentioning date & duration of the meeting. However, more meetings are to be convened as and when required.
- A teacher can be a member of either Sports Sub Committee or Cultural Sub Committee.
- Each committee may have 4-5 teachers as member.
- Every teacher has to be a member of 6 committees.
- The teachers have to voluntarily come forward to be the members of these committees.
- If the membership of any committee does not get the required members, IQAC will nominate the members.
- The committees will take appropriate steps for the implementation of the decisions taken by them.
- For promotion under CAS, time is calculated by the presence of members in the meetings of the committees and related activities by the members. The convener can claim additional time for the finalisation of agenda, proceedings, etc. of the meetings.
- The Non-Teaching Members are selected by the Principal. Hence they will remain unchanged.

Sl. No.	Name of Sub Committees	Conveners	Members	Functions
1	<b>Research</b>	Dr. Sankar Kumar Dey	Smt. Asima Dhal Dr. Kishun Murmu Dr. Partha Agasti Dr. Sanjit Kumar Shil	<ul style="list-style-type: none"> <li>• It shall encourage and facilitate Faculty members' research works.</li> <li>• It shall sensitize, encourage and guide college students in doing research works, projects and paper presentations etc.</li> </ul>

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			Sharma Dr. Koushik Dey	<ul style="list-style-type: none"> <li>• To foster Innovation and Research that will lead to competitive development.</li> <li>• To motivate faculty to apply for MRP.</li> <li>• To establish our college as a Centre for Excellence in Research&amp; Innovations through an interdisciplinary approach.</li> <li>• To create opportunities for students to build their Academic Profile for a successful career.</li> <li>• To enhance productivity in our youth and channel their intellect to improvise and invent for the benefit of society.</li> <li>• Organizing Short Term Training Programs and workshops.</li> <li>• Establishing linkages with other Institutes/Labs/ Organizations for projects.</li> </ul>
2	<b>Academic Sub Committee</b>	Secretary Teachers' Council	All HODs & Coordinators	<ul style="list-style-type: none"> <li>• Prepare Academic Calendar (including Holidays) every year.</li> <li>• Review the academic and other related activities of the college.</li> <li>• Discuss Dropout rate and Demand ration with IQAC Coordinator.</li> <li>• Keep records of the assignments of the syllabi of each department at the beginning of the academic session.</li> <li>• Check the assignments whether they are completed by all teachers within the due time or not.</li> <li>• Notice Internal Assessments and other examinations (VU) whether they are held in due time or not.</li> <li>• Prepare the Students' Feedback form every year, analyse the forms and suggest the IQAC to take necessary steps for betterment.</li> <li>• Suggest for introduction of new courses for the students.</li> <li>• Also suggest possible collaborations with other institutions.</li> <li>• Promote research within the institution.</li> <li>• Exercise general supervision over the academic work of the institution.</li> <li>• Prepare list of examiners, moderators, and such other personnel for different examinations.</li> <li>• Maintain proper standards of the examinations.</li> <li>• Suggest measures for departmental co-ordination.</li> <li>• Arranging seminars on paper presentation techniques for faculty and students, designed to meet national and international standards.</li> <li>• Inculcate the concept of research among students &amp; staff by arranging paper presentation competitions.</li> <li>• Encourage publication of research articles by sending deserving entries to journals.</li> <li>• Identifying members of the faculty who have are orientation towards research activities.</li> </ul>
2	<b>Online Admission</b>	Dr. Sankar Kumar Dey	Dr. Manoj Kumar Mishra Dr. Koushik Dey Sri Uttam Roy Sri Gopinath Das	<ul style="list-style-type: none"> <li>• Formulation &amp; execution of admission criteria</li> <li>• It shall ensure filling up seats according to merit list, intake capacity &amp; reservation policy and maintain transparency in admission.</li> <li>• It shall screen applicants for admission to various courses.</li> </ul>

