

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

To

The President, Governing Body
Nur Mohammad Smriti Mahavidyalaya

Through: The Teacher-in-Charge
Nur Mohammad Smriti Mahavidyalaya

Subject: Recommendation for Application for Recognition under Section 2(f) & 12(B) of the UGC Act, 1956

Respected Sir,

I write this letter to bring to your kind attention a significant resolution adopted in the Internal Quality Assurance Cell (IQAC) **Meeting No. 02**, held on **27th March 2019 at 2:00 P.M.** in the **Teachers' Room** of Nur Mohammad Smriti Mahavidyalaya. The resolution is recorded under **Reference No. NMSM/IQAC/01/2018-19**, dated **20.03.2019**.

As per the discussion and consensus of the IQAC members, it is **strongly recommended** that the college initiate the process of obtaining recognition under **Section 2(f) and 12(B)** of the **University Grants Commission (UGC) Act, 1956**, as prescribed by the UGC, New Delhi.

Justification and Benefits:

1. **Section 2(f) Recognition** confers official acknowledgment by the UGC, thereby formally including the college in the list of recognized higher education institutions.
2. **12(B) Recognition** is a prerequisite for receiving financial assistance from the UGC, including development grants, research funding, infrastructure support, and faculty development programs.
3. This recognition will significantly enhance the **academic profile, institutional credibility, and funding opportunities** for the college.
4. It is also an essential step in preparation for **NAAC Accreditation** and other quality assurance mechanisms.

In light of the above, the IQAC earnestly urges the Governing Body to consider and approve the necessary steps to initiate and complete the application process as per the UGC guidelines.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

We seek your kind cooperation in this important matter that will play a pivotal role in the long-term academic and institutional development of our college.

With sincere regards,

Yours faithfully,
IQAC Coordinator
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com
Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

To,
The President, Governing Body
Nur Mohammad Smriti Mahavidyalaya

Through: The Teacher-in-Charge
Nur Mohammad Smriti Mahavidyalaya

Subject: Recommendation for upgradation of College Infrastructure and Administrative Measures Based on IQAC Resolution

Respected Sir,

With due respect, I am writing to place before you certain recommendations on behalf of the Internal Quality Assurance Cell (IQAC) of Nur Mohammad Smriti Mahavidyalaya, as per the resolution adopted in the IQAC Meeting No. 01, held on 7th August 2018 at 2:00 P.M. in the Teachers' Room. The reference number for the said meeting is NMSM/IQAC/01/2018-19, dated 01.08.2018.

After thorough discussion and consensus among the members, the following initiatives were recommended for immediate consideration and implementation, in alignment with the quality enhancement and infrastructural modernization goals of the college:

1. Modernization of College Website

It is proposed that the college website be updated and modernized to enhance accessibility, transparency, and communication. The revised platform should be interactive, mobile-responsive, and capable of supporting regular uploads of academic and administrative information, including notices, schedules, reports, and student resources.

2. Installation of CCTV Surveillance System

For the safety and security of students, staff, and the overall campus environment, it is

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

recommended that CCTV cameras be installed at strategic points within the college premises. This will aid in monitoring and deterrence of untoward incidents, ensuring a secure learning environment.

3. Implementation of Biometric Attendance System

To streamline attendance recording and enhance punctuality among staff, it is recommended that a biometric attendance system be installed. This will bring transparency and efficiency to the attendance management process.

Additionally, the following academic administrative actions have been taken in pursuance of the same meeting resolution:

- An Office Circular has been issued to the Routine Committee for the preparation of the Master Routine.
- A Circular has been issued to the Academic Committee for the formulation of the Academic Calendar for the session.

We earnestly request you to consider and approve the above proposals at the earliest convenience, so that necessary steps may be initiated through the appropriate channels.

Thank you for your continued support and cooperation in the academic and institutional development of our college.

Yours sincerely,
IQAC Coordinator
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyon, Med.

