



SAHEED KSHUDIRAM COLLEGE

KAMAKHYAGURI :: ALIPURDUAR :: PIN- 736202

(Affiliated to the University of North Bengal)

E-mail Id.- saheedkshudiramcollege@gmail.com, Website : www.skcc.org

NAAC Accredited Grade "B"

Date: 2nd July,, 2018

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 10th July, 2018 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Discussion regarding the implementation of the Student mentoring System .
3. Misc.

A. U. B.

IQAC Coordinator
Saheed Kshudiram College
Coordinator
I Q.A.C.
Saheed Kshudiram College
Kamakhyaguri, Dist. Alipurduar

S. R. B.

TIC
Saheed Kshudiram College
Teacher-in-Charge
SAHEED KSHUDIRAM COLLEGE
KAMAKHYAGURI ALIPURDUAR

**Resolution and Action Taken Report - General Meeting - IQAC Saheed
Kshudiram College**

Date of Meeting: 10th July, 2018

Time: 3:00 PM

Venue: IQAC, Saheed Kshudiram College

Agenda:

1. Confirmation of the Previous Agenda
2. Discussion regarding the Implementation of the Student Mentoring System
3. Miscellaneous

Members Present:

1. Sr. Pr. 13.
2. S. Ch.
3. S. Ch.
4. S. Ch.
5. S. Ch.
6. Sandip Mukherjee
7. Prady Mukherjee
8. Suman Mukherjee
9. M. Mukherjee
10. S. Ch.
11. S. Ch.
12. S. Ch.

Resolution:

1. Confirmation of the Previous Agenda:
 - The minutes and decisions of the previous agenda were duly confirmed by the members present.
2. Discussion regarding the Implementation of the Student Mentoring System:
 - After thorough discussion, it was unanimously resolved to proceed with the implementation of the Student Mentoring System at Saheed Kshudiram College. This system aims to provide personalized

guidance and support to students, enhancing their overall academic experience and success.

Action Taken:

A committee comprising faculty members and administrative staff has been formed to develop a comprehensive plan for the implementation of the Student Mentoring System.

The task force will:

- Prepare guidelines for effective student mentoring.
- Develop a framework outlining the roles and responsibilities of mentors and mentees.
- Design training programs for mentors to equip them with the necessary skills and knowledge.
- Establish mechanisms for monitoring and evaluating the effectiveness of the mentoring program.
- Coordinate with relevant departments to integrate the mentoring system seamlessly into existing academic structures.

A timeline has been established for the completion of these tasks, with regular progress updates to be provided to the IQAC.

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NAAC Accredited Grade "B"

Date: 11th July,, 2018

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 24th July, 2018 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Discussion regarding the implementation of MOU (memorandum of understanding) with Majherdabri Tea Garden, Alipurduar and SWABDA, NGO Alipurduar
3. Misc.

A. K. S.
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S. R.
Principal/TIC
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Teacher-In-Charge
SAHEED KSHUDIRAM COLLEGE
KAMAKHYAGURI ALIPURDUAR

Meeting Resolution and Action Taken Report

Meeting Date: 24th July 2018

Venue: IQAC, Saheed Kshudiram College

Agenda:

Confirmation of the previous agenda.

Discussion regarding the implementation of MOU with Majherdabri Tea Garden, Alipurduar, and SWABDA, NGO Alipurduar.

Miscellaneous.

Members Present:

1. Sr. Pr
2. S. Q.
3. A. K.
4. Pragy Malik
5. Shah
6. Sandip Malik
7. Ray
8. Har
9. M. Mahtan

10. S. Mohie

11. A. P.

12.

Resolution:

Confirmation of Previous Agenda:

- The minutes of the previous meeting were reviewed and confirmed with no amendments.

