



# SAHEED KSHUDIRAM COLLEGE

KAMAKHYAGURI :: ALIPURDUAR :: PIN- 736202

(Affiliated to the University of North Bengal)

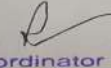
E-mail Id.- [saheedkshudiramcollege@gmail.com](mailto:saheedkshudiramcollege@gmail.com), Website : [www.sk.c.org](http://www.sk.c.org)

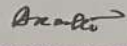
NAAC Accredited Grade "B"

Date: 1st July 2020

All members of the IQAC Saheed Kshudiram College are requested to attend the online general meeting of the academic session 2018-19 on 10th July, 2020 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Decision regarding the signature of MOU with the following institutions:
  - a. KVO, Kmakhyaguri, Alipurduar
  - b. Kohinur Tea Garden, Alipurduar
  - c. Jalpaiguri Law College, Jalpaiguri
  - d. Youth Computer Center, Alipurduar
3. Misc.

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

  
Teacher-In-Charge  
SAHEED KSHUDIRAM COLLEGE  
KAMAKHYAGURI ALIPURDUAR

## Meeting Resolution and Action Taken Report

Meeting Date: 10th July 2020

Time: 3:00 pm

Venue: Online - IQAC Platform, Saheed Kshudiram College

### Agenda:

Confirmation of the Previous Agenda

Decision Regarding the Signature of MOU with the Following Institutions:

- KVO, Kamakhyaguri, Alipurduar
- Kohinur Tea Garden, Alipurduar
- Jalpaiguri Law College, Jalpaiguri
- Youth Computer Center, Alipurduar

Miscellaneous

### Member Present:

Sri Ajoy Kumar Datta	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-

<b>Dr. Swapna Mitra</b>	<b>Sd/-</b>
<b>Sri Pronoy Mallick</b>	<b>Sd/-</b>
<b>Sri SmritiKanta Barman</b>	<b>Sd/-</b>
<b>Dr. Utpal Roy</b>	<b>Sd/-</b>
<b>Sri Sandip Mallik</b>	<b>Sd/-</b>
<b>Sri Madhyam Moktan</b>	<b>Sd/-</b>
<b>Smt. Parna Ghosh</b>	<b>Sd/-</b>

**Resolution:**

1. Confirmation of the Previous Agenda:

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

2. Decision Regarding the Signature of MOU with the Following Institutions:

- It was unanimously agreed to proceed with the signing of Memorandums of Understanding (MOUs) with the mentioned institutions.
- The objectives and terms of collaboration were discussed for each institution.
- The IQAC Coordinator was authorised to finalise and sign the MOUs on behalf of Saheed Kshudiram College.

- The MOUs will encompass areas of mutual cooperation such as academic exchange, research collaboration, and community engagement.

3. Miscellaneous: In the miscellaneous the following applications are allowed to the respective online courses.

**1. Dr. Setu Chattopadhyay**

Seven days National Workshop

8 Days (13/07/2020-19/07/2020)

**2. Mr. Abhijit Sarkar**

QGIS Training Program

7 Days (12/08/2020-18/08/2020)

**3. Mr. Abhijit Sarkar**

7 Days Training Program using QGIS Software

7 Days (24/08/2020-30/08/2020)

**3. Mr. Abhijit Sarkar**

Online course on “Geographical Information System”

19 Days (28/09/2020-15/10/2020)


**Action Taken:**

1. Signing of MOUs:

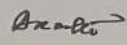
- The IQAC Coordinator will proceed with finalising and signing MOUs with the designated institutions.
- Copies of the signed MOUs will be distributed among relevant stakeholders.
- Implementation plans for collaborative activities outlined in the MOUs will be developed.

## 2. Miscellaneous Matters:

Dr.Setu Chattopadhyay and Mr.Abhijit Sarkar are allowed to join their respective online courses.



