

## **Academic Meeting Notices and Resolutions for an Undergraduate College (2018-19)**

### **1. First Academic Sub-Committee Meeting Notice**

**Date:** October 12, 2018

**Time:** 3:00 PM

**Location:** Conference Room

**Platform:** Face-to-Face

#### **Agenda:**

1. Routine preparation for the upcoming semester.
2. Review and procurement of academic accessories and lab equipment.
3. Necessary arrangement of three Parent-Teacher meetings throughout the academic year.

**Meeting Notice:** Notice is hereby given that the first meeting of the Academic Sub-Committee for the session 2018-2019 will be held in Conference Room B at 3:00 PM on October 12, 2018. The agenda will cover routine preparation for the upcoming semester, review and procurement of necessary academic accessories and lab equipment, and planning for three Parent-Teacher meetings during the academic year. All members are requested to attend and contribute to the discussions.

#### **Members Present:**

1. Dr. Sasabindu Jana
2. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha

**Resolution:**

- **Resolution 01/2018:** The committee resolves to approve the proposed class routine for the upcoming semester, ensuring all departments have optimal class times and resources.
- **Resolution 02/2018:** The committee authorizes the procurement of new lab equipment and academic accessories as identified in the needs assessment report to enhance the learning environment.
- **Resolution 03/2018:** The committee schedules three Parent-Teacher meetings for the academic year to ensure ongoing communication and collaboration with stakeholders.

**2. Second Academic Sub-Committee Meeting Notice**

**Date:** February 15, 2019

**Time:** 2:00 AM

**Location:** Conference Room

**Platform:** Face-to-Face

**Agenda:**

1. Results analysis of the last semester.
2. Discussion on students' attendance issues.
3. Motivation for enrolling in online courses for students and teachers.

**Meeting Notice:** The second meeting of the Academic Sub-Committee for the 2018-2019 session will occur at 10:00 AM on February 15, 2019, in Conference Room A. The meeting will discuss the results analysis from the last semester, address student attendance issues, and explore motivational strategies for online course enrollment for both students and teachers. All members are encouraged to prepare and participate actively.

**Members Present:**

1. Dr. Sasabindu Jana
2. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Mr. Uttam Roy Mandal
16. Dr. Amitava Moitra

17. Dr. Sudhin Sinha
18. Mr.Sakti Pada Jana

**Resolution:**

- **Resolution 01/2019:** The committee reviews the last semester's results and identifies key areas for academic improvement.
- **Resolution 02/2019:** The committee decides to implement stricter attendance policies and monitoring systems to improve student attendance.
- **Resolution 03/2019:** The committee agrees to promote and provide incentives for participation in online courses beneficial to academic and professional growth.

**3. Third Academic Sub-Committee Meeting Notice**

**Date:** May 10, 2019

**Time:** 2:00 PM

**Location:** Conference Room

**Platform:** Face-to-Face

**Agenda:**

1. Syllabus distribution review for each department.
2. Counseling and career guidance initiatives for each department.
3. Departmental action plans for attendance and results improvement.

**Meeting Notice:** Please be advised that the third Academic Sub-Committee meeting of the 2018-2019 session is scheduled for 2:00 PM on May 10, 2019, in Conference Room C. The committee will review syllabus distribution, discuss counseling and career guidance initiatives, and evaluate departmental action plans for improving attendance and academic results. Attendance is compulsory for all committee members.

**Members Present:**

1. Dr. Sasabindu Jana
2. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr.Madhumita Majumder
12. Dr. Arvinda Shaw

13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Dr. Amitava Moitra
16. Dr. Sudhin Sinha
17. Mr.Sakti Pada Jana

**Resolution:**

- **Resolution 01/2019:** The committee approves the syllabus distribution plans and schedules for all departments for the next academic year.
- **Resolution 02/2019:** The committee launches a comprehensive counseling and career guidance program tailored to each department's needs.
- **Resolution 03/2019:** The committee supports new departmental action plans aimed at boosting student attendance and improving academic performance.