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			Sri Animesh Kundu	<ul style="list-style-type: none"> <li>It shall regulate subject and shift changing.</li> <li>It shall send admission report to University &amp; Govt.</li> <li>It shall periodically update the information posted on the website.</li> </ul>
3	<b>Library</b>	Sri Gopinath Das	<p>Sri Arup Ratan Chakraborty Dr. Sankar Kumar Dey Smt. Asima Dhal Sri Shovan Maity Sri Uttam Roy Sri Bhajahari Duley Sri Shyamal Lohar</p>	<ul style="list-style-type: none"> <li>Take stock of the existing, newly added and total number of books.</li> <li>Introduction of bar coding system.</li> <li>See that auto-lib software is used for automation &amp; make the library computerized.</li> <li>Arrangement of talks for students to motivate them to cultivate reading habits.</li> <li>Organize book week, books display's on special occasions.</li> <li>Provide digital library facilities with National and International online journals.</li> <li>Make Library building enabled with Wi-fi facility.</li> <li>Maintain library issue/return of books through software.</li> <li>Facilitate services of National Digital Library an initiative by HRD Ministry.</li> <li>Acquiring books for the book bank and distribute to the deserving students.</li> <li>Ensure Suggestion Box in the Library and the reader's grievances to be attended and measures to suggest.</li> <li>Maintain the sanctity of the Library and keep records of the services rendered/ activities conducted and submit the same to the IQAC Committee.</li> </ul>
4	<b>Provident Fund</b>	Dr. Nasreen Khan	<p>Sri Debashis Naskar Dr. Partha Agasti Dr. Sanjit Kumar Shil Sharma Dr. Koushik Dey Sri Animesh Kundu</p>	<ul style="list-style-type: none"> <li>It shall ensure that PF ledgers are kept properly or not.</li> <li>Consider application for PF loan.</li> <li>Approve prayers for withdrawal from PF deposit.</li> <li>See that loans and withdrawals are sanctioned as per rule.</li> <li>Check the annual PF deposit statement and reconcile it with Treasury balance.</li> <li>Provide information on PF contribution to the office before starting every FY (on every March).</li> <li>Scrutiny the contribution on the basis of 6.25 of the Basic Pay of each incumbent before submission of the report to the office.</li> <li>Call meeting on the PF loan application/s of the incumbent.</li> <li>Look into the matter that whether the PF contribution is submitted to the Treasury before 15<sup>th</sup> of every month.</li> <li>Inform the office about the yearly interest as and when GO is published by Purta Bhavan.</li> <li>Provide cumulative contribution towards PF by each incumbent at the end of FY.</li> </ul>
5	<b>Income Tax</b>	Sri Arup Ratan Chakraborty	<p>Dr. Sanjit Kumar Shil Sharma Dr. Bikash Jana Dr. Koushik Dey Sri Animesh Kundu Sri Aniruddha Roy</p>	<ul style="list-style-type: none"> <li>It shall determine the rate of TDS of the staff at the beginning of the financial Year.</li> <li>It shall finalize the total tax to be deducted for the each employee towards the end of the financial Year.</li> <li>It shall determine the rate of TDS for arrears received by the staff.</li> <li>It shall verify the income tax relief related documents of the</li> </ul>

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				<p>staff.</p> <ul style="list-style-type: none"> <li>It shall be take steps for the generation of Form-16 for the staff.</li> </ul>
6	<b>Science Laboratory</b>	Dr. Suparna Chaudhury	All HOD of Science	<ul style="list-style-type: none"> <li>It shall collect and compile list of equipment, computers, chemicals, apparatus, glassware, and other miscellaneous items required throughout the year by the office and the departments.</li> <li>It shall invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers.</li> <li>It shall open the tenders in presence of the Principal and scrutinize the validity of the tenders.</li> <li>It shall record the resolutions of the meeting.</li> <li>It shall recommend the purchase of the items in case of valid tenders.</li> </ul>
7	<b>Students' Scholarship, Stipend, Allowance &amp; Welfare</b>	Sri Debashis Naskar	Dr. Manas Kumar Ghosh Smt. Sona Mondal Sri Ramjit Kisku Sri Raj Kumar Das Sri Uttam Roy Sri Bhajahari Duley Sri Animesh Kundu Sri Sanjoy Chowdhury	<ul style="list-style-type: none"> <li>Effective implementation of the Students' Scholarship, Stipend, Allowance &amp; Welfare.</li> <li>Monitoring qualified and eligible students to get both fee reimbursement and scholarship It shall be responsible for the general welfare of the students.</li> <li>It shall, from time to time, gather feedbacks and suggestions from the students with a view to improve their academic aspirations and welfare.</li> <li>It shall be responsible for proposing necessary facilities to be provided for.</li> <li>It shall oversee the fair and proper conduct of the Student Union's election of Officer Bearers.</li> <li>It shall supervise matter relating to exposure/field trips of the college students.</li> </ul>
8	<b>Class Routine (Science)</b>	Smt. Asima Dhal	Dr. Sankar Kumar Dey Dr. Suparna Chaudhury Smt. Priyanka Nandi Dr. Partha Agasti Dr. Sanjit Kumar Shil Sharma Dr. Barun Chakraborty Sri Sourin Mallick	<ul style="list-style-type: none"> <li>It shall prepare the academic calendar of the college.</li> <li>It shall prepare a time-table and allocate class-rooms.</li> <li>It shall review the occupancy in class-rooms and resolve overlapping in lecture timings.</li> <li>It shall accommodate tutorials/seminar presentation etc. in the routine.</li> <li>It shall maintain a record of all curricular activities organized and conducted in the college.</li> </ul>
9	<b>Class Routine (Arts)</b>	Dr. Manas Kumar Ghosh	Dr. Kishun Murmu Sri Debashis Naskar Smt. Sona Mondal Sri Uttam Roy Sri Hirak Ranjan Bera Sri Surojit Modal	<ul style="list-style-type: none"> <li>It shall prepare the academic calendar of the college.</li> <li>It shall prepare a time-table and allocate class-rooms.</li> <li>It shall review the occupancy in class-rooms and resolve overlapping in lecture timings.</li> <li>It shall accommodate tutorials/seminar presentation etc. in the routine.</li> <li>It shall maintain a record of all curricular activities organized and conducted in the college.</li> </ul>
10	<b>Internal Assessment Committee</b>	Smt. Priyanka Nandi	Sri Ramjit Kisku Dr. Bikash Jana Dr. Nasreen Khan	<ul style="list-style-type: none"> <li>It shall prepare relevant time tables for College Examinations.</li> <li>It will make policies regarding holding of different examinations and shall make Seating Arrangement and display</li> </ul>