Discussion on MOU Implementation:

- The MOU with Majherdabri Tea Garden, Alipurduar, and SWABDA, NGO Alipurduar was thoroughly discussed.
- It was unanimously agreed upon to proceed with the implementation of the MOU to foster collaborative efforts towards community development and student engagement.
- Responsibilities were assigned to respective members to ensure timely execution and monitoring of activities outlined in the MOU.

Miscellaneous:

- No decisions made during the meeting can be included here.]

Action Taken:

The IQAC Coordinator will initiate the necessary steps to implement the MOU with Majherdabri Tea Garden, Alipurduar, and SWABDA, NGO Alipurduar.

- This includes:
 - Contacting the stakeholders to initiate discussions on specific initiatives outlined in the MOU.
 - Coordinating with relevant departments and faculty members to integrate the proposed activities into the academic curriculum.
 - Establishing monitoring mechanisms to track progress and evaluate the impact of collaborative efforts.
 - Providing regular updates on the status of MOU implementation during subsequent IQAC meetings.

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Teacher-in-charge

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NAAC Accredited Grade "B"

Date: 1st, August,, 2018

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 8th August, 2018 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Discussion regarding the implementation of the Student Feedback System and analysis process .
3. Misc.

Anita
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KAMAKHYAGURI ALIPURDUAR

Resolution and Action Taken Report - General Meeting - IQAC Saheed Kshudiram College

Date of Meeting: 8th August, 2018

Time: 3:00 PM

Venue: IQAC, Saheed Kshudiram College

Agenda:

1. Confirmation of the Previous Agenda
2. Discussion regarding the Implementation of the Student Feedback System and Analysis Process
3. Miscellaneous

Members Present:

1. *S. R. K.*
2. *S. Chakraborty*
3. *Dr. Anis ul Haq*
4. *Harsh*
5. *Shash*
6. *Ugh*
7. *A. K. S.*
8. *Sandeep Bealica*
9. *S. N. S.*
10. *M. H. S.*
11. *M. S.*
12. *A. P.*
13. *B. Ray*

Resolution:

Confirmation of the Previous Agenda:

- The minutes and decisions of the previous agenda were confirmed by all members present.

Discussion regarding the Implementation of the Student Feedback System and Analysis Process:

- The importance of gathering feedback from students to enhance the quality of education and overall learning experience was recognized.
- It was unanimously resolved to implement a comprehensive Student Feedback System at Saheed Kshudiram College.

Action Taken:

A dedicated committee consisting of faculty members, administrative staff, and student representatives has been formed to oversee the implementation of the Student Feedback System.

The committee will:

- Research and select appropriate feedback mechanisms, considering both online and offline options to ensure maximum participation.
- Design feedback forms/questionnaires covering various aspects of the academic experience, including teaching quality, course content, facilities, and support services.
- Develop a schedule for administering feedback surveys at regular intervals throughout the academic year.
- Establish protocols for collecting, collating, and analyzing feedback data in a systematic manner.
- Define procedures for disseminating feedback results to faculty members and relevant stakeholders for actionable insights.

Training sessions will be conducted for faculty members and students to familiarize them with the feedback process and emphasize its importance in continuous improvement.

Amra

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NAAC Accredited Grade "B"

Date: 4th September, 2018

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 13th September, 2018 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Analysis of the grievance redressal system
3. Departmental seminar
3. Misc.

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KAMAKHYAGURI ALIPURDUAR

Resolution and Action Taken Report - General Meeting - IQAC Saheed Kshudiram College

Date of Meeting: 13th September, 2018

Time: 3:00 PM

Venue: IQAC, Saheed Kshudiram College

Agenda:

1. Confirmation of the Previous Agenda
2. Analysis of the Grievance Redressal System
3. Departmental Seminar
4. Miscellaneous

Members Present:

1. Sr. Pr.
2. Anita
3. S. R.
4. Har.
5. S. An.
6. Sh.
7. M. Mohan
8. Jay
9. Sandip Mallik
10. Dinesh Kumar

11. M. D.
12. A. P.
- 13.
- 14.

Resolution:

Confirmation of the Previous Agenda:

- The minutes and decisions of the previous agenda were confirmed by all members present.

