

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	13	উপস্থিত সভ্যগণের নাম	স্থান Place
তারিখ / Date	19.11.2025	NAME OF MEMBERS PRESENT	সময় Time
১১. Atish Dipankar Jana	১৮. Surajit Diti	১৫।15.	
১২. Deyaj Chand Saha	১৯. Shaiba Sankh Maly	১৬।16.	
১৩. Soumik Banerjee	১০।10. SK Sahid	১৭।17.	
১৪. Ananya Das	১১।11. Ananya Karmakar	১৮।18.	
১৫. Kavita Sarkar	১২।12.	১৯।19.	
১৬. Rabanji Jumanji	১৩।13.	২০।20.	
১৭. Sandip Das	১৪।14.	২১।21.	
নং / No.	রেজল্যুশন / Resolution Adopted		

SIBANI MANDAL MAHAVIDYALAYA

Affiliated to the University of Calcutta.

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Ref. No. SMM/12.11.2025/IQAC-13

Date.....12/11/2025.....

Notice for the 13th Meeting of the IQAC of the College

All respected members of the Internal Quality Assurance Cell (IQAC) of Sibani Mandal Mahavidyalaya are hereby informed that the 13th meeting of the IQAC will be held on 19th November 2025 at 12:15 PM in the college premises to deliberate on the following agenda items:

1. Confirmation of the minutes of the previous IQAC meeting.
2. Review of the academic activities and quality enhancement measures of various departments.
3. Discussion on organizing workshops on Course Outcomes (COs) and Programme Outcomes (POs).
4. Enhancement of technology-driven teaching and learning processes.
5. Strategies for student retention and engagement.
6. Arranging Remedial classes for the students who performed less than expectation.
7. CAS proposal of Smt. Ananya Das.
8. Any other matter with the permission of the Chair.

All members are earnestly requested to attend the meeting and contribute to the discussions.

Date: 12.11.2025

Soumik Banerjee
Dr. Soumik Banerjee 12.11.25
Coordinator/IQAC
Sibani Mandal Mahavidyalaya

Coordinator
IQAC

Sibani Mandal Mahavidyalaya
Namkhana, South 24 Parganas

Atish Dipankar Jana 12.11.2025
Dr. Atish Dipankar Jana
Principal
Sibani Mandal Mahavidyalaya

Dr. ATISH DIPANKAR JANA
Principal
Sibani Mandal Mahavidyalaya
Namkhana, South 24 Parganas



Minutes of the 13th Meeting of the Internal Quality Assurance Cell (IQAC)

Sibani Mandal Mahavidyalaya

Date: 19 November 2025

Time: 12:15 PM

Venue: Seminar Room, Sibani Mandal Mahavidyalaya

The 13th Meeting of the Internal Quality Assurance Cell (IQAC) of Sibani Mandal Mahavidyalaya commenced at 12:15 PM on 19 November 2025 in the Seminar Room of the college. This was the first meeting of the newly reconstituted IQAC, formed following the approval of the Governing Body in its meeting held on 20 September 2025.

The meeting was conducted in hybrid mode. Prof. (Dr.) Suvankar Chakraborty and Sri Sandip Maity participated virtually through the Google Meet platform, while the remaining members were present physically. The IQAC Coordinator formally welcomed all members, with a special acknowledgement of the newly inducted student and alumni representatives. The Principal, in his introductory address, explained in detail the role, mandate, and significance of the IQAC in ensuring structured, continuous, and comprehensive institutional quality improvement.

1. IQAC/013/SMM25/1: Confirmation of the Minutes of the Previous Meeting

The minutes of the previous IQAC meeting were read aloud for review. After a brief discussion, the House confirmed and adopted the minutes without modification.

The House also revisited the matter of faculty registration on the INFLIBNET portal. It was noted that despite earlier efforts, the number of registered and active users remained lower than anticipated. To improve faculty engagement, it was resolved that **Sri Surajit Giri will provide hands-on assistance to faculty members every Wednesday, Thursday, and Friday from 2:00 PM to 3:00 PM** in the Seminar Room. This initiative aims to help faculty utilise INFLIBNET resources more effectively, thereby strengthening the academic and research culture of the institution.

2. IQAC/013/SMM25/2: Review of Academic Activities and Quality Enhancement Measures

Feedback was invited from the student representatives to assess the ongoing academic practices in the college.