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



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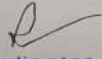
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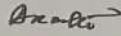
NAAC Accredited Grade "B"

Date: 11th July 2020

All members of the IQAC Saheed Kshudiram College are requested to attend the online general meeting of the academic session 2018-19 on 18th July, 2020 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Decision regarding effective online class
3. Decision regarding the national level webinar on "Sino- Indian relation Historical Perspective and Contending Contemporary Dynamics" join collaboration with Malda College, Malda
4. Misc.

  
Coordinator  
I.Q.A.C.  
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Kamakhyaguri, Dist. Alipurduar

  
Teacher-In-Charge  
SAHEED KSHUDIRAM COLLEGE  
KAMAKHYAGURI ALIPURDUAR

## Meeting Resolution and Action Taken Report

Meeting Date: 18th July 2020

Time: 3:00 pm

Venue: Online - IQAC Platform, Saheed Kshudiram College

### Agenda:

1. Confirmation of the Previous Agenda
2. Decision Regarding Effective Online Classes
3. Decision Regarding the National Level Webinar on “Sino-Indian Relations: Historical Perspective and Contending Contemporary Dynamics” in Collaboration with Malda College, Malda
4. Miscellaneous

### Member Present:

<b>Name of the Members</b>	<b>Signature</b>
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-

<b>Sri Pronoy Mallick</b>	<b>Sd/-</b>
<b>Sri SmritiKanta Barman</b>	<b>Sd/-</b>
<b>Dr. Utpal Roy</b>	<b>Sd/-</b>
<b>Sri Sandip Mallik</b>	<b>Sd/-</b>
<b>Sri Madhyam Moktan</b>	<b>Sd/-</b>
<b>Smt. Parna Ghosh</b>	<b>Sd/-</b>
<b>Smt. Sukla Ghosh</b>	<b>Sd/-</b>
<b>Sri Biplob Narjinary</b>	<b>Sd/-</b>

**Resolution:**

1. Confirmation of the Previous Agenda:

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

2. Decision Regarding Effective Online Classes:



- Recognizing the importance of effective online classes amid the COVID-19 pandemic, it was resolved to enhance the quality and delivery of online education.
- Strategies to improve online teaching methodologies, including interactive sessions, multimedia resources, and virtual labs, were discussed.
- Faculty members were encouraged to undergo training in online teaching pedagogy and utilise available technology platforms for seamless delivery of online classes.
- Regular feedback mechanisms will be established to monitor the effectiveness of online classes and address any issues or challenges faced by students and faculty.

### 3. Decision Regarding the National Level Webinar:

- It was agreed to organise a national level webinar on “Sino-Indian Relations: Historical Perspective and Contending Contemporary Dynamics” in collaboration with Malda College, Malda.
- The objectives, scope, and format of the webinar were discussed and finalised.
- Keynote speakers and panellists will be invited to provide insights into the historical context and current dynamics of Sino-Indian relations.
- The organising committee will coordinate the planning, promotion, and logistics of the webinar, ensuring broad participation and academic excellence.

### 4. Miscellaneous:

- Various miscellaneous matters were discussed, including updates on accreditation processes, student grievances, and upcoming events.

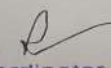
### **Action Taken:**

#### 1. Effective Online Classes:

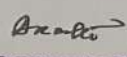
- Faculty members will undergo training sessions on online teaching pedagogy and digital tools.
- Guidelines and best practices for conducting effective online classes will be circulated among faculty members.
- Continuous monitoring and feedback mechanisms will be established to assess the quality and impact of online classes.

#### 2. National Level Webinar:

- The organising committee will finalise the schedule, speakers, and agenda for the webinar.
- Promotional activities will be undertaken to publicise the webinar and invite participation from students, faculty, and experts.
- Technical arrangements for hosting the webinar, including virtual platform setup and audio-visual support, will be arranged.



