



# 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.saheedkshudiramcollege.ac.in](http://www.saheedkshudiramcollege.ac.in)

NAAC Accredited Grade "B"

1st July, 2023

## Notice

A general meeting of the IQAC, Saheed Kshudiram College, Kamakhyaguri, Alipurduar has been scheduled to be held on 7<sup>th</sup> July 2023 at 4 pm at the Staff room of the college.

All concerned are requested to be present to make it convenient.

### Agenda

1. To confirm the Resolution of the previous Meeting
2. To discuss and take decision on the Distribution of Separate office for 7 department having Honours Course.
3. To discuss and take decision on the Add-on Courses
4. To discuss and take decision on the progress of the Mentor Mentee Program.
5. To discuss and take decision on the progress of the ICE.
6. Miscellaneous

(Dr. Dulon Sarkar)

Coordinator, IQAC

Saheed Kshudiram College,  
Kamakhyaguri, Alipurduar

(Teacher-in-Charge)

Saheed Kshudiram College,  
Kamakhyaguri, Alipurduar

Co-Ordinator  
I.Q.C  
Saheed Kshudiram College  
Kamakhyaguri, Alipurduar

Teacher-in-Charge  
Saheed Kshudiram College  
P.O. Kamakhyaguri, DL Alipurduar



# SHAHEED KSHUDIRAM COLLEGE

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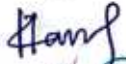





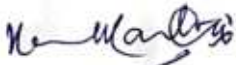


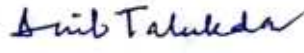
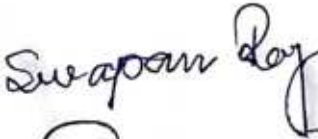

## Resolution of the General Meeting of the IQAC, Shaheed Kshudiram College

Date: 7th July 2023

Time: 4:00 PM

Venue: Staff Room, Shaheed Kshudiram College

### Members Present:

01. Sri. Smriti Kanta Barman 
02. Dulon Sarkar 
03. Dr. Ajoy Kumar Datta 
04. Sri Haripada Paul 
05. Dr. Setu Chattopadhyay 
06. Dr. Swapna Mitra 
07. Sri Pronoy Mallick 
08. Dr. Utpal Roy 
09. Sri Raju Kar 
10. Dr. Kamal Kanti Das 
11. Sri. Biplab Barman 
12. Smt. Parna Ghosh 
13. Smt. Sukla Ghosh
14. Sri Goutam Barman
15. Sri Jayanta Roy
16. SI of School
17. Sri Anil Ch. Talukdar, 
18. Sri Biplob Narjinary
19. Sri Dhiresh Ch. Roy
20. Sri Swapan Roy - 
21. Sri Malay Dutta
22. Ranjir Roy 



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NAAC Accredited Grade "B"

## Agenda and Resolutions:

### 1. Confirmation of the Resolution of the Previous Meeting:

The resolutions of the previous meeting were read out and unanimously confirmed by all members present.

### 2. Distribution of Separate Offices for Departments with Honours Courses:

After detailed discussion, it was resolved that seven departments namely, Bengali, English, History, Sanskrit, Philosophy, Political Science, History and Geography offering Honours courses will be allocated separate offices based on the availability of space and prioritization of infrastructural needs. A committee was formed to identify and finalize suitable spaces within one month.

### 3. Add-on Courses:

It was resolved to introduce add-on courses in skill-based and career-oriented areas, in alignment with the National Education Policy 2020. Departments were requested to propose potential courses for approval in the next meeting. Coordinator, Add-on Course proposed to conduct add-on courses for all the department following academic calendar

### 4. Progress of the Mentor-Mentee Program:

The current status of the Mentor-Mentee Program was reviewed. It was decided to streamline the process further by organizing a workshop for faculty mentors to ensure effective guidance and counseling for mentees. Coordinator of Mentor mentee Program was instructed to submit the report of execution on time.

### 5. Progress of ICE (Internal Continuous Evaluation):

The progress of ICE was discussed, and it was resolved to strengthen the evaluation system by incorporating innovative assessment methods such as project-based and peer assessments. Department heads were instructed to implement the revised evaluation mechanisms from the upcoming semester. Departments were also instructed to enhance the transparency of the CIE putting emphasis in the Time bound Grievance Redressal.

### 6. Miscellaneous:

- The meeting discussed the need for regular feedback collection from students and faculty to enhance institutional quality.

The meeting concluded at 6:30 PM with a vote of thanks to the chair.