- **Ms. Ananya Karmakar** reported that classes were being conducted regularly and that academic schedules were generally being maintained.
- **Sk. Sahid** supported her observations and added that academic discipline had improved over the past months, with teachers providing personalised support to students.
- **Sri Dhruvabikash Maity** agreed with these views and offered additional suggestions regarding academic enrichment, student participation in cultural activities, and infrastructural improvements. His written suggestions have been annexed to these minutes for future reference and action.

After considering the inputs, the House resolved that each department must organise at least one community outreach or extension programme before February 2026. Such programmes are expected to strengthen community linkages, promote experiential learning, build student confidence, and contribute

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তারিখ /Date	

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	
সময় Time	

১। .	৮। 8.	১৫। 15.
২। 2। .	৯। 9.	১৬। 16.
৩। 3। .	১০। 10.	১৭। 17.
৪। 4। .	১১। 11.	১৮। 18.
৫। 5। .	১২। 12.	১৯। 19.
৬। 6। .	১৩। 13.	২০। 20.
৭। 7। .	১৪। 14.	২১। 21.

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positively to NAAC requirements related to Institutional Social Responsibility (ISR). Additionally, these initiatives will help broaden students' perspectives by engaging them with real-world issues.

3. IQAC/013/SMM25/3: Organisation of Workshops on COs and POs

The IQAC underscored the importance of clearly defined Course Outcomes (COs) and Programme Outcomes (POs) for all departments. It was resolved that a **comprehensive workshop on CO-PO mapping** will be organised in December 2025. The Principal and the IQAC Coordinator will jointly select a qualified resource person and finalise the schedule. The workshop will aim to ensure uniformity, clarity, and outcome-based alignment across all departments.

4. IQAC/013/SMM25/4: Enhancement of Technology-Driven Teaching and Learning

The House discussed the need to further strengthen digital literacy and the integration of technology in teaching-learning processes. The following decisions were taken:

- **Digital awareness sessions** will be arranged for students to familiarise them with essential online tools and platforms.
- **Google Classroom** will be formally introduced in departments for the dissemination of study materials, assignments, and notices.
- Faculty members will be encouraged to use **Google Forms**, particularly for conducting quizzes, surveys, attendance tracking, and feedback collection.

These measures aim to gradually build a robust blended learning environment in the college.

5. IQAC/013/SMM25/5: Strategies for Student Retention and Engagement

The House discussed various socio-economic factors affecting student retention:

- A considerable number of **male students discontinue their studies** due to the need to undertake employment, particularly in sectors such as hotel management.
- **Female students**, on the other hand, often face familial obligations and societal pressures leading to early marriage, resulting in discontinued education.

To address these concerns, the House resolved to:

- Prioritise the introduction of **skill enhancement courses** aligned with employability prospects.
- Strengthen **career counselling and guidance services** to help students make informed academic and career choices.
- Organise regular motivational and awareness programmes encouraging students—especially female learners—to continue higher education.

These initiatives aim to reduce dropout rates and improve overall retention.



6. IQAC/013/SMM25/6: Arranging Remedial Classes for Students Performing Below Expectations

It was resolved that **remedial classes** would be organised by all departments for academically weaker students. Additionally, an **e-mentoring system** will be introduced, enabling teachers to monitor student progress more closely, identify learning gaps, and offer personalised academic support.

7. IQAC/013/SMM25/7: CAS Proposal of Smt. Ananya Das

The Career Advancement Scheme (CAS) proposal of **Smt. Ananya Das**, Assistant Professor, seeking promotion from Stage I to Stage II with effect from 28.02.2023, was presented before the House. After reviewing the proposal and verifying the required documents, the House approved the promotion.

8. IQAC/013/SMM25/8: Miscellaneous

Installation of Suggestion Box:

Sk. Sahid proposed installing a suggestion box on the college premises to allow students to provide anonymous feedback, grievances, and constructive suggestions. The proposal was welcomed by the House and formally approved.

The meeting concluded with a vote of thanks to the Chair for his guidance and support.

Atish Dipankar Jana

28/11/2025

Dr. ATISH DIPANKAR JANA
Principal
Sibani Mandal Mahavidyalaya
Namkhana, South 24 Parganas

Sounik Banerjee

Coordinator
IQAC
Sibani Mandal Mahavidyalaya
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