Teacher In Charge
Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalyaya
Duck Banglow, Dhuliyon, Med.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

Ref No.: NMSM/IQAC/01/2018-19

Date: 01.08.2018

OFFICE CIRCULAR

Subject: Preparation of the Master Routine for the Academic Session

In pursuance of the resolution adopted in the IQAC Meeting No. 01, held on 7th August 2018 at 2:00 P.M. in the Teachers' Room, and in reference to IQAC Resolution No.

NMSM/IQAC/01/2018-19, dated 01.08.2018, the Routine Committee is hereby requested to take necessary steps for the timely preparation of the **Master Routine** for the upcoming academic session.

All members of the Routine Committee are advised to initiate discussions and complete the task at the earliest for smooth conduct of academic activities.

This is issued with the approval of the Teacher-in-Charge.

Coordinator, IQAC

Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

Countersigned

Teacher-in-Charge

Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

To
The President,
Governing Body,
Nur Mohammad Smriti Mahavidyalaya,

Through: The Teacher-in-Charge,
Nur Mohammad Smriti Mahavidyalaya

Subject: Recommendation for Curriculum Planning and Implementation Support through Infrastructure Development, ICT Integration, and Annual Stakeholder Meetings

Ref: IQAC Meeting Resolution No. 01, Ref. No. NMSM/IQAC/01/2019-2020

Date of Meeting: 27th August 2019 at 2:00 P.M.

Venue: Teachers' Room

Respected Sir,

With due respect, I write to submit a set of recommendations on behalf of the Internal Quality Assurance Cell (IQAC) of Nur Mohammad Smriti Mahavidyalaya, based on discussions and resolutions passed during the IQAC Meeting No. 01, held on 27th August 2019. The resolutions reflect a consensus regarding urgent requirements for strengthening the teaching-learning process and ensuring effective curriculum planning and implementation.

1. Infrastructure Development

To ensure smooth curriculum delivery and academic planning, the following infrastructure improvements are necessary:

- Renovation and modernization of classrooms to accommodate new pedagogical approaches.
- Creation of a dedicated seminar or conference room for workshops, curriculum discussions, and peer interaction.
- Establishment of student counseling and mentoring corners within the campus.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

2. ICT Integration

Integration of Information and Communication Technology (ICT) has become essential in the present academic landscape. We recommend:

- Procurement and installation of smart classroom tools, including projectors, digital boards, and internet connectivity.
- Introduction of a Learning Management System (LMS) or digital platform to aid online resource sharing and blended learning.
- Basic ICT training for faculty members to facilitate the adoption of e-content and digital pedagogies.

3. Annual Meeting with Parents and Students

To promote transparency and participative academic planning, the IQAC recommends:

- Organizing an **Annual Parents-Students Meeting** to gather feedback, share institutional goals, and address academic or infrastructural issues collaboratively.
- Documenting these meetings as part of stakeholder engagement and incorporating feedback into future planning cycles.

Proposed Planning for Implementation (Academic Year 2019–2020)

Quarter	Activity	Responsibility	Remarks
Q1 (Sep–Nov 2019)	Assessment of existing infrastructure, ICT needs audit	TIC, IQAC, HoDs	Initial groundwork
Q2 (Dec 2019–Feb 2020)	Procurement of ICT tools, classroom upgrades begin	GB, Admin, Purchase Committee	Subject to fund approval
Q3 (Mar–May 2020)	ICT training for staff; trial use of LMS tools	IQAC, Resource Person	Pilot mode

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com
Website : nurmohammadsmritymahavidyalaya.com

Ref. No.....

Date.....

Q4 (June–Aug 2020)	Conduct Parents-Students Meet; Review feedback	IQAC, TIC, Departments	Report to be prepared
--------------------	---	---------------------------	--------------------------

In view of the above, I humbly request you to kindly consider the recommendations placed by the IQAC and take necessary steps through the appropriate authorities for implementation in a phased manner.

Your support and guidance in this regard will be invaluable to strengthening the academic and quality assurance framework of our institution.