Co-Ordinator  
I.Q.A.C  
Saheed Kshudiram College  
Kamakhya Guri, Alipurduar

Teacher-in-Charge  
Saheed Kshudiram College  
P.O. Kamakhya Guri, DL Alipurduar



## Action Taken Report IQAC, Shaheed Kshudiram College

### 1. Resolution Confirmation:

The resolutions of the previous meeting were documented and circulated among stakeholders.

### 2. Office Allocation for Honours Departments:

A committee assessed available spaces and submitted a report recommending rooms for seven Honours departments. Committee Headed by Dr. Utpal Roy (TCS) recommended the 3 rooms dividing in to two halves of the ground floor of the New Building (Block – C) to allocate for Bengali, English, Philosophy Sanskrit, History and Political Science. Geography will be provided with a room in the Block A near the Seminar Hall. Allocation is underway.

### 3. Add-on Courses:

**Following Departments have proposed to conduct add-on course following Academic Calendar (23rd November to 30<sup>th</sup> November)**

English: Spoken English

Political Science: Global Warming

Geography: Tourism Management

Bengali: Creative Writing & Script Writing In Bengali

History: Traditional Knowledge of Indian Art

Science: Mathematical Reasoning

Sanskrit: Communicative Sanskrit

### 4. Mentor-Mentee Program:

A faculty workshop on mentorship skills was held. Mentors were assigned mentees, and periodic meetings started. A feedback mechanism has been established.

### 5. Internal Continuous Evaluation (ICE):

Departments diversified assessments. Pilot project-based evaluations were conducted in English and Geography. Feedback is being collected for refinement.

### 6. Miscellaneous:

The Annual Seminar on "Research and Innovation in Higher Education" is scheduled. Redesigned feedback forms were distributed; analysis is in progress.

  
Coordinator, IQAC

Co-Ordinator  
I.Q.A.C.  
Shaheed Kshudiram College  
Kamakhya Guri, Alipurduar

  
Chairperson, IQAC

Teacher-In-Charge  
Shaheed Kshudiram College  
P.O. Kamakhya Guri, Dt. Alipurduar



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NAAC Accredited Grade "B"

17/08/2023

## Notice

A general meeting of the IQAC, Saheed Kshudiram College, Kamakhyaguri, Alipurduar has been scheduled to be held on 24<sup>th</sup> August 2023 at 4 pm at the Staff room of the college.

All concerned are requested to be present to make it convenient.

### Agenda

1. To confirm the Resolution of the previous Meeting
2. Review of Feedback report
3. To take decision on CAS
4. Miscellaneous

(Dr. Dulon Sarkar)  
Coordinator, IQAC  
Saheed Kshudiram College,  
Kamakhyaguri, Alipurduar

(Teacher-in-Charge)  
Saheed Kshudiram College,  
Kamakhyaguri, Alipurduar  
Teacher-In-Charge  
Saheed Kshudiram College  
P.O. Kamakhyaguri, Dt. Alipurduar

Co-Ordinator  
I.Q.A.C.  
Saheed Kshudiram College  
Kamakhyaguri, Alipurduar



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NAAC Accredited Grade "B"

## Resolution of the General Meeting of the IQAC, Saheed Kshudiram College






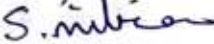






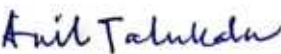
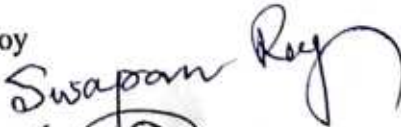

Date: 24<sup>th</sup> August 2023

Time: 4:00 PM

Venue: Staff Room, Saheed Kshudiram College

A general meeting was held on 24<sup>th</sup> August 2023 at the conference hall at 4 pm. Teacher – in charge chaired the meeting.

### Members Present:

01. Sri. Smriti Kanta Barman 
02. Dulon Sarkar 
03. Dr. Ajoy Kumar Datta 
04. Sri Haripada Paul 
05. Dr. Setu Chattopadhyay 
06. Dr. Swapna Mitra 
07. Sri Pronoy Mallick 
08. Dr. Utpal Roy 
09. Sri Raju Kar 
10. Dr. Kamal Kanti Das 
11. Sri. Biplab Barman 
12. Smt. Parna Ghosh 
13. Smt. Sukla Ghosh
14. Sri Goutam Barman
15. Sri Jayanta Roy
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17. Sri Anil Ch. Talukdar, 
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21. Ranjir Roy 



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NAAC Accredited Grade "B"

## Agenda and Resolutions:

### 1. Confirmation of the Resolution of the Previous Meeting:

The resolutions of the previous meeting were read out and unanimously confirmed by all members present.