Coordinator  
I.Q.A.C.  
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
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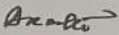
NAAC Accredited Grade "B"

Date: 7th August 2020

All members of the IQAC Saheed Kshudiram College are requested to attend the online general meeting of the academic session 2018-19 on 18th August, 2020 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Discussion regarding the development of e-content and e-resources for solving the study material crises during pandemic situation
3. Dynamic admission process and counselling through online due to pandemic
4. Misc.

  
Coordinator  
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Teacher-In-Charge  
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KAMAKHYAGURI ALIPURDUAR

## Meeting Resolution and Action Taken Report

Meeting Date: 18th August 2020

Time: 3:00 pm

Venue: Online - IQAC Platform, Saheed Kshudiram College

### Agenda:

1. Confirmation of the Previous Agenda
2. Discussion Regarding the Development of E-content and E-resources for solving the Study Material Crisis During the Pandemic Situation
4. Dynamic Admission Process and Counseling Through Online Due to Pandemic
5. Miscellaneous

### Member Present:

Name of the Members	Signature
Sri Ajoy Kumar Datta	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-

Dr. Swapna Mitra	Sd/-
Sri Pronoy Mallick	Sd/-
Sri SmritiKanta Barman	Sd/-
Dr. Utpal Roy	Sd/-
Sri Sandip Mallik	Sd/-
Smt. Parna Ghosh	Sd/-
Smt. Sukla Ghosh	Sd/-
Sri Biplob Narjinary	Sd/-

**Resolution:**

1. Confirmation of the Previous Agenda:

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

2. Discussion Regarding the Development of E-content and E-resources:

- Acknowledging the challenges posed by the pandemic, it was agreed to prioritise the development of e-content and e-resources.

- The importance of ensuring accessibility and quality of e-content was emphasised.
- Faculty members were encouraged to collaborate and share resources for the development of e-content across disciplines.
- A dedicated committee was formed to oversee the development, review, and dissemination of e-content and e-resources.

### 3. Dynamic Admission Process and Counseling Through Online:

- Given the current situation, it was decided to transition to a dynamic admission process and counselling through online platforms.
- The need for clear communication channels and guidance for students during the admission process was emphasised.
- The ICT infrastructure and support systems required for online admission and counselling were discussed.
- Training sessions for admission staff and counsellors on virtual counselling techniques and online platforms will be organised.

### 4. Miscellaneous:

All the following application are allowed to conduct the faculty development programmes:

- Ms.Parna Ghosh, Online 'Faculty Induction Program-3',37 Days (02/11/2020-08/12/2020)
- Mr.Dulon Sarkar, UGC Sponsored Online Refresher Course, 15 Days (09/11/2020-24/11/2020)
- Mr.Raju Kar, 7 Days Online Faculty Development Program, 7 Days (22/04/2021-28/04/2021)
- Ms.Parna Ghosh, Short Term Program on Data Analysis using MS Excel, IBM SPSS and R, 6 Days (14/06/2021-19/06/2021)

### **Action Taken:**

#### 1. Development of E-content and E-resources:

- Teachers are requested to submit sufficient e-content for the development of e-content and e-resources in collaboration with other faculty members.
- Guidelines and standards for the creation and review of e-content will be established.

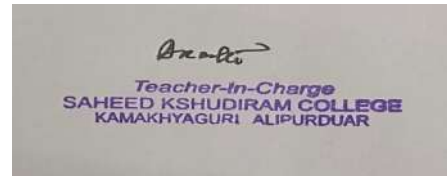
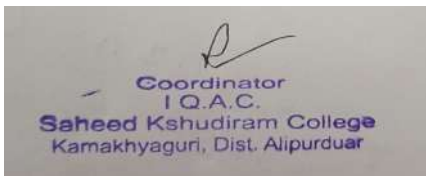
- A platform for sharing and accessing e-resources will be set up for students and faculty.

## 2. Dynamic Admission Process and Counseling Through Online:

- The admission committee will review and revise the admission process to facilitate online applications and counselling.
- Information and guidance materials will be prepared for students to navigate the online admission process effectively.
- Technical support and training will be provided to staff involved in online counselling and admissions.