Thanking you,

Amr Bhattacharya

Yours sincerely,
IQAC Coordinator
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

[Signature]

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com
Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Ref. No.: NMAM/IQAC/02/2019-2020

Date.....

Date: 10.01.2020

OFFICE CIRCULAR

To
All Heads of Departments
Nur Mohammad Smriti Mahavidyalaya

Subject: **Implementation of Online Teaching and Learning Methods during COVID-19 Pandemic**

As per the resolution adopted in the IQAC meeting held on **09.01.2020** (Resolution No. **NMAM/IQAC/02/2019-2020**), all teaching faculty members are hereby instructed to adopt digital platforms for conducting classes and sharing study materials in light of the ongoing COVID-19 pandemic and related disruptions to regular academic activities.

In this regard, all departments are advised to:

1. **Conduct online classes** using digital platforms such as **Google Meet** or **Zoom** to ensure uninterrupted teaching-learning processes.
2. **Create departmental WhatsApp groups** or **use email communication** to disseminate study materials, updates, and academic support to students effectively.
3. Encourage students to actively participate in these online platforms and ensure regular interaction.
4. Maintain records of classes conducted and materials shared, as these may be required for documentation and quality assurance purposes.

All Heads of Departments are requested to communicate this directive to their faculty members immediately and ensure compliance with the above measures.

This initiative is taken in the interest of academic continuity and student welfare during this unprecedented time.

For any assistance or clarification, please contact the office of the IQAC.

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

Teacher-in-Charge
Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

Date: 10.01.2021

To
The President, Governing Body
Nur Mohammad Smriti Mahavidyalaya

Through the Teacher-in-Charge (TIC)
Nur Mohammad Smriti Mahavidyalaya

**Subject: Recommendations for Implementation Based on IQAC Resolution
NMSM/IQAC/01/2020-2021**

Respected Sir,

With reference to the IQAC meeting held on **09.01.2021** at **7:00 P.M.** through **online mode**, and as per **Resolution No. NMSM/IQAC/01/2020-2021** dated **05.01.2021**, the following initiatives were unanimously recommended for implementation in the interest of institutional development and student welfare:

1. Organization of COVID-19 Vaccination Camp

IQAC proposes the organization of a vaccination camp in collaboration with local health authorities to ensure the safety and wellbeing of all stakeholders on campus.

2. Sanitization of the Entire College Campus

A comprehensive sanitization drive of all college buildings, classrooms, offices, and common areas is strongly recommended to maintain hygiene and prevent viral transmission.

3. Renovation and Upgradation of the Ladies' Common Room

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com
Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

IQAC recommends converting **Hall No. 02** into a modern **Girls' Common Room**, addressing both the space and infrastructural inadequacies currently faced by female students. A detailed draft plan and budget estimate is as follows:

Renovation Plan & Tentative Budget Estimate (Hall No. 02 – Proposed Girls' Common Room)

Item Description	Estimated Cost (INR)
Tiling and flooring work	85,000
Painting (interior and exterior walls)	35,000
Seating arrangement (benches & chairs)	30,000
Electrical fittings & lighting	15,000
Installation of ceiling fans (4 units)	10,000
Mirror, notice board & sanitary bins	8,000
Curtains and other furnishings	5,000
Contingency	10,000
Total Estimated Cost	198,000

4. Career Advancement Scheme (CAS) Promotion for Mr. Anup Kumar Mondal

IQAC recommends the timely processing and forwarding of CAS promotion documentation of **Mr. Anup Kumar Mondal**, in accordance with the UGC guidelines and due procedures, for necessary action by the Governing Body.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritymahavidyalaya.com

Ref. No.....

Date.....

We request your kind consideration and approval of the above proposals at the earliest convenience, enabling smooth implementation in the current academic year.

With regards,

Yours faithfully,
Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Md.

Countersigned by:
Teacher-in-Charge
Nur Mohammad Smriti Mahavidyalaya
Teacher-in-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Md.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritymahavidyalaya.com

Ref. No.....

Date.....