### 2. Review of Feedback report:

After detailed discussion, it was resolved that following issues appeared in the feedback will be addressed at the earliest.

- A. Rate of the Canteen will be reviewed by the canteen committee.
- B. Separate Cycle and Bike parking will be installed
- C. Drinking water facility will be improved
- D. Books in the library will be increased
- E. Hand wash will provided in the girls Common room
- F. Wash Rooms will be cleaned weekly
- G. Number of 3 more Girls Wash rooms will be arranged in the New building
- H. Computer in the Library will be upgraded

### 3. Decision on CAS


It was resolved that the matter of CAS promotion of Dr. Setu Chattopadhaya (Ref. 7/sc/2023 dated 08/07/2023) will be intimated to the appropriate authority. The chair encouraged all the eligible teachers to approach for their CAS promotion at the earliest.

### 4. Miscellaneous:

- A. The current status of the Mentor-Mentee Program was reviewed.
- B. The progress of ICE was discussed. Departments were instructed to enhance the transparency of the CIE putting emphasis in the Time bound Grievance Redressal.

The meeting concluded at 6:30 PM with a vote of thanks to the chair.

  
Co-Ordinator  
I.G.A.C.  
Saheed Kshudiram College  
Kamakhya Guri, Alipurduar

  
Teacher-in-Charge  
Saheed Kshudiram College  
P.O. Kamakhya Guri, Dt. Alipurduar



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NAAC Accredited Grade "B"

## Action Taken Report

IQAC, Shaheed Kshudiram College

Date of meeting: 24<sup>th</sup> August 2023

### Review of Feedback report:

- a. After detailed discussion, it was resolved that following issues appeared in the feedback will be addressed at the earliest.
  - i. Rate of the Canteen reviewed by the canteen committee. New rate chart installed reducing the price of Egg Porota and Tea
  - ii. For Separate Cycle and Bike parking a proposal has been forwarded to the higher authority
  - iii. Sources of Drinking water facility were cleaned and improved
  - iv. Library committee reviewed the status of books available in the library and proposal of new book purchase will be sent to the higher authority
  - v. Hand wash provided in the girls Common room
  - vi. Wash Rooms started to be cleaned weekly
  - vii. Proposal to arrange 3 more Girls Wash rooms in the New building sent to the higher authority
  - viii. Computer in the Library upgraded

### 2. Decision on CAS

- a. Matter of CAS promotion of Dr. Setu Chattopadhaya (Ref. 7/sc/2023 dated 08/07/2023) intimated to the appropriate authority.

Co-Ordinator  
I.Q. &  
Shaheed Kshudiram College  
Kamakhya Guri, Alipurduar

Teacher-In-Charge  
Shaheed Kshudiram College  
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NAAC Accredited Grade "B"

Date: 16<sup>th</sup> November 2023

## Notice

A general meeting of the IQAC, Saheed Kshudiram College, Kamakhyaguri, Alipurduar has been scheduled to be held on 26<sup>th</sup> November 2023 at 4 pm at the Staff room of the college.

All concerned are requested to be present to make it convenient.

### Agenda

1. To confirm the Resolution of the previous Meeting
2. Mentor –Mentee Program
3. ICE
4. Organizing Seminar for the Students
5. Taking Decision on Participative, Problem Solving, ICT Based Learning
6. To discuss on the Add-on Course
7. Miscellaneous

(Dr. Dulon Sarkar)

Coordinator, IQAC

Saheed Kshudiram College, Kamakhyaguri, Alipurduar

Co-Ordinator  
Q.A.C.  
Saheed Kshudiram College  
Kamakhyaguri, Alipurduar

(Teacher – in – Charge)

Saheed Kshudiram College,  
Kamakhyguri, Alipurduar  
Teacher-In-Charge  
Saheed Kshudiram College  
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NAAC Accredited Grade "B"

## Resolution of the General Meeting of the IQAC, Saheed Kshudiram College




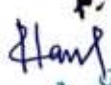

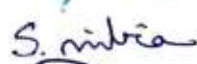





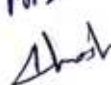
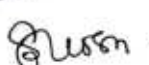

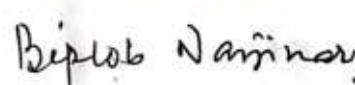
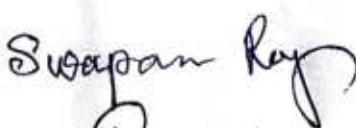

Date: 26<sup>th</sup> November 2023

Time: 4:00 PM

Venue: Staff Room, Saheed Kshudiram College

A general meeting was held on 26<sup>th</sup> August 2023 at the conference hall at 4 pm. Teacher – in charge chaired the meeting.