Analysis of the Grievance Redressal System:

- Recognizing the importance of a functional grievance redressal system in maintaining a conducive academic environment, it was resolved to conduct a thorough analysis of the existing grievance redressal system to identify strengths, weaknesses, and areas for improvement.

Departmental Seminar:

- Acknowledging the value of departmental seminars in promoting academic discourse and fostering interdisciplinary collaboration, it was resolved to organize departmental seminars regularly to facilitate

knowledge sharing and professional development among faculty members and students.

Miscellaneous:

- Various other matters were discussed, including [mention any miscellaneous matters discussed].

Action Taken:

Analysis of the Grievance Redressal System:

- A committee comprising faculty members, administrative staff, and student representatives has been formed to conduct a comprehensive analysis of the grievance redressal system.
- The committee will review grievance handling procedures, assess the effectiveness of communication channels, and solicit feedback from stakeholders to identify areas for improvement.
- Based on the analysis, recommendations will be made to enhance the efficiency, transparency, and responsiveness of the grievance redressal system.

Departmental Seminar:

- Each department has been tasked with organizing regular departmental seminars, focusing on topics relevant to their respective fields of study.
- Department heads will coordinate with faculty members to identify seminar topics, invite guest speakers, and schedule seminar sessions throughout the academic year.
- Efforts will be made to encourage student participation and engagement in departmental seminars to foster a vibrant academic community within the college.

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NAAC Accredited Grade "B"

Date: 11 October, 2018

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 26th October, 2018 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Renovation and reconstruction of college canteen
3. Policy regarding campus cleanliness
4. Campus cleanliness initiative

Anu

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KAMAKHYAGURI ALIPURDUAR

Departmental Resolution and Action Taken Report - General Meeting - Saheed Kshudiram College

Date of Meeting: 20th October, 2018

Time: 3:00 PM

Venue: IQAC, Saheed Kshudiram College

Agenda:

1. Confirmation of the Previous Agenda
2. Renovation and Reconstruction of College Canteen
3. Policy Regarding Campus Cleanliness
4. Campus Cleanliness Initiative
5. Misc.

Members Present:

1. Sr. Be
2. S. K. Ray
3. S. Ray
4. S. Ray
5. Pradyumn
6. H. K.
7. S. Ray
8. S. Ray
9. Sandip Ballik
10. M. Mohan
11. A. P.
- 12.

Departmental Resolution:

Confirmation of the Previous Agenda:

- The minutes and decisions of the previous agenda were confirmed by all departmental members present.

Renovation and Reconstruction of College Canteen:

Recognizing the importance of the college canteen as a vital facility for students and faculty, the department resolves to support and prioritize the renovation and reconstruction of the college canteen to enhance its infrastructure, hygiene standards, and overall appeal.

Policy Regarding Campus Cleanliness:

Understanding the significance of maintaining a clean and hygienic campus environment for the well-being and academic performance of students and staff, the department resolves to adhere to and enforce campus cleanliness policies rigorously. Additionally, the department pledges to actively contribute to campus cleanliness efforts through regular monitoring and participation.

Campus Cleanliness Initiative:

In line with the commitment to promoting a clean and healthy campus environment, the department resolves to actively participate in campus cleanliness initiatives, including clean-up drives, waste segregation programs, and awareness campaigns. The department further commits to encouraging student and faculty involvement in these initiatives.

Action Taken:

Renovation and Reconstruction of College Canteen:

- A departmental committee has been formed to assess the current condition of the college canteen and develop a renovation plan in consultation with relevant stakeholders. The committee will prioritize improvements in infrastructure, sanitation facilities, seating arrangements, and menu offerings to enhance the overall dining experience for college members.
- The committee will conduct regular meetings to discuss progress, solicit feedback, and ensure timely completion of renovation activities.
- College allow Rs 12000.00 for the renovation of canteen

Policy Regarding Campus Cleanliness:

- The departmental head will communicate the campus cleanliness policy to all departmental members and emphasize the importance of compliance.
- The departmental head, along with designated representatives, will collaborate with the college administration to establish clear guidelines and procedures for maintaining campus cleanliness.