Date: 10.01.2021

CIRCULAR

Subject: Uploading of Study Materials through LMS Portal

All teaching faculty members are hereby requested to upload study materials for their respective courses on the **College Learning Management System (LMS)** to facilitate student access to academic resources.

This initiative is part of the digital learning enhancement measures undertaken by the IQAC. Faculty are encouraged to upload class notes, presentations, reading lists, and recorded lectures (if available) in PDF/Word/PPT/video formats.

Instructions:

- Log in to the LMS via the College website.
- Navigate to your subject/course dashboard.
- Upload materials under the relevant topic/module sections.
- Ensure file names are clear and course-specific.

Deadline: 20.01.2021

For any technical assistance, kindly contact the IQAC.

This step will help maintain academic continuity and support students' self-paced learning. Your cooperation is highly appreciated.

By order,

Teacher-in-Charge
Nur Mohammad Smriti Mahavidyalaya

Teacher-in-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritymahavidyalaya.com

Ref. No.....

Date.....

To
The President,
Governing Body,
Nur Mohammad Smriti Mahavidyalaya

Through:
The Teacher-in-Charge (TIC),
Nur Mohammad Smriti Mahavidyalaya

Subject: Recommendation for Institutional Improvements and Administrative Measures

Respected Sir/Madam,

Greetings from the Internal Quality Assurance Cell (IQAC)

In reference to the IQAC Meeting Resolution No: NMSM/IQAC/02/2021-2022, dated **21.04.2022**, held on **28.04.2022** at **2:00 P.M.** in the Teachers' Room, the following resolutions were adopted and are being forwarded for your kind consideration and approval:

1. Rotational Day-In-Charge:

In the absence of the Teacher-in-Charge, a rotational system of day-in-charge among senior faculty members is recommended to ensure uninterrupted administrative and academic functioning.

2. Inclusion of Two Faculty Members in Core Committees:

It is proposed to include **two Assistant/Associate Professors (excluding internal GB members)** in the **Finance, Purchase, Construction, and Tender Committees** to enhance transparency and inclusive governance.

3. Departmental and Institutional Modernization:

- Modernization of **each department** with upgraded teaching aids and infrastructure.
- Renovation of **smart classrooms** and digital integration for blended learning.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritymahavidyalaya.com

Ref. No.....

Date.....

- Modernization of the **college office** with digitized filing and communication systems.
- 4. **Travel Allowance Policy:**
Provision for **monthly travel allowance** for each employee, not exceeding **Rs. 10,000**, to support academic and institutional work-related mobility. The **Bursar will maintain vigilance** over the disbursement and regulation of this allowance.

We kindly request the Governing Body to deliberate upon and approve these proposals in the interest of institutional development and academic excellence.

Thanking you,
Yours sincerely,

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyān, Msd.

The Teacher-in-Charge (TIC)
Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyān, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

OFFICE CIRCULAR

As per the resolution of the IQAC meeting dated 28.04.2022, Ref: NMSM/IQAC/OC/01/2022, all concerned departments and administrative units are hereby instructed to adhere to the following measures with immediate effect:

- Feedback Collection:**
Regular collection of feedback from students, faculty, alumni, and stakeholders is to be conducted and documented.
- Notice Display on College Website:**
All official notices and updates must be displayed on the college website regularly for transparency and accessibility.
- Conduct of TCS Meetings:**
Periodic meetings of the Teachers' Council Sub-committees (TCS) must be conducted and minutes submitted to the IQAC.
- Service Book Maintenance:**
All departments and the office must ensure regular updating of employees' service books.
- RTI Queries:**
All Right to Information (RTI) queries received must be responded to within 7 days from the date of receipt.

Strict compliance with the above is expected from all concerned.

By Order

IQAC Coordinator
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyon, Msd.

Teacher in Charge
Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

To
The President,
Governing Body,
Nur Mohammad Smriti Mahavidyalaya,

Through: The Teacher-in-Charge (TIC),
Nur Mohammad Smriti Mahavidyalaya.