## 3. Miscellaneous Matters:

Ms.Parna Ghosh, Online Mr.Dulon Sarkar and Mr.Raju Kar are allowed to do their concerned faculty development courses.





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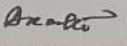
NAAC Accredited Grade "B"

Date: 4th December 2020

All members of the IQAC Saheed Kshudiram College are requested to attend the online general meeting of the academic session 2018-19 on 17th December, 2020 at 3.00 pm at IQAC on following agenda:

1. Confirmation of the previous agenda
2. Decision regarding the feasibility of collaborative activities with signitary MOU institutions during pandemic situation.
3. Institutional challenges and social responsibilities during pandemic situations.
4. Misc.

  
Coordinator  
I.Q.A.C.  
Saheed Kshudiram College  
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Teacher-In-Charge  
SAHEED KSHUDIRAM COLLEGE  
KAMAKHYAGURI ALIPURDUAR



## Meeting Resolution and Action Taken Report

Meeting Date: 17th December 2020

Time: 3:00 pm

Venue: Online - IQAC Platform, Saheed Kshudiram College

### Agenda:

1. Confirmation of the Previous Agenda
2. Decision Regarding the Feasibility of Collaborative Activities with Signatory MOU Institutions During the Pandemic Situation
3. Institutional Challenges and Social Responsibilities During Pandemic Situations
4. Miscellaneous

### Member Present:

<b>Name of the Members</b>	<b>Signature</b>
Sri Ajoy Kumar Datta	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-

Dr. Swapna Mitra	Sd/-
Sri Pronoy Mallick	Sd/-
Sri SmritiKanta Barman	Sd/-
Dr. Utpal Roy	Sd/-
Sri Sandip Mallik	Sd/-
Sri Madhyam Moktan	Sd/-
Smt. Parna Ghosh	Sd/-
Sri Biplob Narjinary	Sd/-

Resolution:

1. Confirmation of the Previous Agenda:

- The minutes of the previous meeting were confirmed without any revisions.

2. Decision Regarding the Feasibility of Collaborative Activities with Signatory MOU Institutions During the Pandemic Situation:

- The feasibility of collaborative activities with signatory MOU institutions during the pandemic situation was thoroughly discussed.

- Considering the challenges posed by the pandemic, it was decided to assess the viability of conducting virtual collaborative activities.
- The IQAC Coordinator will coordinate with relevant stakeholders to explore virtual collaboration opportunities and adapt existing MOU commitments to virtual platforms where feasible.
- Flexibility and innovation in approach will be emphasised to ensure the continuity of collaborative initiatives amidst the pandemic constraints.

### 3. Institutional Challenges and Social Responsibilities During Pandemic Situations:

- Institutional challenges and social responsibilities during pandemic situations were deliberated upon.
- Strategies to address challenges such as remote learning, mental health support for students and faculty, and community outreach amidst pandemic restrictions were discussed.
- It was resolved to prioritise the well-being of students and staff while fulfilling the institution's social responsibilities towards the community.
- The IQAC Coordinator will coordinate with relevant departments to implement initiatives addressing institutional challenges and social responsibilities during the pandemic.

### 4. Miscellaneous:

- Various miscellaneous matters were discussed, including updates on academic planning for the upcoming semester, feedback mechanisms for remote learning, and preparations for accreditation processes.

### **Action Taken:**

#### 1. Feasibility of Collaborative Activities with Signatory MOU Institutions:

- The IQAC Coordinator will initiate discussions with signatory MOU institutions to explore virtual collaboration opportunities.
- A review of existing MOU commitments will be conducted to identify activities that can be adapted to virtual platforms.
- Plans for virtual collaborative activities will be developed in consultation with stakeholders and implemented accordingly.