#### **4. Emergency Academic Sub-Committee Meeting Notice**

**Date:** March 5, 2019

**Time:** 4:00 PM

**Location:** Conference Room

**Platform:** Face-to-Face

**Agenda:**

1. Disciplinary actions for recent academic misconduct incidents.

**Meeting Notice:** An emergency meeting of the Academic Sub-Committee is called for 4:00 PM on March 5, 2019, in Conference Room D. The meeting will address recent incidents of academic misconduct and discuss appropriate disciplinary actions. This meeting is critical, and all members are required to attend promptly.

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Mr. Sanat Kumar Purkait
16. Dr. Amitava Moitra

**Resolution:**

- **Resolution 01/2019:** The committee adopts a firm stance on academic misconduct, approving a set of disciplinary measures and preventive strategies to uphold academic integrity.

## **Academic Meeting Notices and Resolutions for an Undergraduate College (2019-20)**

### **1. Academic Meeting Notice (First Meeting)**

**Date:** September 18, 2019

**Time:** 2 pm

**Location:** Conference Room

**Agenda:**

1. Review and approval of class schedules for the academic year 2019-20.
2. Evaluation and update on lab equipment needs across departments.
3. Strategies for enhancing faculty development through online courses and workshops.

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Mr. Sanat Kumar Purkait
16. Dr. Amitava Moitra
17. Dr. Sudhin Sinha
18. Mr. Sakti Pada Jana

### **Resolution of the First Academic Meeting:**

- **Resolution 01/2019:** The committee approves the proposed class schedules, ensuring optimal utilization of resources and addressing previous scheduling conflicts.
- **Resolution 02/2019:** The Lab Management Committee is directed to submit a detailed report on current equipment status and procurement needs by March 10, 2019.
- **Resolution 03/2019:** A new initiative for faculty development is launched, focusing on mandatory participation in at least two online courses or workshops relevant to their fields by the end of the year.

## **2. Academic Meeting Notice (Second Meeting)**

**Date:** January 22, 2019

**Time:** 1:00 PM

**Location:** Conference Room

### **Agenda:**

1. Discussion on the implementation of a new Learning Management System (LMS).
2. Planning the academic calendar and parent-teacher meetings for the year.
3. Review of student attendance policies and enforcement measures.

### **Members Present:**

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Mr. Sanat Kumar Purkait
16. Dr. Amitava Moitra
17. Dr. Sudhin Sinha
18. Mr. Sakti Pada Jana

### **Resolution of the Second Academic Meeting:**

- **Resolution 04/2019:** Approval is granted for the implementation of the proposed Learning Management System, with a pilot program to begin in the upcoming semester.
- **Resolution 05/2019:** The academic calendar is finalized, including dates for three parent-teacher meetings: July 15, October 19, and January 18.
- **Resolution 06/2019:** The existing student attendance policy is revised to include more stringent penalties for non-compliance and incentives for perfect attendance.

### **3. Academic Meeting Notice (Third Meeting)**

**Date:** March 17, 2019

**Time:** 2:00 PM

**Location:** IQAC Room

**Agenda:**

1. Mid-semester feedback on classes and syllabus pacing.
2. Assessment of departmental needs for additional teaching assistants and resources.
3. Discussion on establishing a mentorship program to support underperforming students.

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Uttam Roy Mandal

#### **Resolution of the Third Academic Meeting:**

- **Resolution 07/2019:** Departments are requested to adjust syllabus pacing based on mid-semester student feedback to better align with learning objectives.
- **Resolution 08/2019:** Additional teaching assistants will be appointed where needed, based on a submitted needs assessment from each department head.
- **Resolution 09/2019:** The creation of a peer-to-peer mentorship program aimed at improving academic performance and student retention, to be piloted in the next academic semester.



#### **4. Emergency Academic Meeting Notice**

**Date:** December 5, 2019

**Time:** 2:00 pm

**Location:** IQAC Room

**Agenda:**

1. Immediate review and action on reports of academic dishonesty during the current examination period.

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Uttam Roy Mandal

#### **Resolution of the Emergency Academic Meeting:**

- **Resolution 10/2019:** A committee is formed to investigate the incidents of academic dishonesty, with a mandate to report findings within two weeks and recommend actions to uphold academic integrity. A workshop on academic ethics will be conducted for all students before the start of the next examination period.