- College allow Rs 12000.00 for the purpose of campus cleanliness

Campus Cleanliness Initiative:

- The departmental head will appoint a cleanliness coordinator responsible for coordinating departmental participation in campus cleanliness initiatives.
- The department will organize regular clean-up drives within its designated areas of responsibility, such as departmental buildings, classrooms, and corridors.
- The department will allocate resources, such as cleaning equipment and supplies, to support cleanliness efforts and ensure their effectiveness.

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NAAC Accredited Grade "B"

Date: 1st, November, 2018

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 10th November, 2018 at 3 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Discussion regarding Administrative , Academic , and Green Audit
3. Misc.

A. Ullah

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SAHEED KSHUDIRAM COLLEGE
KAMAKHYAGURI ALIPURDUAR

Resolution and Action Taken Report

Date: 10th November, 2018

IQAC, Saheed Kshudiram College

a:

Confirmation of the Previous Agenda
Discussion Regarding Administrative, Academic, and Green Audit
Miscellaneous

ution:

Confirmation of the Previous Agenda:

The minutes of the previous meeting were reviewed and confirmed without any amendments.

Discussion Regarding Administrative, Academic, and Green Audit:

- The administrative, academic, and green audit reports were presented and thoroughly discussed.
- Identified areas for improvement in administrative processes, academic standards, and sustainability practices.
- It was resolved to implement measures to streamline administrative procedures, enhance academic quality, and promote eco-friendly initiatives.

Action Taken:

It has been decided that the college will complete all audit reports within November, 2019.

Administrative Audit:

- Assigned a task force to conduct a detailed review of administrative procedures and recommend efficiency measures.
- Established a timeline for the implementation of suggested improvements.
- Designated responsible individuals to oversee the execution of administrative enhancements.

Academic Audit:

- Formulated a plan to address the identified gaps in academic standards, including curriculum revision, faculty development programs, and student support services.
- Scheduled workshops and training sessions for faculty members to enhance teaching methodologies and assessment practices.
- Initiated a student feedback mechanism to gather input on academic experiences and areas for enhancement.

Green Audit:

- Implemented initiatives to promote sustainability on campus, such as waste reduction campaigns, energy conservation measures, and the establishment of green spaces.
- Appointed a sustainability committee to monitor progress and propose further eco-friendly initiatives.
- Encouraged student involvement in environmental awareness programs and community outreach activities.

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1. *S. R. S.*
2. *A. M. S.*
3. *[Signature]*
4. *S. Roy*
5. *Bonay Mukherjee*
6. *[Signature]*
7. *[Signature]*
8. *[Signature]*
9. *S. S. S.*
10. *M. Manban*
11. *[Signature]*



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NAAC Accredited Grade "B"

Date: 3rd December, 2018

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 11th December, 2018 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Renovation and maintenance policy of the Medicinal and Herbal Garden
3. Miscellaneous

Anita
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Sr. B.
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KAMAKHYAGURI ALIPURDUAR

**Resolution and Action Taken Report - General Meeting - IQAC Saheed
Kshudiram College**

Date of Meeting: 11th December, 2018

Time: 3:00 PM

Venue: IQAC, Saheed Kshudiram College

Agenda:

1. Confirmation of the Previous Agenda
2. Renovation and Maintenance Policy of the Medicinal and Herbal Garden
3. Miscellaneous

Members Present:

1. Sr. Pr.
2. A. K. Das
3. S. C. Das
4. Prady Mallik
5. Paul
6. H. Das
7. S. M. Das
8. Ash.
9. Sandip Mallik
10. M. M. Das
11. A. P.
- 12.
13. S. Ray

Resolution:

Confirmation of the Previous Agenda:

- The minutes and decisions of the previous agenda were confirmed by all members present.