### Members Present:

01. Sri. Smriti Kanta Barman 
02. Dulon Sarkar 
03. Dr. Ajoy Kumar Datta 
04. Sri Haripada Paul 
05. Dr. Setu Chattopadhyay 
06. Dr. Swapna Mitra 
07. Sri Pronoy Mallick 
08. Dr. Utpal Roy 
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14. Sri Goutam Barman
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NAAC Accredited Grade "B"

## Agenda and Resolutions:

### 1. Confirmation of the Resolution of the Previous Meeting:

The resolutions of the previous meeting were read out and unanimously confirmed by all members present.

### 2. Progress of the Mentor-Mentee Program:

The current status of the Mentor-Mentee Program was reviewed. It was decided to streamline the process further by organizing a workshop for faculty mentors to ensure effective guidance and counseling for mentees. Coordinator of Mentor mentee Program was instructed to submit the report of execution on time.

### 3. Progress of ICE (Internal Continuous Evaluation):

The progress of ICE was discussed, and it was resolved to strengthen the evaluation system by incorporating innovative assessment methods such as project-based, written test, Interview, Assignment and peer assessments. Department heads were instructed to implement the revised evaluation mechanisms from the upcoming semester. Departments were also instructed to enhance the transparency of the CIE putting emphasis in the Time bound Grievance Redressal.

### 4. Organizing Seminar for the Students

After detailed discussion, it was resolved that student seminar will be organized following the academic calendar to enhance academic engagement and expose students to contemporary issues relevant to their curriculum and career development. Necessary funding will be arranged from IQAC or other institutional resources, and logistical arrangements will be made accordingly.

### 8. Taking Decision on Participative, Problem Solving, ICT Based Learning

It was resolved to enhance participative, problem-solving, and ICT-based learning by integrating collaborative activities, real-life projects, and digital tools into teaching methodologies. Departments will implement blended learning using ICT resources like smart classrooms and e-learning materials. All academic departments were encouraged to conduct field work.

### 5. Add-on Courses:

It was resolved that Seven departments are ready to conduct Add-on Courses during 23rd November to 30<sup>th</sup> November. Policy documents were reviewed and approved



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NAAC Accredited Grade "B"

There was no more agenda to be discussed and therefore, the meeting concluded at 6:30 PM with a vote of thanks to the chair.

(Dr. Dulon Sarkar)  
Coordinator, IQAC  
Saheed Kshudiram College,  
Kamakhyguri, Alipurduar

(Teacher – in – Charge)  
Saheed Kshudiram College,  
Kamakhyguri, Alipurduar

Co-Ordinator  
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NAAC Accredited Grade "B"

## Action Taken Report

### IQAC, Shaheed Kshudiram College

#### 1. Progress of the Mentor-Mentee Program:

- A workshop on mentorship skills for faculty mentors was organized.
- The Mentor-Mentee Program was streamlined, and faculty mentors initiated regular meetings with their mentees.
- The Coordinator submitted the execution report within the stipulated timeline.

#### 2. Progress of ICE (Internal Continuous Evaluation):

- Revised evaluation methods, including project-based, written tests, interviews, assignments, and peer assessments, were implemented in all departments.
- Department heads established transparent and time-bound grievance redressal mechanisms for ICE. ICE grievance redressal will be coordinated by the convener of the exam Cell.

#### 3. Organizing Seminar for Students:

- Departments like Philosophy, Sanskrit, and Geography successfully organized Students Seminar focusing on contemporary academic and career-related topics.
- Funding and logistics were arranged, and resource persons from academia and industry participated.

#### 4. Participative, Problem-Solving, ICT-Based Learning:

- Departments integrated collaborative activities, real-life projects, and ICT tools into their teaching practices.
- Blended learning using smart classrooms and e-learning materials was implemented.
- Fieldwork was conducted by History and Geography departments to enhance experiential learning.

#### 5. Add-on Courses:

- Seven departments successfully conducted Add-on Courses from 23rd to 30th November.
- Approved policy documents guided the implementation, and student participation was satisfactory.

Co-Ordinator  
IQAC.  
Shaheed Kshudiram College  
Kamakhya Guri, Alipurduar

Teacher-in-Charge  
Shaheed Kshudiram College  
P.O. Kamakhya Guri, Alipurduar



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NAAC Accredited Grade "B"

Date: 12<sup>th</sup> January 2024

## Notice

A general meeting of the IQAC, Saheed Kshudiram College, Kamakhyaguri, Alipurduar has been scheduled to be held on **18<sup>th</sup> January 2024** at 4 pm at the Staff room of the college.