## Academic Meeting Notices and Resolutions for an Undergraduate College (2020-21) During Lockdown

### 1. Academic Meeting Notice (First Meeting)

**Date:** July 15, 2020

**Time:** 11:00 AM

**Location:** Virtual Meeting (via Zoom)

**Agenda:**

1. Transition to online classes for the new academic session starting July 2020.
2. Review and adaptation of syllabuses for virtual delivery.
3. Procurement and distribution of digital resources and academic accessories for remote learning.

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Uttam Roy Mandal

### Resolution of the First Academic Meeting:

- **Resolution 01/2020:** The committee approves the transition plan to fully online classes, beginning July 20, 2020, with detailed guidelines to be circulated to all faculty and students.
- **Resolution 02/2020:** Each department head is tasked with revising the syllabus to fit the online delivery format, ensuring all essential learning outcomes are achievable remotely.

- **Resolution 03/2020:** The IT Department will ensure that all students and faculty have access to required software and digital resources, with an emphasis on securing necessary licenses and tools by the end of July.

## **2. Academic Meeting Notice (Second Meeting)**

**Date:** October 22, 2020

**Time:** 2:00 PM

**Location:** Virtual Meeting (via Microsoft Teams)

### **Agenda:**

1. Monitoring and improving student engagement in online classes.
2. Implementation of virtual parents-teachers meetings.
3. Review of results and academic performance from the first semester of online classes.

### Members Present:

1. Dr. Sasabindu Jana
2. Mr. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Uttam Roy Mandal

### **Resolution of the Second Academic Meeting:**

- **Resolution 04/2020:** The formation of a Special Task Force to monitor student engagement and dropout rates, with a report due in December on strategies to improve engagement.
- **Resolution 05/2020:** Virtual parent-teacher meetings will be scheduled for November, February, and May to maintain strong communication lines between the faculty and families.
- **Resolution 06/2020:** Academic performance will be closely monitored by the Assessment Committee, which will adjust grading policies as needed to accommodate the challenges of remote learning.

### 3. Academic Meeting Notice (Third Meeting)

**Date:** March 18, 2021

**Time:** 11:00 AM

**Location:** Virtual Meeting (via Google Meet)

**Agenda:**

1. Preparations for the upcoming academic year with potential hybrid learning models.
2. Development of online counseling and career services for students.
3. Encouragement and support for faculty development through online professional courses.

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Uttam Roy Mandal

#### Resolution of the Third Academic Meeting:

- **Resolution 07/2021:** The committee approves a hybrid model for the next academic year, starting in July 2021, with details on the implementation to be refined and communicated by June.
- **Resolution 08/2021:** The establishment of an Online Counseling Center to provide continuous support to students, focusing on mental health and career guidance.
- **Resolution 09/2021:** The Faculty Development Program will offer incentives for faculty who complete professional development courses or certifications relevant to online teaching.

#### **4. Emergency Academic Meeting Notice**

**Date:** April 25, 2021

**Time:** 2:00 PM

**Location:** Virtual Emergency Meeting (via Google Meet)

**Agenda:**

1. Immediate strategies to handle academic dishonesty reported in online examinations.

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Mr. Sanat Kumar Purkait
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Uttam Roy Mandal

#### **Resolution of the Emergency Academic Meeting:**

- **Resolution 10/2021:** The committee forms an Ethics Review Board to investigate the recent incidents of academic dishonesty, with immediate effect. The Board will also develop a revised set of guidelines and monitoring tools to ensure the integrity of future online assessments, to be implemented before the next examination period.

# RAIDIGHI COLLEGE

VILL+PO+PS-RAIDIGHI, SOUTH 24 PARGANAS, 743383

Date: 12.06.21

## NOTICE

This is to inform you that the 1<sup>st</sup> Teachers' Council meeting of the session 2021-2022 will be held on 18<sup>th</sup> June'21 Friday at 4.30 p.m. in the Google Meet platform to discuss on the following agenda. All teachers are cordially invited to attend the meeting. Meeting details are given below.