Subject: Recommendation on Duty Allocation for NAAC IQA Preparation, Green Audit Initiatives, Academic Activities, and Budget Allocation

Respected Sir,

With due respect, I would like to convey that the Internal Quality Assurance Cell (IQAC) of Nur Mohammad Smriti Mahavidyalaya held a meeting on **24.11.2021** at **2:00 PM** in the **Teacher's Room** to discuss and resolve various academic and institutional developmental matters. The meeting resolution number is **NMSM/IQAC/01/2021-2022**, dated **18.11.2021**.

In accordance with the resolutions passed in the meeting, IQAC hereby submits the following recommendations for your kind consideration and approval:

1. Duty Allocation for NAAC IQA Preparation

In preparation for the NAAC accreditation process, duties have been allocated as follows:

- **IQA (Part A & Extended Profile):** Dr. Amit Bhowmick
- **Criterion I:** Dr. Md. Zinarul Hoque Biswas
- **Criterion II:** Dr. Ishani Basu & Dr. Soma Banerjee
- **Criterion III:** Dr. Amit Bhowmick
- **Criterion IV:** Dr. Anup Kumar Mondal
- **Criterion V:** Mr. Palash Dey & Mr. Abhishek Pramanik
- **Criterion VI:** Dr. Anup Kumar Mondal
- **Criterion VII:** Dr. Soma Banerjee & Mr. Prabhat Das
- **Compilation Work:** Dr. Amit Bhowmick, Mr. Md. Mostak Azad & Mr. Abdul Alim

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com
Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

2. Green Campus Initiative

IQAC proposes the initiation of a **Green Campus program**, including the **conduct of a Green Audit** and implementation of various **environmental awareness programs** aimed at promoting sustainable practices on campus.

3. Academic Audit

To ensure quality enhancement in teaching-learning and departmental performance, it is recommended that an **Academic Audit** be conducted annually.

4. Best Performance Awards

IQAC recommends the introduction of **Best Performance Awards** to recognize and motivate faculty and staff for excellence in their respective areas.

5. Budget Allocation for Departmental Seminars/Conferences

It is also proposed that each academic department be allocated an **approximate budget of Rs. 50,000/- per financial year** to organize seminars, conferences, or academic events that foster research and knowledge dissemination.

These initiatives are integral to enhancing the academic quality, sustainability, and institutional growth of the college. We seek your kind approval and support in implementing the above recommendations.

Thank you for your consideration.

With regards,
Yours sincerely,

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

Countersigned by:

Teacher-in-Charge (TIC)

Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge

Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com
Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

To
The President,
Governing Body,
Nur Mohammad Smriti Mahavidyalaya

Through
The Teacher-in-Charge (TIC),
Nur Mohammad Smriti Mahavidyalaya

Subject: Submission of Recommendations from IQAC for Infrastructure Development and Policy Implementation

Ref: Meeting Resolution No. NMSM/IQAC/03/2022-2023, dated 08.05.2022

Meeting Date: 15.05.2023 at 2.00 P.M.

Venue: Teacher's Room

Respected Sir,

On behalf of the Internal Quality Assurance Cell (IQAC) of Nur Mohammad Smriti Mahavidyalaya, I am writing to forward our recommendations for the enhancement of academic and infrastructural facilities in the college, as resolved in our meeting held on 15th May 2023. The following proposals were unanimously approved and are submitted for your kind consideration and necessary action by the Governing Body:

1. Construction of a Ladies' Toilet

Given the increasing number of female students and staff, the construction of a new and hygienic ladies' toilet has become an urgent necessity. This initiative aims to promote a gender-sensitive and inclusive environment, ensuring health, dignity, and safety for all female stakeholders.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No:.....

Date:.....