All concerned are requested to be present to make it convenient.

### Agenda

1. To confirm the Resolution of the previous Meeting
2. Mentor –Mentee Program
3. ICE
4. Taking decision on the Webel Computer Center
5. IQA and SSR Submission
6. Miscellaneous

(Dr. Dulon Sarkar)  
Coordinator, IQAC  
Saheed Kshudiram College,  
Kamakhyaguri, Alipurduar

(Teacher – In – Charge)  
Saheed Kshudiram College,  
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E-mail Id.- [saheedkshudiramcollege@gmail.com](mailto:saheedkshudiramcollege@gmail.com), Website : [www.saheedkshudiramcollege.ac.in](http://www.saheedkshudiramcollege.ac.in)

NAAC Accredited Grade "B"

## Resolution of the General Meeting of the IQAC, Saheed Kshudiram College




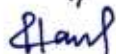

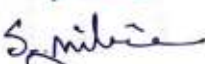






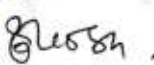
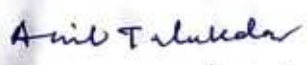
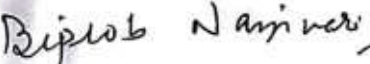
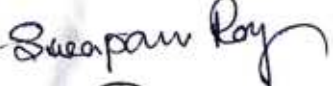

Date: 18<sup>th</sup> January 2024

Time: 4:00 PM

Venue: Staff Room, Saheed Kshudiram College

A general meeting was held on 18<sup>th</sup> January, 2024 at the conference hall at 4 pm. Teacher – in charge chaired the meeting.

### Members Present:

01. Sri. Smriti Kanta Barman 
02. Dulon Sarkar 
03. Dr. Ajoy Kumar Datta 
04. Sri Haripada Paul 
05. Dr. Setu Chattopadhyay 
06. Dr. Swapna Mitra 
07. Sri Pronoy Mallick 
08. Dr. Utpal Roy 
09. Sri Raju Kar 
10. Dr. Kamal Kanti Das 
11. Sri. Biplab Barman 
12. Smt. Parna Ghosh 
13. Smt. Sukla Ghosh 
14. Sri Goutam Barman
15. Sri Jayanta Roy
16. SI of School
17. Sri Anil Ch. Talukdar, 
18. Sri Biplob Narjinary 
19. Sri Dhires Ch. Roy
20. Sri Swapan Roy 
21. Sri Malay Dutta
22. Rangit Roy 



# SAHEED KSHUDIRAM COLLEGE

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NAAC Accredited Grade "B"

## Agenda and Resolutions:

### 1. Confirmation of the Resolution of the Previous Meeting:

The resolutions of the previous meeting were read out and unanimously confirmed by all members present.

### 2. Progress of the Mentor-Mentee Program:

The current status of the Mentor-Mentee Program was reviewed. Coordinator of Mentor mentee Program was instructed to submit the report of execution on time.

### 3. Progress of ICE (Internal Continuous Evaluation):

The progress of ICE was discussed, and it was resolved to conduct at least two ICE during a Semester period. The transparency of the CIE was reviewed.

### 4. Taking decision on the Webel Computer Center

The college has a computer center run by the Webel on the M1 Room. One of IQAC Member highlighted that the organization is not conducting program as per the requirement. It was unanimously resolved that the organization will be instructed to conduct the program as per the agreement otherwise their agreement will be terminated and new agreement will be arranged with other suitable organization.

### 5. IIQA and SSR Submission

After a prolonged and thread bearing discussion the house unanimously resolved that the college will submit IIQA within April 2024 and the college will appear for the Assessment of NAAC.

Co-Ordinator  
IQAC.  
Saheed Kshudiram College  
Kamakhya Guri, Alipurduar

Teacher-In-Charge  
Saheed Kshudiram College  
P.O. Kamakhya Guri, Dt. Alipurduar





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NAAC Accredited Grade "B"

## Action Taken Report

### IQAC, Shaheed Kshudiram College

1. Coordinator of Mentor mentee Program was instructed to submit the report of execution on time.
2. Departments conducted at two ICE during a Semester period.
3. Webel Computer Center was informed by the authority
4. IIQA and SSR Submission is on the way

  
Co-Ordinator  
I.Q.A.C.  
Shaheed Kshudiram College  
Kamakhya Guri, Alipurduar

  
Teacher-in-Charge  
Shaheed Kshudiram College  
P.O. Kamakhya Guri, Dt. Alipurduar



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NAAC Accredited Grade "B"

**Date: 20 February, 2024**

## Notice

A general meeting of the IQAC, Saheed Kshudiram College, Kamakhyaguri, Alipurduar has been scheduled to be held on **27 February** at 4 pm at the Staff room of the college.