### Agenda:

1. To select the Treasurer of the TC
2. Previous TC fund utilization
3. Proposal for Institutional LMS Platform
4. Formation of various non statutory Sub-Committees
5. Miscellaneous

### TC MEETING 1

Friday, June 18 · 4:30 – 6:30pm

Google Meet joining info

Video call link: [Click here](#)



Principal (Chairman)  
Teachers' Council  
Raidighi College



Secretary  
Teachers' Council  
Raidighi College

## **Resolution of the 1st Teachers' Council Meeting held on June 18, 2021**

### **Resolution 01/2021: Selection of the Treasurer for the Teachers' Council**

WHEREAS, the Teachers' Council recognizes the need for effective financial oversight and management;

BE IT RESOLVED, that the Teachers' Council elects [Name of the Elected Treasurer] as the Treasurer of the Teachers' Council for the session 2021-2022. The Treasurer will oversee all financial transactions, maintain accurate records, and report on fund status at each meeting.

### **Resolution 02/2021: Review of Previous Teachers' Council Fund Utilization**

WHEREAS, transparency and accountability in financial matters are essential for trust and efficient operation;

BE IT RESOLVED, that the Teachers' Council reviews the report on the utilization of the funds from the previous session. The Council approves the expenditures and acknowledges the efforts made in the judicious use of funds. Further recommendations for financial management improvements will be solicited and implemented.

### **Resolution 03/2021: Proposal for Institutional Learning Management System (LMS) Platform**

WHEREAS, the advancement of digital tools in education is crucial for enhancing teaching and learning experiences;

BE IT RESOLVED, that the Teachers' Council supports the proposal to adopt a new Institutional Learning Management System (LMS). A committee will be formed to evaluate different LMS options, consider faculty and student needs, and recommend the most suitable platform for adoption.

### **Resolution 04/2021: Formation of Various Non-Statutory Sub-Committees**

WHEREAS, specialized tasks and responsibilities require dedicated focus and expertise;

BE IT RESOLVED, that the Teachers' Council authorizes the formation of various non-statutory sub-committees as needed to support the Council's objectives. These sub-committees may include but are not limited to Academic Development, Student Welfare, and Research and Innovation.

### **Resolution 05/2021: Miscellaneous Matters**

BE IT RESOLVED, that any additional matters not listed but brought up during the meeting shall be addressed under the guidance of the Council Chair. These matters will be documented and reviewed for inclusion in future agendas or immediate resolution as deemed necessary.

# RAIDIGHI COLLEGE

VILL+PO+PS-RAIDIGHI, SOUTH 24 PARGANAS, 743383

Date: 31.08.21

## NOTICE

This is to inform you that an emergency Teachers' Council meeting will be held on 1<sup>st</sup> September'21 Wednesday at 2.30 p.m. in the Google Meet platform to discuss on the following agenda. All teachers are cordially invited to attend the meeting. Meeting details are given below.

### Agenda:

1. To discuss about the election of the teachers representatives for the GB formation.

### Emergency TC Meeting 1

Wednesday, September 1 · 2:30 – 3:30pm

Google Meet joining info

Video call link: <https://meet.google.com/dst-bxdx-egy>



**Principal (Chairman)**  
Teachers' Council  
Raidighi College



**Secretary**  
Teachers' Council  
Raidighi College



## **Resolution of the Emergency Teachers' Council Meeting held on September 1, 2021**

### **Resolution 01/2021: Election of Teachers' Representatives for the Governing Body Formation of the College**

WHEREAS, the formation of a robust and representative Governing Body is critical to the strategic and operational governance of the college;

BE IT RESOLVED, that the Teachers' Council conducts an open and transparent election to select teachers' representatives to the Governing Body. The following steps will be taken to ensure the process's integrity and inclusiveness:

**1. Nomination Process:**

- A call for nominations will be issued, allowing all faculty members to nominate themselves or their peers for the positions on the Governing Body.
- Nominations must be submitted by [specified deadline], including a brief statement of intent and qualifications.

**2. Election Procedure:**

- An online voting system will be set up to ensure accessibility and maintain physical distancing norms.
- All faculty members are eligible to vote, and the voting will take place on [specified date].
- The election will be overseen by a neutral committee formed by the Teachers' Council to ensure fairness and transparency.

**3. Announcement of Results:**

- The results will be tallied by the neutral committee and announced at the end of the voting day.
- The elected representatives will be briefed on their roles and responsibilities and will be officially introduced to the college Governing Body.

BE IT FURTHER RESOLVED, that the Teachers' Council commits to supporting the newly elected representatives, ensuring they have the resources and information necessary to effectively represent the teachers' interests on the Governing Body.