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	<b>(Science)</b>		Sri Biswajit Shyamal Smt. Pratima Mandal Sri Aniruddha Roy Sri Sanjoy Chowdhury	<ul style="list-style-type: none"> <li>them on the concerned Notice Board/Website and Blocks.</li> <li>Suggest Principal to appoint Supervisor &amp; Assistant Supervisor in charges for smooth conduct of Examinations.</li> <li>The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare budget of expenditure.</li> <li>Prepare schedule (date &amp; time) of IA as per VU's Academic Calendar (AC).</li> <li>Guide work of award lists whether they are submitted to VU/college in time or not.</li> <li>Provide assignments to all departments for question paper settings &amp; conducting the assessments as per schedule of the committee.</li> <li>Inspire the departments to organize Students' Seminar (instead of IA) &amp; give Assignments.</li> </ul>
11	<b>Internal Assessment Committee (Arts)</b>	Smt. Sona Mondal	Dr. Manoj Kumar Mishra Sri Shovan Maity Sri Raj Kumar Das Sri Koutuk Dutta Sri Aniruddha Roy Sri Sanjoy Chowdhury	<ul style="list-style-type: none"> <li>It shall prepare relevant time tables for College Examinations.</li> <li>It will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.</li> <li>Suggest Principal to appoint Supervisor &amp; Assistant Supervisor in charges for smooth conduct of Examinations.</li> <li>The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare budget of expenditure.</li> <li>Prepare schedule (date &amp; time) of IA as per VU's Academic Calendar (AC).</li> <li>Guide work of award lists whether they are submitted to VU/college in time or not.</li> <li>Provide assignments to all departments for question paper settings &amp; conducting the assessments as per schedule of the committee.</li> <li>Inspire the departments to organize Students' Seminar (instead of IA) &amp; give Assignments.</li> </ul>
12	<b>Games &amp; Sports Committee</b>	Dr. Bikash Jana	Dr. Suparna Chaudhury Dr. Kishun Murmu Dr. Sankar Kumar Dey Sri Ramjit Kisku Sri Biswajit Shyamal Sri Raj Kumar Das Sri Gopinath Das Sri Nirmal Kumar Masanta Sri Tapan Lohar Sri Indrajit Mahata	<ul style="list-style-type: none"> <li>Observe of National Sports Day 29<sup>th</sup> August every year.</li> <li>Organize annual sports day of the collage.</li> <li>Encourage students and faculty on sports and participate different events.</li> <li>Motivate students to participate University and Inter College competition.</li> <li>Verify the stock register of sports goods available with Physical Education Department.</li> <li>Help the Physical Education Department for purchase of sports goods.</li> <li>Visit playground Sanaka Stadium on regular interval for its maintenance.</li> </ul>
13	<b>Cultural Committee</b>	Sri Uttam Roy	Dr. Manas Kumar Ghosh Smt. Asima Dhal	<ul style="list-style-type: none"> <li>Organize all intra and inter collegiate cultural events in the college.</li> <li>Plan and schedule cultural events for the academic year.</li> </ul>