All concerned are requested to be present to make it convenient.

### Agenda

1. To confirm the Resolution of the previous Meeting
2. Up gradation Sick Room
3. Up gradation of Smart Classrooms with Interactive Panel
4. Students Project funding
5. Teachers Project Funding
6. Seminar Participation Grant
7. Appreciation Awards for Teaching and NTS
8. Students Full Free and Half Free
9. Introduction of Alumni Fees
10. Chemistry Laboratory Up-gradation
11. Miscellaneous

(Dr. Dulon Sarkar)  
Coordinator, IQAC

Saheed Kshudiram College,  
Kamakhyaguri, Alipurduar  
IQAC  
Saheed Kshudiram College  
Kamakhyaguri, Alipurduar

(Teacher – in – Charge)  
Saheed Kshudiram College,  
Kamakhyaguri, Alipurduar  
Teacher-In-Charge  
Saheed Kshudiram College  
P.O. Kamakhyaguri, DL Alipurduar



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NAAC Accredited Grade "B"

## Resolution of the General Meeting of the IQAC, Saheed Kshudiram College













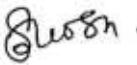

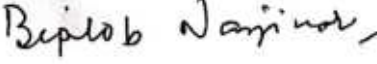
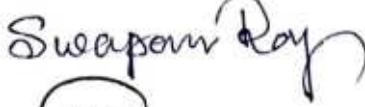
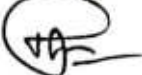
Date: 27 February, 2024

Time: 4:00 PM

Venue: Staff Room, Saheed Kshudiram College

A general meeting was held on 27 February, 2024 at the conference hall at 4 pm. Teacher – in charge chaired the meeting.

### Members Present:

01. Sri. Smriti Kanta Barman 
02. Dulon Sarkar 
03. Dr. Ajoy Kumar Datta 
04. Sri Haripada Paul 
05. Dr. Setu Chattopadhyay 
06. Dr. Swapna Mitra 
07. Sri Pronoy Mallick 
08. Dr. Utpal Roy 
09. Sri Raju Kar 
10. Dr. Kamal Kanti Das 
11. Sri. Biplab Barman 
12. Smt. Parna Ghosh 
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14. Sri Goutam Barman
15. Sri Jayanta Roy
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17. Sri Anil Ch. Talukdar, 
18. Sri Biplob Narjinary 
19. Sri Dhires Ch. Roy
20. Sri Swapan Roy 
21. Sri Malay Dutta
22. Ranjit Roy 

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NAAC Accredited Grade "B"



## Agenda and Resolutions:

### 1. Confirmation of the Resolution of the Previous Meeting:

The resolutions of the previous meeting were read out and unanimously confirmed by all members present.

### 2. Up gradation of Sick Room

It was unanimously resolved that the sick room will be shifted to a room having washroom facilities

### 3. Up gradation of Smart Classrooms with Interactive Panel

It is unanimously resolved that 3 interactive panels with EPTZ Camera will be installed in two Auditoriums and Language Laboratory. Proposal will be sent to the higher authority by the coordinator, IQAC.

### 4. Students Project funding

After a prolonged discussion it was resolved that, based on the report of screening committee/Previous years Semester Result, at least six students of each department may be selected for Student Project funding amounting Rs. 5000 for a relevant project work for duration of 3 months. It is further decided that the research committee will be instructed to prepare the guidelines. Proposal will be sent to the higher authority by the coordinator, IQAC.

### 5. Teachers Project Funding

After a prolonged discussion it was resolved that, the eligible Teachers may be funded amounting Rs. 10000 for a relevant project work for duration of 6 months. It is further decided that the research committee will be instructed to prepare the guidelines. Proposal will be sent to the higher authority by the coordinator, IQAC.

### 6. Seminar Participation/Membership of Professional body Grant

Eligible Teachers may be funded to attend Seminar/Conferences/Workshops. Per teacher per year Rs. 5000/- to be granted. It is further decided that the research committee will be instructed to prepare the guidelines. Proposal will be sent to the higher authority by the coordinator, IQAC.

### 7. Appreciation Awards for Teaching and NTS

It is unanimously decided that the Coordinator, IQAC will send proposal to the higher authority.