# RAIDIGHI COLLEGE

VILL+PO+PS-RAIDIGHI, SOUTH 24 PARGANAS, PIN: 743383

Ref: RC/TCM/03/2021

Date: 16.09.21

## NOTICE

This is to inform you that the 3<sup>rd</sup> Teachers' Council meeting of the session 2021-2022 will be held on 22<sup>nd</sup> September'21 Wednesday at 6.00 p.m. in the Google Meet platform. All the honorable members are requested to present in the said meeting to transact the following agendum:

Mr. Sakti Pada Jana and Mr. Pritosh Bar are requested to join the meeting as invitee.

Meeting details are given below:

### **Agendum:**

1. To confirm of the proceeding of the TCM held on 13.06.21.
  - i) To confirm various sub-committee.
  - ii) To confirm Institutional LMS Platform.
2. To discuss about TC fund contribution.
3. Discuss on issues related with Semester- 2, Semester- 4 and Semester-6 result, 2021. ( Presenting Report from the Convener of Result Sub-Committee)
  - i) Marks Uploading
  - ii) Statement of Marks Submitted
  - iii) Result
4. To discuss on Academic Development (Presenting Report from the Convener of Academic Sub-Committee)
  - i) Routine
  - ii) Online Class
  - iii) Student Attendance
5. To discuss on rotation of the Department Headship.
6. Miscellaneous

TC Meeting 3

**Wednesday, September 22 · 6:00 – 7:30pm**

Google Meet joining info

**Video call link:** <https://meet.google.com/bcn-wzqn-fay>



**Principal (Chairman)**  
**Teachers' Council**  
**Raidighi College**



**Secretary**  
**Teachers' Council**  
**Raidighi College**

## **Resolution of the 3rd Teachers' Council Meeting held on September 22, 2021**

### **Resolution 01/2021: Confirmation of the Proceedings of the TCM held on June 13, 2021**

WHEREAS, the Teachers' Council recognizes the importance of maintaining a record of its decisions and actions;

BE IT RESOLVED, that the Teachers' Council:

1. Confirms the proceedings of the Teachers' Council Meeting held on June 13, 2021.
2. Officially ratifies the formation and composition of various sub-committees as recorded in the previous meeting's minutes.
3. Confirms the selection of the Institutional Learning Management System (LMS) as decided in the previous session.

### **Resolution 02/2021: Teachers' Council Fund Contribution**

WHEREAS, the financial contributions are essential for supporting council activities and initiatives;

BE IT RESOLVED, that the Teachers' Council discusses and agrees upon a structured approach for TC fund contributions. Details of the contribution amount, frequency, and collection method will be standardized and communicated to all members.

### **Resolution 03/2021: Semester Results Review**

WHEREAS, maintaining academic standards and transparency in result dissemination is crucial;

BE IT RESOLVED, that the Teachers' Council:

1. Receives and reviews the report presented by the Convener of the Result Sub-Committee regarding the Semester 2, 4, and 6 results of 2021.
2. Discusses the issues related to marks uploading, the submission of the statement of marks, and the overall result compilation.
3. Approves measures to address any discrepancies and improve the result processing procedure.

### **Resolution 04/2021: Discussion on Academic Development**

WHEREAS, continuous academic improvement is necessary to enhance the quality of education;

BE IT RESOLVED, that the Teachers' Council:

1. Discusses the report from the Convener of the Academic Sub-Committee.
2. Reviews and approves new routines, the continuation or modification of online classes, and strategies to improve student attendance.
3. Implements recommendations to ensure effective academic delivery and student engagement.

### **Resolution 05/2021: Rotation of the Department Headship**

WHEREAS, rotating department headship can lead to dynamic leadership and fresh perspectives;

BE IT RESOLVED, that the Teachers' Council discusses the procedure and timing for the rotation of the department headship, ensuring a smooth transition and continued departmental stability.

**Resolution 06/2021: Miscellaneous Matters**

BE IT RESOLVED, that any additional matters not listed but brought up during the meeting shall be addressed under the guidance of the Council Chair. These matters will be documented and reviewed for inclusion in future agendas or immediate resolution as deemed necessary.