2. Construction of a Seminar Hall

The college requires a well-equipped seminar hall to organize academic lectures, student seminars, faculty development programs, and other institutional events. The IQAC proposes the construction of a modest seminar hall within a **tentative budget of ₹10, 00,000 (Ten Lakhs only)**, with the following draft budget outline:

Item	Estimated Cost (₹)
Flooring & Tiles	1,50,000
False Ceiling	1,00,000
Air Conditioning (AC)	1,50,000
Wall Putty & Painting	80,000
Electrical Fittings	70,000
Sound System	1,00,000
Furniture (Tables, Chairs)	1,50,000
Windows & Doors	80,000
Miscellaneous/Others	1,20,000
Total Estimated Cost	10,00,000

This facility will significantly contribute to the academic culture and collaborative learning environment of the college.

3. Implementation of Rainwater Harvesting and Groundwater Recharge Policy

To promote environmental sustainability and responsible water management, the IQAC recommends the adoption of a **Rainwater Harvesting and Groundwater Recharge Policy**, with **Dr. Palash Dey** as the **Convenor** of this initiative.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

Policy Framework:

- **Objective:** To conserve rainwater and improve groundwater levels on campus through systematic collection, storage, and percolation methods.
- **Components:**
 - Installation of rooftop rainwater collection systems.
 - Constructions of recharge pits and soak wells.
 - Integration of water conservation awareness among students and staff.
 - Annual audit and maintenance of systems to ensure effectiveness.
- **Implementation:** Phase-wise execution in coordination with the administration and expert consultation.

This policy will support ecological balance, reduce water scarcity, and align with national and institutional sustainability goals.

We humbly request the Governing Body to consider and approve the above proposals for timely implementation.

With sincere regards,

Yours faithfully,

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Mad.

Forwarded through:
Teacher-in-Charge

Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Mad.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

OFFICE ORDER

In pursuance of the decision taken in the IQAC meeting held on 15.05.2023 at 2:00 PM in the Teachers' Room, and as per the resolution of the IQAC vide Ref. No. NMSM/IQAC/03/2022-2023 dated 08.05.2022; it is hereby notified that the **Routine Committee** is entrusted with the responsibility of preparing the **Master Routine** for the **Even Semester (Session 2022-2023)**.

The Routine Committee is also directed to coordinate with all departments to ensure timely submission of their respective **Departmental Routines**, aligned with the Master Routine.

All Heads of Departments are requested to extend full cooperation to the Routine Committee and submit departmental inputs as and when required to facilitate the smooth and timely preparation of the routines.

This order takes immediate effect and must be complied with earnestly.

Routine Committee Convener is requested to submit the final Master Routine for approval by the undersigned at the earliest.

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

Forwarded through:
Teacher-in-Charge

Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

To
The President
Governing Body
Nur Mohammad Smriti Mahavidyalaya

Through: Teacher-in-Charge
Nur Mohammad Smriti Mahavidyalaya

Subject: Recommendation from IQAC based on Resolution No. NMSM/IQAC/02/2022-2023

Respected Sir,

With due respect, we, the Internal Quality Assurance Cell (IQAC) of Nur Mohammad Smriti Mahavidyalaya, would like to submit the following recommendations for kind consideration and necessary action. These were discussed and approved during the IQAC meeting held on 8th December 2022 at 2:00 PM in the Teachers' Room, as recorded in the meeting resolution no. NMSM/IQAC/02/2022-2023, dated 02.12.2022

Recommendations:

1. Mentor-Mentee System:

Implementation of a structured mentor-mentee system in the college to enhance student support and academic guidance. This initiative aims to foster closer academic and personal development support for students through regular interaction with assigned faculty mentors.

2. Formation of Research Policy Committee:

It is recommended that a Research Policy Formation Committee be constituted with the following members:

- Dr. Amit Bhowmic
- Dr. Soma Banarjee
- All Heads of the Departments
- Dr. Md. Zinarul Hoque Biswas

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritymahavidyalaya.com

Ref. No.....

Date.....

- Shri Prabhat Das

The committee will be responsible for drafting a research policy to encourage, facilitate, and monitor research activities among faculty and students.