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			<p>Smt. Priyanka Nandi Sri Debashis Naskar Smt. Sona Mondal Dr. Partha Agasti Dr. Sanjit Kumar Shil Sharma Dr. Manoj Kumar Mishra Dr. Nasreen Khan Sri Shovan Maity Dr. Koushik Dey Smt. Beauty Ganguly Smt. Sayanti Chowdhury Sri Asis Kumar Bandyopadhyay Sri Aniruddha Roy</p>	<p>(Tentative dates to be included in the academic calendar of the institute.)</p> <ul style="list-style-type: none"> <li>• Prepare budget for all cultural events and take necessary steps for its approval.</li> <li>• Prepare and maintain records of all cultural activities.</li> <li>• Arrange for cultural presentation on various college occasions.</li> <li>• It shall select students who are represent the college in off-campus platforms.</li> <li>• Obtain formal permission from the college authorities to arrange programme.</li> <li>• Decide the date, time and agenda of the programme.</li> <li>• Inform members of staff and students about the event.</li> <li>• Arrange the venue and logistics (audio/video system, dais, podium etc).</li> <li>• Invite the Chief Guest and other dignitaries.</li> <li>• Arrange mementos for guests and gifts/certificates for the participants.</li> <li>• Display on the Notice Board/Website information about festivals to be celebrated.</li> </ul>
14	<b>College Magazine</b>	Sri Shovan Maity	<p>Dr. Krushnapada Das Adhikary Sri Arup Ratan Chakraborty Dr. Kishun Murmu Dr. Bikash Jana Dr. Manoj Kumar Mishra Sri Raj Kumar Das Sri Sisir Kumar Hazra Sri Anindita Das Sri Bhajahari Duley</p>	<ul style="list-style-type: none"> <li>• Publication of Aranyak every academic year within Dec.</li> <li>• Publication of departmental wall magazine in every academic year within January.</li> <li>• Collection of articles from the very beginning of Odd Semesters.</li> <li>• Selection of articles within September.</li> <li>• Assist to the college for inviting tenders place work-order to the lowest bidder.</li> <li>• It shall be responsible for publishing and editing of the college magazine.</li> <li>• It shall encourage the students and staff to contribute write-up and consider publishing the same in the college magazine.</li> </ul>
15	<b>NSS Advisory Committee</b>	Principal/ Teacher-in-Charge	<p>Former Programme Officers (immediate previous Programme Officers (4 units) Sri Bhajahari Duley</p>	<ul style="list-style-type: none"> <li>• I It shall provide logistics and advisory support for execution of NSS Programmes. It shall prepare an annual calendar of NSS activities. It shall co-ordinate activities of NSS students. It shall conduct periodic review meetings involving programme officers and students. It shall conduct various programmes for the realization of the committee objectives.</li> </ul>
16	<b>Career Counseling Cell</b>	Dr. Sanjit Kumar Shil Sharma	<p>Dr. Manas Kumar Ghosh Smt. Asima Dhal Sri Debashis Naskar</p>	<ul style="list-style-type: none"> <li>• Organize programs among students on Career counseling for each subject or in general.</li> <li>• Organize Department wise seminar/webinar on future perspectives of the subject including General Courses also in</li> </ul>

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**NAAC Accredited B+ Grade College**

*Affiliated to Vidyasagar University & Recognized by UGC (under 2(f) & 12B)*

**P.O: Goaltore, Dist: Paschim Medinipur, PIN - 721128**

Phone & Fax: 03227-288063, email: [sbssm\\_goaltore@rediffmail.com](mailto:sbssm_goaltore@rediffmail.com), Website: [www.sbssmahavidyalaya.ac.in](http://www.sbssmahavidyalaya.ac.in)