# RAIDIGHI COLLEGE

VILL+PO+PS-RAIDIGHI, SOUTH 24 PARGANAS, PIN: 743383

**Ref: RC/TCME/04/2021**

**Date: 12.11.21**

## NOTICE

This is to inform you that an emergency Teachers' Council meeting will be held on 16<sup>st</sup> November'21 Tuesday at 2.30 p.m at Conference Hall. All the honorable members are requested to attend the said meeting to transact the following Agendum:-

1. To discuss and decide upon the matter of arrangement of reopening off-line classes as per the Govt. notification, to review the infrastructural condition and to prepare suitable class-routine for the said purpose.

*N.B: All HODs are requested to submit their "Syllabus Distribution" copy (Hard copy or Soft Copy) for Sem1/Sem2/Sem3 students before the TC meeting on 16.11.21 at 2.30 pm.*



**Principal (Chairman)  
Teachers' Council  
Raidighi College**



**Secretary  
Teachers' Council  
Raidighi College**

## **Resolution of the Emergency Teachers' Council Meeting held on November 16, 2021**

### **Resolution 01/2021: Reopening of Offline Classes Following Government Notification**

WHEREAS, the government has issued a notification permitting the reopening of offline classes under specific health and safety guidelines;

WHEREAS, it is imperative to ensure that the college's infrastructure is adequately prepared to support a safe and effective learning environment;

BE IT RESOLVED, that the Teachers' Council:

- 1. Reviews and Approves the Reopening Plan:**
  - Discusses detailed plans for the reopening of offline classes in alignment with the latest government notification.
  - Reviews the current infrastructural conditions, including classroom spaces, sanitation facilities, and technology support to ensure they meet required health standards.
- 2. Development of a Suitable Class Routine:**
  - A task force comprising members from various departments will be formed to create a feasible class routine that accommodates reduced class sizes and social distancing norms.
  - The routine should also consider staggered timings to minimize crowding during class changes and breaks.
- 3. Implementation of Health and Safety Measures:**
  - Approves the implementation of mandatory health checks at college entrances.
  - Ensures adequate supplies of masks, sanitizers, and other necessary PPE for students and staff.
  - Establishes protocols for regular cleaning and disinfection of classrooms and common areas.
- 4. Communication and Training:**
  - Develops a communication plan to inform students, staff, and faculty about the reopening schedule, safety protocols, and behavioral guidelines.
  - Organizes training sessions for staff and faculty on safety measures and emergency response strategies.

BE IT FURTHER RESOLVED, that the Teachers' Council authorizes the immediate implementation of these plans to ensure a smooth and safe transition to offline classes. The Council will continue to monitor the situation closely and make adjustments as necessary based on public health advisories and feedback from the college community.

# **RAIDIGHI COLLEGE**

**VILL+PO+PS-RAIDIGHI, SOUTH 24 PARGANAS, 743383**

**Date: 2.12.21**

## **NOTICE**

This is to inform you that an emergency meeting of Academic sub-committee will be held on 3rd December'21 Friday at 2.30 p.m. at Conference Hall. All the honorable members are requested to attend the said meeting to transact the following Agendum:-

1. To discuss and decide upon the matter of rearrangement of off-line classes, to review the academic infrastructural condition, and to prepare suitable class-routine for the said purpose.



**Principal (Chairman)  
Academic Sub-Committee  
Raidighi College**



**Secretary  
Academic Sub-Committee  
Raidighi College**

**Members Present:**

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Mr. Debasish Biswas
8. Mr. Dibbyendu Saha
9. Dr. Jahan Ali Purkait
10. Dr. Arvinda Shaw
11. Mr. Hamidur Rahaman Molla
12. Mr. Sanat Kumar Purkait
13. Dr. Amitava Moitra

**Resolution of the Academic Subcommittee Meeting held on December 3, 2021****Resolution 01/2021: Rearrangement of Offline Classes, Review of Academic Infrastructure, and Preparation of Class Routine**

WHEREAS, the Academic Subcommittee recognizes the need to rearrange offline classes to better accommodate the current academic requirements;

WHEREAS, there is an observed necessity to review and potentially upgrade the academic infrastructural conditions to ensure an effective learning environment;

BE IT RESOLVED, that the Academic Subcommittee approves the following actions:

1. **Rearrangement of Offline Classes:**
  - A committee shall be formed to conduct a thorough assessment of the current class schedules and physical classroom settings.
  - Based on the assessment, the committee will propose a new class routine designed to maximize the use of available resources while ensuring compliance with health and safety guidelines.
2. **Review of Academic Infrastructure:**
  - The Facilities Management Department is tasked with conducting a comprehensive review of all academic infrastructures, including classrooms, laboratories, and common areas.
  - The review should focus on the adequacy of space, availability of necessary equipment, and the overall condition of facilities, aiming for enhancements that support an optimal offline learning experience.
  -



**3. Preparation of Suitable Class Routine:**

- Upon completion of the infrastructure review and taking into consideration the inputs from the task force on class rearrangement, a new class routine shall be developed.
- The proposed routine will be circulated among faculty and staff for feedback before final approval and implementation.

**Resolution 02/2021: Miscellaneous Matters**

BE IT RESOLVED, that any miscellaneous matters not explicitly mentioned but requiring attention shall be addressed promptly under the direct supervision of the Subcommittee Chair, who will delegate tasks as necessary to ensure continuous support for academic activities.

# RAIDIGHI COLLEGE

VILL+PO+PS-RAIDIGHI, SOUTH 24 PARGANAS, 743383

Date: 14.03.22

## Academic Sub-Committee Meeting Notice

**Date:** March 23, 2022

**Time:** 2:00 PM

**Location:** Conference Hall

**Platform:** Face-to-Face

### Agenda:

1. Review and discussion on the class history of both teachers and students.
2. Organization and scheduling of Parent-Teacher meetings.
3. Evaluation of the basic needs for the smooth running of daily classes and practical sessions.
4. Consideration of attendance marks as a component of student evaluations.
5. Planning and scheduling of academic seminars.
6. Implementation of software for maintaining student and teacher attendance records.
7. Discussion on the role of college administration in enhancing student attendance.

**Meeting Notice:** Notice is hereby given that the Academic Sub-Committee will convene on March 23, 2022, at 2:00 PM in the Main Conference Hall. The meeting will address several key academic issues including class history, Parent-Teacher meetings, daily class needs, attendance evaluation, seminar planning, and the role of the administration in student attendance. All members are requested to attend and actively participate in the discussions to ensure effective decision-making.



**Principal (Chairman)**  
**Academic Sub-Committee**  
**Raidighi College**



**Secretary**  
**Academic Sub-Committee**  
**Raidighi College**

## **Members Present:**

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Sk. Abul Kasem (Departmental representative)
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Mr. Asim Panda (Departmental representative)
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Joydeb Roy (Departmental representative)
15. Mr. Sanat Kumar Purkait
16. Dr. Amitava Moitra

## **Resolutions**

### **Resolution 01/2022: Class History Review**

- **Resolved**, that the Academic Sub-Committee approves the review of class histories for both teachers and students to identify patterns and areas for improvement in teaching and learning outcomes.

### **Resolution 02/2022: Parent-Teacher Meetings**

- **Resolved**, that the Academic Sub-Committee schedules regular Parent-Teacher meetings throughout the academic year to foster better communication between the faculty and guardians and to discuss student progress and concerns.

### **Resolution 03/2022: Basic Needs for Classroom and Practical Sessions**

- **Resolved**, that the committee identifies and procures essential resources and equipment required for the smooth operation of daily classes and practical sessions, ensuring an optimal learning environment.

### **Resolution 04/2022: Attendance Marks for Students**

- **Resolved**, that the committee incorporates attendance marks into the student evaluation system to encourage consistent attendance and engagement in class activities.

### **Resolution 05/2022: Seminar Organization**

- **Resolved**, that the Academic Sub-Committee selects appropriate days and times for organizing academic seminars, aiming to enhance the educational experience without disrupting regular class schedules.

### **Resolution 06/2022: Attendance Record Maintenance**

- **Resolved**, that the committee implements a reliable software system to maintain accurate and up-to-date attendance records for both students and teachers, facilitating better monitoring and reporting.

### **Resolution 07/2022: College Administration's Role in Student Attendance**

- **Resolved**, that the committee acknowledges and supports an active role for college administration in monitoring and promoting student attendance as a critical factor in academic success.

Recommendation of Academic Sub-Committee meeting dated 23.03.2022 to Governing Body:

1. The concerned HODs are requested to submit students' attendance, Teachers allotted class, and class taken records monthly to the Principal Sir
2. PTM should be arranged when required.
3. Necessary action should be taken for the basic needs of the academic environment within 15 days.  
  