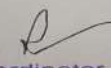
#### 2. Institutional Challenges and Social Responsibilities During Pandemic Situations:

- The IQAC Coordinator will collaborate with relevant departments to address institutional challenges and fulfil social responsibilities during the pandemic.

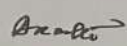
- Initiatives such as remote learning support, mental health services, and community outreach programs will be implemented as per the discussed strategies.

### 3. Miscellaneous Matters:

- Action points were identified for miscellaneous matters discussed during the meeting.
- Responsibilities were assigned, and timelines were established for the execution of these action points.



Coordinator  
I.Q.A.C.  
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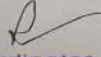
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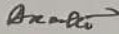
NAAC Accredited Grade "B"

Date: 3rd January 2021

All members of the IQAC Saheed Kshudiram College are requested to attend the online general meeting of the academic session 2018-19 on 17th January 2021 at 3.00 pm at IQAC on the following agenda:

1. Confirmation of the previous agenda
2. Decision regarding how to normalise IQAC activities during the pandemic and post-pandemic situations.
3. Student connectivity with the department and college and their improvement of mental health during the pandemic situation.
4. Misc.

  
Coordinator  
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KAMAKHYAGURI ALIPURDUAR

## Meeting Resolution and Action Taken Report

Meeting Date: 17th January 2021

Time: 3:00 pm

Venue: Online - IQAC Platform, Saheed Kshudiram College

### Agenda:

1. Confirmation of the Previous Agenda
2. Decision Regarding Normalising IQAC Activities During and Post-Pandemic Situations
3. Student Connectivity with the Department and College and Improvement of Mental Health During the Pandemic
4. Miscellaneous

### Member Present :

<b>Name of the Members</b>	<b>Signature</b>
Sri Ajoy Kumar Datta	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-

Dr. Swapna Mitra	Sd/-
Sri Pronoy Mallick	Sd/-
Sri SmritiKanta Barman	Sd/-
Dr. Utpal Roy	Sd/-
Sri Sandip Mallik	Sd/-
Smt. Parna Ghosh	Sd/-
Smt. Sukla Ghosh	Sd/-

**Resolution:**

1. Confirmation of the Previous Agenda:

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

2. Decision Regarding Normalising IQAC Activities During and Post-Pandemic Situations:

- It was acknowledged that the ongoing pandemic has disrupted regular IQAC activities.
- Strategies were discussed to adapt IQAC activities to remote and hybrid models during the pandemic.

- Plans for resuming and normalising IQAC activities post-pandemic were outlined, taking into account safety measures and technological advancements.
- Emphasis was placed on leveraging online platforms for meetings, data collection, and communication.

### 3. Student Connectivity with the Department and College and Improvement of Mental Health During the Pandemic:

- The importance of maintaining student connectivity with the department and college during the pandemic was highlighted.
- Strategies to enhance student engagement through virtual platforms, online counselling services, and academic support systems were discussed.
- Initiatives to promote mental health and well-being among students, including stress management workshops and peer support groups, were proposed.
- Collaboration with student representatives and mental health professionals was suggested to address the specific needs of students.

### 4. Miscellaneous:

- Various miscellaneous matters were discussed, including updates on academic calendars, faculty training programs, and post-covid preparations.

### **Action Taken:**

#### 1. Normalising IQAC Activities During and Post-Pandemic Situations:

- A plan will be developed to transition IQAC activities to remote and hybrid models, ensuring continuity during the pandemic.
- Guidelines and protocols for resuming in-person activities post-pandemic will be formulated, considering safety measures and institutional requirements.
- Training sessions will be organised to familiarise IQAC members with online tools and platforms for remote collaboration.

