

NUR MOHAMMAD SMRITI MAHA VIDYALAYA



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

Pin -742202 ☎ 03485-265262 / 9332913919

Ref. No.....

Date.....

Minutes of the IQAC Meeting No. 02

Proceeding and resolutions of IQAC meeting held on 28th April 2022 at 2.00 P.M. against Notice Reference No. NMSM/IQAC/02/2021-2022 Dated 21.04.2022

Members Present

Sl. No.	Name	Designation	Signature
01	Anup Kumar Mondal	Chairperson	Anup Kumar Mondal
02	Amit Bhowmick	Co-Ordinator	Amit Bhowmick
03	Ishani Basu	Member	Ishani Basu
04	Soma Banerjee	Member	Soma Banerjee
05	Abhishek Pramanik	Member	Abhishek Pramanik
06	Palash Dey	Member	Palash Dey
07	Md. Zinarul Hoque Biswas	Member	Md Zinarul Hoque Biswas
08	Prabhat Das	Member	Prabhat Das
09	Md. Asaduzamman	Member	Md. Asaduzamman

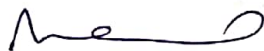
Chairperson Dr. Anup Kumar Mondal presided over the meeting. He welcomed all members present in the meeting and agenda wise fruitful discussions were made and resolutions were taken

Proceedings & Resolutions

1. Read and confirm of the last IQAC meeting dated 24th November 2021
2. It is resolved that the feedback will be collected from final semester students of the college
3. It is further resolved that the Students Satisfactory Survey will be collected from final semester students of the college
4. In the absence of the head of the institution in college, the duty of the "Day in Charge" shall be given to the permanent teachers on a rotation basis and

prior approval from the same teacher, in a written notice and notice will be displayed in college website. A register will be maintained for the same duty allotment.

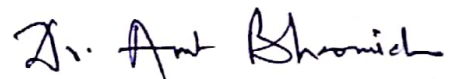
5. All notices issued by the college will be displayed on the website timely, for ease of access for students and employees. An archive shall be maintained for record keeping of all old notices for up to two years.
6. It is unanimously resolved that minimum two Assistant/Associate Professor except Internal Governing Body Members and Bursar should be included or appointed to the Finance, Purchase, Construction and Tender Committee for smooth running of the college and also account section.
7. It is resolved that Teachers' Council meeting should be arranged in regular interval preferably one meeting in each month.
8. Meeting of the IQAC should be arranged in regular interval.
9. It is unanimously resolved that the Service Books of all the Teaching faculties should be kept to the Principal's custody under the supervision of a senior faculty of the college.
10. Modernization of each department, office, Smart Room and the provision of a uniform teacher's room will be made as per NAAC rules. For this purpose, all purchase and construction work will be made through approval of the Finance and Purchase Committee. The advertisement of the same must appear on public media and college website.
11. It is hereby resolved that the SPIO (State Public Information Officer) would positively reply to RTI query within 7 days' time period. This is mandatory.
12. It is resolved that the maximum travel allowance for Academic or Official purposes for each individual employee should not exceed Rs. 10,000// monthly. The Bursar should keep strict vigilance over travel allowance matter of all employees.
13. No further issue raised in Miscellaneous.



Chairperson
IQAC

Nur Mohammad Smriti Mahavidyalaya
Dhuliyar, Murshidabad

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



Co-Ordinator
IQAC

Nur Mohammad Smriti Mahavidyalaya
Dhuliyar, Murshidabad

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyar, Msd.