



SISTER NIBEDITA GOVERNMENT GENERAL DEGREE COLLEGE FOR GIRLS

Hastings House, 20B, Judges Court Road, Alipore, Kolkata - 700027

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Notice No: SNGGDCG/73

Date: 16/03/2023

This is for the information of all concerned that the following are the resolutions of the Teachers' Council Meeting held on **02.03.2026 from 1:00 p.m. onwards.**

1. The minutes of the meeting with all conveners of the Academic Committees held on 8th December 2026 was confirmed.
2. Proper handover of charges and relevant documents must be completed in case of transfer of teachers to other institutions. It was also mentioned that committee work is very important for CAS promotion as per new guidelines. Therefore, restructuring of teaching staff in different committees according to the new CAS regulations will be undertaken when the new academic and administrative committees will be constituted.
3. The Officer-in- Charge thanked all members of the Academic Facilitation and Coordination Cell for their prompt action regarding the WBDSTBT projects of Dr. Atanu Saha and Dr. Paramita Nandy Dutta. It was mentioned that all letters related to these projects have already been submitted to the competent authority, and the committee is currently waiting for a response.
4. The IQAC Coordinator, Dr. Monami Das Roy, mentioned that five major committees are important as per the new CAS regulations. She also suggested that teachers whose CAS promotions are still pending should be included in these committees. Committee conveners will have full autonomy in decision-making regarding committee activities. At the end of each academic session, a meeting will be held where the Officer -in- Charge may seek performance related data of the committee members from the conveners. Prior information must be given if any member is unable to attend an event organized by the respective committee.
5. As per the guidelines of the Government of West Bengal, some new courses may be introduced in the college. Proposals were invited from all faculty members present in the meeting. Dr. Samit Bhanja suggested that BCA could be introduced as a new course under the affiliation of MAKAUT. Dr. Piya Seth also proposed that Chemistry (Hons.) can be offered as a new course. Dr Sebanti Bhattacharya proposed for the introduction of Sociology (Hons). It was proposed that subjects like Psychology (Hons.), Mass Communication and Journalism (Hons.) and Education (Hons) may also be introduced. In addition, courses such as Data Analysis, Artificial Intelligence and Machine Learning (AI-ML), B. Pharma were suggested. Dr Durbadal Mandal proposed the introduction of Diploma and Self – Financing Certificate Courses since these courses will help to build up a fund of the College. He stated that the names of the said courses will be decided by the IQAC of the College and will require the permission of the affiliating University. Dr.



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Paramita Nandy Dutta proposed that while introducing new courses the College may introduce allied subjects and promote faculty exchange. Ms. Piyanka Sengupta suggested introduction of Urdu as a subject. Dr. Sarmistha Chanda suggested that courses such as Drug Design and Bioinformatics may also be introduced. Dr. Roshni Sen mentioned that, in accordance with the guidelines of NEP 2020, the names of traditional subjects may be revised, as practiced in Delhi University. For example, History may be renamed as History and Heritage Studies. She however mentioned this can be done only with the permission of the affiliating University.

6. The Officer-in-Charge informed that Dr. Rajyasri Roy, Principal of Bethune College, has been incorporated into the IQAC as an External Academician Member. He further thanked Dr. Piya Seth for taking the necessary initiative for the incorporation of Prof. Diptendu Chatterjee, Inspector of Colleges, University of Calcutta, into the IQAC as an external member.
7. A meeting will be held with all external members of IQAC where decisions regarding introduction of various new subjects can be made. The Officer-in-Charge requested the coordinator of IQAC to oversee the matter.
8. The Officer -in- Charge thanked all members of the Service Book Committee for the systematic and timely updating of the service books. In this connection, Dr. Anik Chatterjee, Convener of the Service Book Committee, mentioned that the service books of all employees are currently in the custody of the Officer-in-Charge. He further added that the service books are being prepared in accordance with the rules of the WBSR. The committee has prioritized updating the files related to retirement and transfer cases. The service book of Dr. Nandita Bagchi, who is nearing retirement, has already been completed, and work is currently in progress for Dr. Archana Das Roy. Some service books were updated prior to the NAAC visit, and the work is now progressing in full swing. The committee has updated the service files of approximately eighty percent of the employees. If any employee has queries regarding his/her service book/ file, they may contact any member of the Service Book Committee.
9. Since the Head of the Department (HOD) is the first line of communication with the Officer-in-Charge, all leave applications (CCL, ML, EL, OP/RC, etc.) must be submitted in hard copy to the Head of the Department. The Head of the Department should endorse the application with the remark: "Seen and classes will be arranged in his/her absence." If the Head of the Department avails any leave, the Officer-in-Charge will inform the remaining faculty members. Except in cases of emergency, prior intimation of at least seven days is mandatory before availing leave.
10. For practical-based subjects, the utilization statement of practical examination fees must be maintained by the Head of the Department. The practical examination fees will be disbursed from the Cash Section of the college office in the first week of April, 2026. Ten percent overhead charges will be deducted from each department from the disbursed practical examination fees.



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11. An application has been received from a Computer Science major student seeking financial assistance due to the demise of her father. It was suggested that a meeting with the departmental faculty members be held to take a decision regarding tuition fee waiver and non-government fee waiver. The 'Poor Fund' may be utilized for providing such assistance. The Officer-in- Charge requested the Head of the Department of Computer Science, Ms. Debdutta Chakraborty (Roy), to oversee the matter.
12. The college has already adopted several resolutions to support the mental well-being of students. In this regard, a meeting was held with five different committees on 24th February 2026, and the resolutions have been circulated among all faculty members.
13. Since 60% attendance is mandatory for students to appear in examinations, a notice regarding the attendance requirement will be circulated at the beginning of the even semester. The Head of the Departments are requested to inform students with low attendance in person and during Parent-Teacher Meetings. Students must be informed in advance if they are not permitted to appear in the examinations due to insufficient attendance. In this context, Dr. Nilita Das mentioned that she will not contact students through phone calls or WhatsApp messages regarding their absence. In this regard, a new Attendance Committee may be constituted to oversee matters related to student attendance.
14. Departments are encouraged to establish Memorandum of Understanding (MoUs) with various institutions to facilitate student-teacher exchange programmes. The IQAC has been requested to oversee the matter.
15. Mr. Anirban Sarkar, the Internship Nodal Officer, informed that, students of the college may apply for free-of-cost internship courses, depending on the availability of their preferred course topics. A notice in this regard will be circulated soon.
16. Remedial classes may be arranged for students who are failing in various subjects. In this context, the Officer-in- Charge mentioned that he has previously conducted several remedial classes, and many students were able to successfully pass their courses after attending these classes. It was suggested that a committee may be formed to oversee the conduct of remedial classes.

-Sd/-

Dr. Chandra Kanta Saha
Officer-in-Charge
Sister Nibedita Govt. General
Degree College for Girls