Renovation and Maintenance Policy of the Medicinal and Herbal Garden:

- Recognizing the significance of the Medicinal and Herbal Garden in promoting biodiversity, research, and educational activities, it was resolved to develop a comprehensive renovation and maintenance policy for the garden.

Campus Cleanliness Initiative:

- Acknowledging the importance of maintaining a clean and hygienic campus environment conducive to learning and well-being, it was resolved to launch a campus cleanliness initiative.

Action Taken:

Renovation and Maintenance Policy of the Medicinal and Herbal Garden:

- A committee comprising faculty members from relevant departments, garden caretakers, and administrative staff has been formed to draft the renovation and maintenance policy.
- The committee will:
 - Assess the current state of the Medicinal and Herbal Garden and identify areas in need of renovation or improvement.
 - Develop guidelines for the maintenance of plant species, pathways, signage, and facilities within the garden.
 - Propose strategies for sustainable management practices, including waste management, water conservation, and organic gardening techniques.
 - Collaborate with external experts and stakeholders to incorporate best practices and ensure the long-term viability of the garden.

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NAAC Accredited Grade "B"

Date: 2nd February , 2019

All members of the IQAC Saheed Kshudiram College are requested to attend the general meeting of the academic session 2017-18 on 9th February ,2019 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Addition of new book for improve the books ratio
3. Policy to reduce the dropout trend
4. Campus cleanliness initiative
5. Misc.

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Meeting Resolution and Action Taken Report - General Meeting - IQAC Saheed Kshudiram College

Date of Meeting: 9th February, 2019

Time: 3:00 PM

Venue: IQAC, Saheed Kshudiram College

Agenda:

1. Confirmation of the Previous Agenda
2. Addition of New Books to Improve the Books: Student Ratio
3. Policy to Reduce the Dropout Trend

Members Present:

1. Sr. B.
2. H. A.
3. S. C.
4. Dr. Anurag K. S.
5. S. S.
6. S. S.
7. M. M. S.
8. S. S.
9. Sandip Mallick
10. S. S.
11. S. S.
12. S. S.

Meeting Resolution:

Confirmation of the Previous Agenda:

- The minutes and decisions of the previous agenda were confirmed by all members present.

Addition of New Books to Improve the Books Ratio:

- Acknowledging the importance of maintaining a balanced and updated library collection, it was resolved to add new books to the existing inventory to improve the books-to-students ratio and enhance the learning resources available to students and faculty.

Policy to Reduce the Dropout Trend:

- Recognizing the detrimental impact of the dropout trend on student academic outcomes and institutional performance, it was resolved to develop and implement a comprehensive policy aimed at reducing the dropout rate and improving student retention.

Action Taken:

Addition of New Books to Improve the Books Ratio:

- A library committee comprising faculty members, librarians, and student representatives has been formed to identify areas of need and select appropriate books for addition to the library collection.
- Decided that Rs. 2,50,000.00 will be allowed to purchase books for the development of books and student ratio.
- The committee will conduct a thorough assessment of the curriculum requirements, student preferences, and emerging academic trends to inform the selection process.
- A budget allocation has been made to procure the selected books, and orders will be placed accordingly to ensure timely acquisition and integration into the library catalog.

Policy to Reduce the Dropout Trend:

- A task force consisting of academic advisors, counselors, and administrative staff has been established to review existing data on dropout trends, identify contributing factors, and develop strategies to address them effectively.
- The task force will collaborate with relevant stakeholders, including faculty members, student support services, and external agencies, to design interventions and support mechanisms aimed at promoting student success and persistence.
- Regular monitoring and evaluation mechanisms will be implemented to track the effectiveness of the policy and make necessary adjustments as needed.

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