



त्रिपुरा सरकार

SACHIN DEBBARMAN MEMORIAL GOVT. MUSIC COLLEGE
Lichubagan, Agartala, Pin-7990010

No.F.2 (1-8)/SDMGMC/Estt./2015 _____

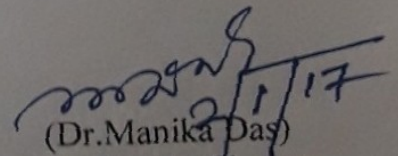
Dated, Agartala the, 02-01-2017

Sub: Development & Internal Beautification Committee

Sl. No.	Name of Committee Members	Department	Designation
1.	Dr.Manika Das	Principal in Charge	Chairman
2.	Dr.Mrinal Chakraborty	Vocal & Instrumental Music	Convener
3.	Smt.Sutapa Choudhury	Rabindra Sangeet	Jt. Convener
4.	Sri.Pradeep Kumar Bhattacharjee	Tabla	Member
5.	Sri.Siddhartha Choudhury	Vocal & Instrumental Music	Member
6.	Sri.Shounak Ray	Rabindra Sangeet	Member
7.	Sri. Mrinal Roy	Tabla	Member

Role:

1. College development committee (CDC) to prepare overall comprehensive development plan of the Institute in annual basis are as follows:
 - a. Academic Development Plan
 - b. Placement related Plan
 - c. Infrastructure Development Plan
 - d. Administrative Development Plan
 - e. Admission growth Plan
 - f. Fund raising for the infrastructural Development of the Institute.


(Dr.Manika Das)
Principal in Charge
SDM. Govt. Music College
Agartala, Tripura

Copy to:-

- 1) Secretary, Teachers Council, SDMGMC
- 2) ALL H.O.D.(s) Vocal/RS/Tabla/Dance
- 3) Committee Members
- 4) All Notice Boards.



SACHIN DEBBARMAN MEMORIAL GOVT. MUSIC COLLEGE
Lichingam, Agartala, Pin-799010

No.F.2 (1-R)/SDMGMC/East./2015 _____

Dated, Agartala Dist. 09/01/2017

Minutes of the meeting

Minutes for the Meeting held on 02-01-2017 at 12pm. The meeting held in Principal's Chamber.
Following faculties were present in the meeting.

Sl. No.	Name of Committee Members	Department	Designation
1.	Dr.Manika Das	Principal in Charge	Chairman
2.	Dr.Srigdhanu Banerjee	Vocal & Instrumental Music	Convener
3.	Dr.Mrinal Chakraborty	Vocal & Instrumental Music	Jt. Convener
4.	Sri.Pradeep Kumar Bhattacharjee	Tabla	Member
5.	Sri.Siddhartha Choudhury	Vocal & Instrumental Music	Member
6.	Sri.Shounak Ray	Rabindra Sangeet	Member
7.	Sri. Mrinal Roy	Tabla	Member

The meeting was chaired by Dr.Manika Das, Principal in Charge, SDMGMC.

Sports Committee of SDMGMC is one of the important committees responsible for the overall development of the Institution.

Item No 1: Responsibilities

- 1) Prepare an overall comprehensive development plan of the Institute regarding academic, administrative and infrastructural growth, and enable Institute to foster excellence in curricular, co-curricular and extra-curricular activities
- 2) Decide about the overall teaching programmes or annual calendar of the Institute
- 3) Recommend to the Authority about introducing new academic courses and the creation of additional teaching and administrative posts.
- 4) To review opportunity of the self-financing courses in the Institute & make recommendations for their improvement.

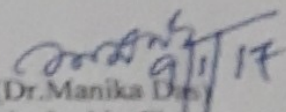
- 5) Make specific recommendations to the authority to encourage and strengthen research culture, consultancy and extension activities in the institute.
- 6) Make specific recommendations to foster academic collaborations to strengthen teaching and research.
- 7) Make specific recommendations to encourage the use of information and communication technology in teaching and learning process.
- 8) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the Institute.
- 9) Prepare the annual financial estimates (budget) and financial statements of the Institute or institution and recommend the same to the authority for vertical transmission.
- 10) Formulate proposals of new expenditure not provided for in the annual budget.
- 11) Make recommendations regarding the students' and employees' welfare activities in the Institute.
- 12) Discuss the reports of the IQAC and make suitable recommendations.
- 13) Frame suitable admissions procedure for different programmes by following the statutory norms.
- 14) Plan major annual events in the Institute, such as annual day, sports events, cultural events, etc.
- 15) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the Institute.
- 16) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- 17) Recommend the distribution of different prizes, medals and awards to the students.
- 18) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the Authority of such Institute and the university.
- 19) Perform such other duties and exercise such other powers as may be entrusted by the authority.

Item No. 2: Mechanism

- 1) Standard Protocol may be followed.
- 2) The committee will take necessary measures to ensure greenery in the campus.
- 3) Institute gardens may be given special treatment to provide shelter for butterfly and birds
- 4) To ensure avoid any chemical fertilizers and pesticides in the campus.

Item No. 3: Miscellaneous by the permission of the chair.

The Development and Beautification Committee is ultimately responsible and accountable for the activities of the sports activities of the institution. Decision taken by the committee may be reviewed by the chairman or Principal of the Institution.


(Dr. Manika Das)
Principal in Charge
SDM. Govt. Music College
Agartala, Tripura

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