#### 2. Student Connectivity and Improvement of Mental Health During the Pandemic:

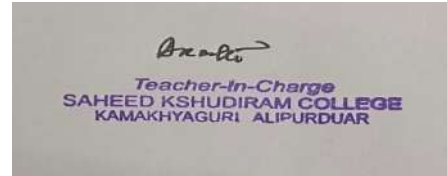
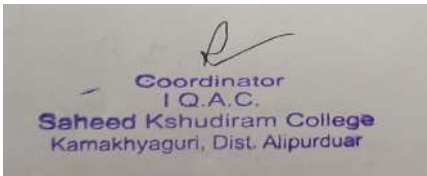
- Virtual platforms will be utilised to maintain student connectivity with the department and college, facilitating communication and support services.
- Counselling services and mental health resources will be promoted and made accessible to students through online channels.



- Collaboration with mental health professionals and student representatives will be initiated to implement targeted interventions and support mechanisms.

### 3. Miscellaneous Matters:

- Action points were identified for miscellaneous matters discussed during the meeting.
- Responsibilities were assigned, and timelines were established for the execution of these action points.





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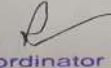
E-mail Id.- [saheedkshudiramcollege@gmail.com](mailto:saheedkshudiramcollege@gmail.com), Website : [www.skc.org](http://www.skc.org)

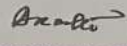
NAAC Accredited Grade "B"

Date: 6th May 2021

All members of the IQAC Saheed Kshudiram College are requested to attend the online general meeting of the academic session 2018-19 on 18th May 2021 at 3.00 pm at IQAC on the following agenda:

1. Confirmation of the previous agenda
2. Decision regarding the reopening of the direct Interdisciplinary and Remedial Classes after pandemic situations
3. Misc.

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

  
Teacher-In-Charge  
SAHEED KSHUDIRAM COLLEGE  
KAMAKHYAGURI ALIPURDUAR

## Meeting Resolution - Online General Meeting

Meeting Date: 18th May 2021

Time: 3:00 pm

Platform: Online (IQAC)

### Agenda:

1. Confirmation of the Previous Agenda
2. Decision Regarding the Reopening of Direct Interdisciplinary and Remedial Classes After Pandemic Situations
3. Miscellaneous

### Members Present:

<b>Name of the Members</b>	<b>Signature</b>
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-
Sri Haripada Paul	Sd/-
Dr. Setu Chattopadhyay	Sd/-
Dr. Swapna Mitra	Sd/-
Sri Pronoy Mallick	Sd/-

Sri SmritiKanta Barman	Sd/-
Dr. Utpal Roy	Sd/-
Sri Sandip Mallik	Sd/-
Sri Madhyam Moktan	Sd/-
Smt. Parna Ghosh	Sd/-
Smt. Sukla Ghosh	Sd/-
Sri Biplob Narjinary	Sd/-

**Resolution:**

1. Confirmation of the Previous Agenda:

- The minutes of the previous meeting were confirmed without any modifications.

2. Decision Regarding the Reopening of Direct Interdisciplinary and Remedial Classes After Pandemic Situations:

- After thorough discussion, it was decided to cautiously proceed with the reopening of direct interdisciplinary and remedial classes post-pandemic.
- A comprehensive plan will be formulated, considering the safety and well-being of students, faculty, and staff.

- Guidelines for maintaining social distancing, sanitization protocols, and other safety measures will be established in line with government regulations and health advisories.
- The implementation of a hybrid teaching model, combining in-person and online instruction, will be explored to accommodate diverse learning needs and mitigate risks.

### 3. Miscellaneous:

- Various miscellaneous matters were discussed, including updates on academic initiatives, faculty development programs, and administrative procedures.

### Action Taken:

#### 1. Reopening of Direct Interdisciplinary and Remedial Classes:

- A task force will be formed to develop a detailed plan for the reopening of direct interdisciplinary and remedial classes.
- The task force will assess classroom capacities, schedule arrangements, and logistical requirements for ensuring a smooth transition.
- Communication channels will be established to keep stakeholders informed about the reopening plans and safety guidelines.

#### 2. Miscellaneous Matters:

- Action points were identified for miscellaneous matters discussed during the meeting.
- Responsibilities were assigned, and timelines were established for the execution of these action points.