			Sri Raj Kumar Das Sri Gopinath Das	<p>which the students are studying.</p> <ul style="list-style-type: none"> <li>• Keep students updated with the latest operational trends and career prospects.</li> <li>• Facilitate trainees to illustrate and expose themselves with confidence and buoyancy.</li> <li>• Acquaint them with numerous job opportunities and guide them for entrepreneurships.</li> </ul>
17	<b>Anti-Ragging Cell</b>	Dr. Manoj Kumar Mishra	Sri Ramjit Kisku Dr. Bikash Jana Dr. Nasreen Khan Sri Biswajit Shyamal Sri Animesh Kundu	<ul style="list-style-type: none"> <li>• It monitors the students and ensures that no ragging activity happens. Also, in the event of any indiscipline activities, action is taken by this committee.</li> <li>• Ensure compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force concerning ragging.</li> <li>• Monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution.</li> <li>• It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, Canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.</li> <li>• Take decisions and actions related to ragging activities of the students in the college as and when required.</li> </ul>
18	<b>Discipline</b>	Dr. Krushnapada Das Adhikary	Sri Arup Ratan Chakraborty Dr. Manas Kumar Ghosh Dr. Suparna Chaudhury Dr. Manoj Kumar Mishra Sri Bhajahari Duley	<ul style="list-style-type: none"> <li>• Monitors the students and ensures that no indiscipline happens. Also, in the event of any indiscipline activities, action is taken by the committee.</li> <li>• Maintain the rules and regulations of the college given in the information brochure, which are given to the students during admission.</li> <li>• Ensure discipline is maintained among the students.</li> <li>• Action is taken immediately for indiscipline activities within the campus.</li> <li>• A record is maintained for indiscipline activities done by the students and action taken.</li> </ul>
19	<b>Women's Cell</b>	Smt. Asima Dhal	Dr. Suparna Chaudhury Smt. Priyanka Nandi Dr. Nasreen Khan Smt. Sona Mondal Smt. Beauty Ganguly Smt. Fulmani Saren Smt. Sumitra Murmu	<ul style="list-style-type: none"> <li>• To organize activities particularly on issues pertaining to 'Gender Sensitization', 'Violence Against Women' and legal provisions under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' for general awareness and make their campuses adequately gender sensitive.</li> <li>• Promote the Staff and students to take participation in various programmes organised by Women Cell include Women's Day celebrations.</li> <li>• Provide a forum for discussion and interaction with eminent ladies.</li> <li>• Organize Seminars on women and Indian culture in matters of dressing, festivals, and traditions.</li> <li>• Organize classes for training on recipes, interior decoration other interests among women.</li> <li>• To organize various types of training programmes and create</li> </ul>

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				<p>awareness about self-employment schemes for the encouragement of self-reliance among women.</p>
20	<b>Grievance Cell</b>	Dr. Sanjit Kumar Shil Sharma	<p>Dr. Sankar Kumar Dey Smt. Priyanka Nandi Sri Ramjit Kisku Dr. Nasreen Khan Sri Biswajit Shyamal Sri Gopinath Das</p>	<ul style="list-style-type: none"> <li>• To create a platform where students can discuss their problems, regarding academic and non-academic matters.</li> <li>• It deals with the grievances of teaching faculty, other employees and the students.</li> <li>• It hears and settles grievances within short duration, after the grievance is lodged with the committee.</li> <li>• It receives and redresses grievances reported for the following issues:                             <ul style="list-style-type: none"> <li>(i) Academic issues: pertaining to teaching learning activities.</li> <li>(ii) Student's teacher, student- student, student- parent relationship pertaining to harassment etc.</li> <li>(iii) Internal evaluation and in assessment marking.</li> <li>(iv) Complaint related to library and IT services.</li> <li>(v) Grievances related to hostel, food, water, electricity, etc.</li> <li>(vi) Grievance related to transport facilities.</li> <li>(vii) Grievances related to sports, cultural and selection process etc.</li> <li>(viii) Introduce a drop box in the college campus for receiving complains of students.</li> </ul> </li> </ul>
21	<b>Website and ICT</b>	Dr. Koushik Dey	<p>Dr. Krushnapada Das Adhikary Dr. Sanjit Kumar Shil Sharma Dr. Bikash Jana Sri Shovan Maity Sri Biswajit Shyamal Sri Bhajahari Duley Sri Indrajit Mahata</p>	<ul style="list-style-type: none"> <li>• Considers and recommends website related policies and procedures for approval.</li> <li>• Regularly assess the design of the website and make recommendations for improvement.</li> <li>• Update college website regularly.</li> <li>• Takes a proactive role in promoting the integration of the website into the academic and administrative work.</li> <li>• Implement regular data collection methods.</li> <li>• Collected data will be uploaded and updated to the college website.</li> <li>• Publish notice, AQAR, SSR, and Academic Calendar.</li> <li>• To collect all issues related to computer, laptop, Internet, CCTV and all others devices which are related to ICT.</li> <li>• Implement regular collection of ICT device's issues and taking the necessary steps for solving the issues.</li> </ul>
22	<b>Prospectus &amp; Bulletin</b>	Dr. Partha Agasti	<p>Dr. Krushnapada Das Adhikary Smt. Sona Mondal Dr. Nasreen Khan Sri ShovanMaity</p>	<ul style="list-style-type: none"> <li>• Publication of Prospectus every year during online admission and upload the same in the college website.</li> <li>• Collection of flyer/banner, program schedule, web links etc. of Seminars/Webinars/Conferences/Workshops etc. in electronic form for publication of yearly Academic Bulletin.</li> <li>• It shall be responsible for publishing and editing of the campus news, etc.</li> <li>• It shall encourage the students and staff to contribute write-up and consider publishing the same in the college bulletin campus news, etc.</li> </ul>
23	<b>Seminar/ Webinar, Conference</b>	Dr. Koushik Dey	<p>Sri Arup Ratan Chakraborty Smt. Priyanka Nandi</p>	<ul style="list-style-type: none"> <li>• Framing of guidelines for organising seminars, webinars and workshops by all departments.</li> <li>• Guide all departments in conducting seminars, webinars and workshops, etc including pre-event planning and preserving the details</li> </ul>