### 8. Students Full Free/ Half Free

After a prolonged discussion it was resolved that, a number of students from marginalized section shall be granted Full Free/ Half Free Criteria may be decided by the Scholarship Committee subject to approval of the appropriate higher authority. Proposal will be sent to the higher authority by the coordinator, IQAC.

### 9. Alumni fees



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NAAC Accredited Grade "B"

After a prolonged discussion it was resolved that, alumni fees of Rs. 500 shall be collected from the outgoing students for alumni registration purposes. The fund generated shall be utilized for providing Scholarships/Any other welfare schemes to the Students.

## 10. Chemistry Laboratory Up-gradation

After a prolonged discussion it was resolved that, there is a requirement to upgrade the Chemistry Laboratory. The department is suggested to submit the proposal to the IQAC. The Coordinator, IQAC is instructed to submit the requirement of the higher authority.

There was no more agenda to be discussed and therefore, the meeting concluded at 6:30 PM with a vote of thanks to the chair.

Co-Ordinator  
I.Q.A.C.  
Saheed Kshudiram College  
Kamakhya Guri, Alipurduar

Teacher-In-Charge  
Saheed Kshudiram College  
P.O. Kamakhya Guri, Dt. Alipurduar



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NAAC Accredited Grade "B"

## Action Taken Report

- 1) The following actions were undertaken based on the resolutions passed during the previous meeting:
- 2) The resolutions of the previous meeting were read out, and the minutes were confirmed by all members present.
- 3) The sick room has been shifted to a nearby room of the IQAC with attached washroom.
- 4) The proposal to install three interactive panels equipped with EPTZ cameras in two auditoriums and the Language Laboratory has been prepared and submitted to the higher authority by the IQAC coordinator.
- 5) The Research Committee has been instructed to draft guidelines for selecting students for project funding. A proposal for providing funding of ₹5000 to six students per department for a three-month project has been submitted to the higher authority.
- 6) The Research Committee has been instructed to prepare detailed guidelines for teacher project funding. A proposal for funding eligible teacher's ₹10,000 for a six-month project has been submitted to the higher authority.
- 7) Guidelines for funding eligible teacher's ₹5000 annually for participating in seminars, conferences, or workshops have been initiated by the Research Committee. The proposal has been forwarded to the higher authority.
- 8) The proposal for introducing appreciation awards for teaching and non-teaching staff has been drafted and submitted to the higher authority by the IQAC coordinator.
- 9) The Scholarship Committee has been directed to finalize the criteria for full free/half free scholarships for marginalized students. The proposal has been forwarded to the appropriate higher authority for approval.
- 10) It has been resolved to collect ₹50 as alumni registration fees from outgoing students. The funds generated will be utilized by the Alumni association. A mechanism for collection and utilization has been initiated.
- 11) The Chemistry Department has been requested to submit a detailed proposal for laboratory up gradation. The IQAC coordinator has forwarded the consolidated requirements to the higher authority.

**Coordinator, IQAC**  
Shaheed Kshudiram College

(Teacher – in – Charge)  
Shaheed Kshudiram College,  
Kamakhyaguri, Alipurduar

I.Q.A.  
Shaheed Kshu  
Kamakhyaguri, Alipurduar

Teacher-In-Charge  
Shaheed Kshudiram College  
P.O. Kamakhyaguri, Dt. Alipurduar



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NAAC Accredited Grade "B"

Date: 7<sup>th</sup> June, 2024

## Notice

A general meeting of the IQAC, Saheed Kshudiram College, Kamakhyaguri, Alipurduar has been scheduled to be held on 13<sup>th</sup> June, 2024 at 3 pm at the Staff room of the college.

All concerned are requested to be present to make it convenient.

### Agenda

1. To confirm the Resolution of the previous Meeting
2. Requirements of Central Library
3. Green Campus Initiative
4. Self-Appraisal of the faculty members
5. Academic and Administrative Audit
6. CIE
7. Miscellaneous

(Dr. Dulon Sarkar)

Coordinator, IQAC

Saheed Kshudiram College,  
Kamakhyguri, Alipurduar

Co-Ordinator

I.Q.A.C.

Saheed Kshudiram College  
Kamakhyguri, Alipurduar

(Principal)

Saheed Kshudiram College,  
Kamakhyguri, Alipurduar

Principal

Saheed Kshudiram College  
Kamakhyguri, Alipurduar



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## Resolution of the General Meeting of the IQAC, Saheed Kshudiram College




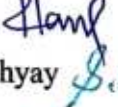
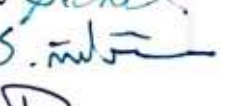





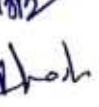




Date: 13<sup>th</sup> June, 2024

Time: 4:00 PM

Venue: Staff Room, Saheed Kshudiram College

A general meeting was held on 13<sup>th</sup> June, 2024 at the conference hall at 4 pm. The Principal, Saheed Kshudiram College chaired the meeting.