3. Professional Development Programmes:

Organization of regular professional development programmes for both teaching and non-teaching staff to enhance their academic, administrative, and technical skills. This is essential for capacity building and improving institutional effectiveness.

4. Library Enhancement:

- **Purchase of Library Books:** Procurement of updated and relevant books to enrich the library collection.
- **Purchase of Desktop Computers:** Acquisition of desktop computers for library use to support digital learning and access to online resources.
- **Renovation and Maintenance of Library:** Immediate steps for renovation and ongoing maintenance of the college library infrastructure to ensure a conducive learning and reading environment.

We request the Governing Body to kindly consider these recommendations for approval and necessary implementation, as they are essential for the holistic academic and institutional development of the college.

Thank you for your continued support.

Yours sincerely,

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya
Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

Forwarded through:
Teacher-in-Charge
Nur Mohammad Smriti Mahavidyalaya
Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

Office Circular

Subject: Preparation and Submission of Annual Teaching Plan (ATP) by All Faculty Members

As per Ref. No.: NMSM/IQAC/02/2022-2023, All teaching faculty members of Nur Mohammad Smriti Mahavidyalaya across departments are hereby requested to prepare their Annual Teaching Plan (ATP) for the current academic session. The ATP must be aligned with the approved Academic Calendar and respective departmental requirements.

Each faculty member is required to submit an individual teaching plan that outlines:

- Course titles and codes
- Semester-wise syllabus coverage
- Weekly/monthly distribution of topics
- Assessment strategies (internal assignments/tutorials, etc.)
- Teaching-learning methods to be adopted

Deadline for Submission: 15th July 2022

Submission To: Head of the respective Department (HoD)

The compiled teaching plans will be reviewed by the Academic Sub-Committee and monitored by IQAC as part of our quality assurance framework.

Your cooperation in maintaining academic discipline and planning is highly appreciated.

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhulian, Msd.

TIC
Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD, (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

To

The President,
Governing Body,
Nur Mohammad Smriti Mahavidyalaya

Through

The Teacher-in-Charge,
Nur Mohammad Smriti Mahavidyalaya

Subject: *Recommendation of Key Academic and Administrative Matters as per IQAC Meeting Resolution No. NMSM/IQAC/01/2022-2023*

Dear Sir,

The Internal Quality Assurance Cell (IQAC) of Nur Mohammad Smriti Mahavidyalaya held its meeting on **29th July 2022 at 2:00 P.M. in the Teachers' Room**, as per **Resolution No. NMSM/IQAC/01/2022-2023, dated 20.07.2022**. Following deliberations, the IQAC unanimously resolved to place the following recommendations before the Governing Body for necessary consideration and approval:

1. Approval of the Academic Calendar:

The IQAC recommends the adoption and implementation of the *Academic Calendar* for the academic session as prepared and submitted by the Academic Sub-Committee.

2. Conduct of Academic and Administrative Audit (AAA):

IQAC proposes the initiation of an Academic and Administrative Audit for the college to evaluate institutional performance and identify areas for quality enhancement.

3. Formation of a Committee for MoU Agreements:

A dedicated committee may be constituted for facilitating *Memoranda of Understanding (MoUs)* with other academic and research institutions to foster collaborative engagements.

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.) Pin - 742202

Ph : 03485-265262 / 9064514040

E.mail.nurmohammad235@rediffmail.com

Website : nurmohammadsmritimahavidyalaya.com

Ref. No.....

Date.....

4. CAS Promotion of Dr. Amit Bhowmick:

IQAC recommends the initiation and processing of *Career Advancement Scheme (CAS)* promotion for **Dr. Amit Bhowmick**, based on eligibility and as per UGC and affiliating university norms.

We request you to kindly place these matters before the Governing Body for its kind approval and further action.

With regards,

Yours faithfully,

Coordinator, IQAC
Nur Mohammad Smriti Mahavidyalaya

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyan, Msd.

Teacher-In Charge
Nur Mohammad Smriti Mahavidyalaya

Teacher-In-Charge
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyan, Msd.