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	<b>&amp; Workshop</b>		Sri Debashis Naskar Dr. Partha Agasti Sri Uttam Roy Sri Sourin Mallick Sri Surojit Mondal	<p>of the events.</p> <ul style="list-style-type: none"> <li>Accept proposals from various departments for organizing seminars and workshops etc.</li> <li>Encourage all departments to organise students' seminar/workshops.</li> <li>Guide all departments in preserving record like proceedings, papers, materials of seminar/workshops etc. for publication and preserve in digital forms for future reference.</li> <li>Organize seminars/workshops in the college &amp; assist staff in submitting seminar proposal.</li> <li>Attempt in collaborative work with other institutions and help students with ideas for stall presentation.</li> </ul>
24	<b>UGC</b>	Sri Biswajit Shyamal	Dr. Krushnapada Das Adhikary Dr. Manas Kumar Ghosh Dr. Sankar Kumar Dey Dr. Manoj Kumar Mishra Sri Animesh Kundu	<ul style="list-style-type: none"> <li>It shall see to it that plan- proposals are submitted to the UGC on time or not.</li> <li>Allocate fund received prioritizing need and necessity.</li> <li>Ensure proper utilization of fund within the date specified.</li> <li>Ensure &amp; finalise the utilization of fund for the purpose it has been released by the UGC.</li> <li>Submit audited UC within date respond the letters of UGC.</li> <li>Check the UGC website on regular basis.</li> <li>Submit the UC of UGC grants.</li> </ul>
25	<b>Girls' Hostel</b>	Dr. Kishun Murmu	Smt. Priyanka Nandi Smt. Sona Mondal Dr. Sanjit Kumar Shil Sharma Smt. Fulmani Saren Sri Aniruddha Roy Smt. Sumitra Murmu	<ul style="list-style-type: none"> <li>It shall take decisions regarding hostel administration.</li> <li>It shall address problems regarding running of the hostel.</li> <li>Recommend disciplinary measure in case of violation of rule by staff or students.</li> <li>Publish a weekly routine reflecting study period, prayer, lunch-dinner-breakfast-time, entertainment, cultural program etc.</li> <li>Visit the hostel on regular interval by committee members.</li> <li>Cleaning &amp; maintaining of hostel campus by the students.</li> <li>Solve the problems of drinking water and improve food quality as well as increase intake if necessary.</li> </ul>
26	<b>Boys' Common Room</b>	Sri Raj Kumar Das	Sri Debashis Naskar Dr. Partha Agasti Sri Ramjit Kisku Sri Uttam Roy Sri Gopinath Das Sri Sankar Mishra	<ul style="list-style-type: none"> <li>It shall ensure and provide healthily habits and hobbies among students.</li> <li>It shall foster a sense of togetherness and fellow feeling among the students.</li> <li>It shall ensure the facilities of the students in the common room and in the wash rooms/toilets.</li> <li>It shall ensure the facilities of indoor games in the common room like carom, ludo and chess.</li> </ul>
27	<b>Girls' Common Room</b>	Smt. Sona Mondal	Dr. Suparna Chaudhury Smt. Asima Dhal Smt. Priyanka Nandi Smt. Debashri Panda	<ul style="list-style-type: none"> <li>It shall ensure and provide healthily habits and hobbies among students.</li> <li>It shall foster a sense of togetherness and fellow feeling among the students.</li> <li>It shall ensure the facilities of the students in the common room and in the wash rooms/toilets.</li> <li>It shall ensure the facilities of indoor games in the common</li> </ul>