### Members Present:

01. Sri. Smriti Kanta Barman 
02. Dulon Sarkar 
03. Dr. Ajoy Kumar Datta 
04. Sri Haripada Paul 
05. Dr. Setu Chattopadhyay 
06. Dr. Swapna Mitra 
07. Sri Pronoy Mallick 
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11. Sri. Biplab Barman 
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14. Sri Goutam Barman
15. Sri Jayanta Roy
16. SI of School
17. Sri Anil Ch. Talukdar, 
18. Sri Biplob Narjinary
19. Sri Dhires Ch. Roy
20. Sri Swapan Roy 
21. Rangir Roy 





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NAAC Accredited Grade "B"

## Resolution of the General Meeting of the IQAC

**Date:** 13th June, 2024

**Time:** 3:00 PM

**Venue:** Staff Room, Shaheed Kshudiram College, Kamakhyaguri, Alipurduar

The following resolutions were adopted in the meeting:

### 1. Confirmation of the Resolution of the Previous Meeting

The resolutions of the previous meeting were read out and unanimously confirmed by all members present.

### 2. Requirements of Central Library

It was resolved that a requirement analysis for the Central Library will be conducted, including the need for updated books, journals, e-resources, furniture, and technological advancements. The librarian will prepare a detailed proposal to be forwarded to the higher authority by the IQAC coordinator.

### 3. Green Campus Initiative

It was unanimously decided to intensify the Green Campus Initiative by increasing plantation drives, creating a plastic-free zone with the assistance of Nature Club.

### 4. Self-Appraisal of Faculty Members

It was resolved that all faculty members will submit their self-appraisal forms for the academic year by the end of August 2024. The IQAC will review and ensure compliance with guidelines.

### 5. Academic and Administrative Audit (AAA)

It was resolved to conduct an Academic and Administrative Audit for the academic year 2023-24. External experts will be invited to ensure transparency and thorough evaluation. The IQAC coordinator will make arrangements for the same.

### 6. Continuous Internal Evaluation (CIE)

It was resolved to strengthen the Continuous Internal Evaluation process by introducing more frequent assessments and adopting innovative methods like online quizzes, presentations, and group discussions as per the academic calendar.

### 7. Miscellaneous

Under miscellaneous discussions, the following points were raised and resolved:

- Measures to improve student attendance were also discussed, and a mentorship mechanism was suggested for implementation.
- IIQA has been submitted on 03/05/2024. It is unanimously decided that the college will work for the SSR submission

The meeting concluded with a vote of thanks to the chair.

  
Coordinator, IQAC  
Shaheed Kshudiram College

Co-Ordinator  
I.Q.A.C.  
Shaheed Kshudiram College  
Kamakhyaguri, Alipurduar

  
Principal  
Shaheed Kshudiram College,  
Kamakhyaguri, Alipurduar  
Principal  
Shaheed Kshudiram College  
Kamakhyaguri, Alipurduar



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NAAC Accredited Grade "B"

## Action Taken Report

Meeting Date: 13th June, 2024

Prepared by: IQAC Coordinator, Shaheed Kshudiram College

The following actions were undertaken based on the resolutions passed during the IQAC meeting held on 13th June, 2024:

1. The resolutions of the previous meeting were confirmed and recorded without any modifications.
2. The librarian conducted a requirement analysis for the Central Library. A detailed proposal outlining the need for updated e-resources was prepared and submitted to the IQAC. The proposal has been forwarded to the higher authority for approval.
3. The nature club has taken inactive to plant sapling in the herbal garden. Steps to ensure a campus cleaning program was initiated by the NSS units.
4. Self-appraisal forms were distributed to all faculty members. A submission deadline was set for the end of August 2024, and reminders were sent to ensure timely compliance.
5. Arrangements were made to conduct the Academic and Administrative Audit (AAA) for the academic year 2023-24. External experts have been contacted, and the audit is scheduled to be completed by August 2024.
6. Departments were instructed to revise and implement their Continuous Internal Evaluation (CIE) plans. Innovative assessment methods, including online Group discussions and presentations, were introduced in several departments.

Coordinator, IQAC  
Shaheed Kshudiram College

Saheed K. ... College  
Kamakhya, Alipurduar

Principal  
Saheed Kshudiram College,  
Kamakhya, Alipurduar

Principal  
Saheed Kshudiram College  
Kamakhya, Alipurduar