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				room like carom, ludo and chess.
28	<b>SC &amp; ST Cell</b>	Sri Ramjit Kisku	Smt. Asima Dhal Dr. Kishun Murmu Sri Debashis Naskar Smt. Sona Mondal Sri Biswajit Shyamal Sri Uttam Roy Sri Susanta Kumar Barman Sri Tapna Lohar	<ul style="list-style-type: none"> <li>• Create and maintain safe, healthy and supportive environment for SC/ST staff and students in the campus.</li> <li>• Address the issues of staff and students, belonging to schedule caste/schedule tribes in the Institute and to prevent atrocities against them.</li> <li>• Continuously monitors and evaluates reservation policies intended for SC/STs Welfare by the Govt. and also for the effective implementation of the same Welfare.</li> <li>• To look into the complaints if any received from the concerned staff and students belonging to SC / ST.</li> </ul>
29	<b>Building, Maintenance &amp; Campus Beautification</b>	Dr. Manas Kumar Ghosh	Dr. Kishun Murmu Dr. Partha Agasti Sri Raj Kumar Das Sri Gopinath Das Sri Chinata Haran Duley Sri Indrajit Mahata Sri Tapan Lohar	<ul style="list-style-type: none"> <li>• Look after the all aspects of construction, renovation, maintenance of the college building and other infrastructures.</li> <li>• Adopt schemes for renovation if and when necessary.</li> <li>• Select engineer/architect where technical expertise is required for execution.</li> <li>• Supervise construction works if done departmentally.</li> <li>• Decide and approve the estimates and expenditures of the college pertaining to any construction or renovation of the college.</li> <li>• Decide on the appropriate measures for the campus beautification.</li> <li>• Overlook campus beautification is maintained by staff &amp; the students.</li> <li>• Ensure a plastic-free campus.</li> </ul>
30	<b>Service Book &amp; Leave Register Committee</b>	Dr. Suparna Choudhury	Dr. Krushnapada Das Adhikary Sri Arup Ratan Chakraborty Dr. Bikash Jana Sri Shovan Maity Dr. Koushik Dey Sri Bhajahari Duley Sri Aniruddha Roy	<ul style="list-style-type: none"> <li>• It shall prepare a Leave Register.</li> <li>• It shall inspire the Head clerk to update the same.</li> <li>• It shall update the leave taken by all staff at the Attendance Registers.</li> <li>• It shall ensure the steps for the preservation of documentation of service records of the staff.</li> <li>• It shall gather documents related to service book.</li> </ul>

After thorough discussion it is resolved that as the proposal is well organized and the responsibility to the teachers as convener has been given very rationally hence, it is to be forwarded to the Secretary of Teachers' Council (TC) to endorse it in the next meeting of the TC.

**Agenda-2: To prepare a proposal (be placed in the next Teachers' Council meeting) with respect to an Academic Calendar (2021-2022).**

**Resolution-2:** The proposal with respect to the Academic Calendar (2021-2022) is placed by the Coordinator before the meeting as follows:

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<b>Activity of a program must have a weblink like YouTube or Facebook etc. for the sake of AQAR</b>			
Sl.No	Date	Day	Remarks
1	Jan 12	National Youth Day	To be Observed by NSS
2	Jan 23	Netaji's Birthday	To be Observed by Cultural Sub Committee
3	Jan 25	National Voters' Day	To be Observed by Political Science Dept and NSS Units
4	Jan 26	Republic Day	To be Observed by NSS& Cultural Sub Committee
5	Feb 4	World Cancer Day	To be Observed by Women's Cell
6	Feb 21	International Mother Tongue Day	To be Observed by Bengali Dept.
7	Feb 28	National Science Day	To be Observed by All Science Depts.
8	Mar 8	International Women's Day	To be Observed by Women Cell
9	Apr 23	International Book and Copy Right Day	To be Observed by English Dept.
10	Jun 5	World Environment Day	To be Observed by NSS
11	Jun 9	Rabindra Jayanti	To be Observed by Cultural Sub Committee & Bengali Dept.
12	Jun 21	International Yoga Day	To be Observed by NSS
13	Jun 30	HUL Diwas	To be Observed by Santali Dept.
14	Jul 1	College Foundation Day	To be Observed by Cultural Sub Committee
15	Jul 14-20	ARANYA SAPTHA	To be Observed by NSS
16	Aug 15	Independence Day	To be Observed by Cultural Sub Committee & NSS
17	Rakhi Purnima	World Sanskrit Day	To be Observed by Sanskrit Dept.
18	Aug 29	National Sports Day	To be Observed by Sports Sub Committee
19	Sep 1-7	Nutrition Week	To be Observed by Nutrition Dept.
20	Sep 5	Teachers' Day	To be Observed by Teachers' Council
21	Sep 8	International Literacy Day	To be Observed by Academic Sub Committee
22	Sept 15 onwards	Annual Cultural Meet	To be Observed by Cultural Sub Committee
23	Sep 26	Vidyasagar's Birth Day	To be Observed by Cultural Sub Committee & NSS
24	Oct 2	International Non-violence Day	To be Observed by NSS
25	Nov 11	National Education Day	To be Observed by Education Dept.
26	Nov 26	Constitution Day (India)	To be Observed by Political Science Dept.
27	Dec 10	Human Rights' Day	To be Observed by History & Philosophy Dept.

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**Agenda-3: To study and approve the backlog AQAR of 2018-2019 prepared by Dr. M.K Ghosh (Former IQAC Coordinator), which are to be uploaded in NAAC portal within 31<sup>st</sup> August 2021.**

**Resolution-3:** The IQAC Coordinator placed the AQAR of 2018-2019 prepared by Dr. M.K Ghosh before the meeting and after thorough reading as well as editing some portions the report is endorsed for uploading in the NAAC portal before 31<sup>st</sup> Aug'21.

**Agenda-4: To prepare a list of teachers whose promotions under CAS are already due.**

**Resolution-4:** The IQAC coordinator places the list of teachers whose promotions under CAS are due. Resolved that the following teachers will be requested to submit their CAS files with supporting documents in soft copies to the email ID: [iqac.sbssm@gmail.com](mailto:iqac.sbssm@gmail.com) within 30<sup>th</sup> September 2021. The coordinator is requested to publish a notice in this regard.

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Sl. No.	Name	Date of Joining	Present Designation & w.e.f.	Next Promotion & Date of Promotion Due on
1.	Dr. Manas Kumar Ghosh	15.07.2008	Assistant Professor (Stage-3) Revised date of promotion is 15.07.2018 as per G.O. Sent to DPI Office for revision date of promotion.	Associate Professor 15.07.2021
2.	Dr. Sankar Kumar Dey	16.11.2010	Assistant Professor (Stage-2) Revised date of promotion is 16.11.2014 as per G.O. Sent to DPI Office for revision date of promotion.	Assistant Professor (Stage-3) 16.11.2019
3.	Dr. Kishun Murmu	07.04.2010	Assistant Professor (Stage-2) 07.04.2016	Assistant Professor (Stage-3) 07.04.2021
4.	Smt. Asima Dhal	08.04.2010	Assistant Professor (Stage-2) 08.04.2016	Assistant Professor (Stage-3) 08.04.2021
5.	Smt. Priyanka Nandi	13.05.2014	Assistant Professor (Stage-1) 13.05.2014	Assistant Professor (Stage-2) 13.05.2020
6.	Sri Debashis Naskar	10.07.2014	Assistant Professor (Stage-1) 10.07.2014	Assistant Professor (Stage-2) 10.07.2020
7.	Smt. Sona Mandal	06.01.2015	Assistant Professor (Stage-1) 06.01.2015	Assistant Professor (Stage-2) 06.01.2021
8.	Dr. Bikash Jana	02.01.2017	Assistant Professor (Stage-1) 02.01.2017	Assistant Professor (Stage-2) 02.01.2021
9.	Dr. Manoj Kumar Mishra	03.02.2017	Assistant Professor (Stage-1) 03.02.2017	Assistant Professor (Stage-2) 03.02.2021
10.	Dr. Nasreen Khan	10.04.2017	Assistant Professor (Stage-1) 10.04.2017	Assistant Professor (Stage-2) 10.04.2021

As there is no other agendum to discuss the meeting is ended with vote of thanks to the Chair.

*M. K. Das*

(Dr. M. K. Das)  
Principal

*K.P. Das Adhikary*

(Dr. K.P.D Adhikary)  
Coordinator,  
IQAC