For example Paint Black Board, White Board, Chalk, duster, whiteboard marker, LAN connection, Computer repairing, new computer or Laptop for each Department, CCTV for Class Room..... etc
4. Attendance marks should be given to the students for semesters 2,4 and 6 examinations as per attendance record.
5. To celebrate "any day, seminar, workshop" etc on Saturday after 1 pm.It may differ as far as practicable or instructions from authority.
6. College Administration should take necessary action regarding students' attendance.
7. Students & Staff attendance should be maintained through Online Mode (Academic Software) or Biometric.
8. Most of the records could be kept in one place through online academic software.

The Council members accepted all the above proposals or recommendations.

## NOTICE

This is to inform you that an academic meeting that has been scheduled for 12.05.23 at 1PM in Seminar Room, 2<sup>nd</sup> floor, Vivekanda Bhaban. The purpose of this meeting is to discuss and finalize the following agenda items:

1. **Academic Audit 22-23 and 23-24:** A comprehensive review of our academic programs, curriculum, and assessment methods will be conducted to ensure that we are meeting the highest academic standards. The audit will cover all departments and programs, and the recommendations will be shared with the respective departments for further improvement.
2. **Result Review for Semester V:** We will review the results of the fifth semester of all programs and identify the areas that needed improvement. We will also discuss the strategies to help students who are facing academic hazardes.
3. **Upcoming Odd Semester Planning and Implementation:** We will discuss the course offerings, class schedules, faculty assignments, students' attendance, lab equipments/ reagents, Books and other academic-related matters to ensure a smooth and successful semester.
4. **Maintained Academic Record for Analysis:** We will analyze the academic records of our students and identify the patterns and trends. This analysis will help us to identify the areas that needed improvement and develop strategies to address them.
5. **Academic Software Demonstration:** We will have a demonstration of new academic software that can help us to manage our academic environment more efficiently. The demonstration will cover the features and benefits of the software, and we will discuss its potential implementation in our institution.

All the honorable members of Academic Sub-Committee are requested to attend this meeting and actively participate in the discussions.

Also the honorable internal members of G.B, Dr Sudhin Sinha and Mr. Sakti Pada Jana are requested to attend this meeting as invitee.

Your input and insights are crucial to the success of our academic programs.

Please make sure to mark your calendars and attend the meeting on time. In case of any conflicts, please inform me in advance.



**Principal (Chairman)**  
**Academic Sub-Committee**  
**Raidighi College**



**Secretary**  
**Academic Sub-Committee**  
**Raidighi College**

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Dr. Shakuntala Ghorai
6. Dr. Ishita Samajdar
7. Mr. Debasish Biswas
8. Mr. Dibbyendu Saha
9. Dr. Jahan Ali Purkait
10. Dr. Madhumita Majumder
11. Dr. Arvinda Shaw
12. Mr. Hamidur Rahaman Molla
13. Dr. Debasree Saha
14. Mr. Sanat Kumar Purkait
15. Dr. Amitava Moitra
16. Dr. Sudhin Sinha
17. Mr. Sakti Pada Jana

### **Resolution of the Academic Committee Meeting held on May 11, 2023**

#### **Resolution 01/2023: Academic Audit for 2022-2023 and 2023-2024**

WHEREAS, the Academic Committee recognizes the necessity to maintain and enhance academic standards through a systematic review of academic programs, curriculum, and assessment methods;

BE IT RESOLVED, that the Academic Committee approves the initiation of a comprehensive audit for the academic years 2022-2023 and 2023-2024. This audit will:

- Cover all departments and academic programs.
- Evaluate the effectiveness of current curriculum and assessment methodologies.
- Recommendations from this audit will be documented and shared with respective departments for implementation aimed at continuous improvement.

#### **Resolution 02/2023: Review of Results for Semester V**

WHEREAS, the evaluation of academic results for Semester V has indicated areas needing enhancement;

BE IT RESOLVED, that the Academic Committee:

- Reviews the results of the fifth semester across all programs.
- Identifies specific areas where improvements are necessary.

- Discusses and formulates strategies to support students facing academic challenges, aiming to improve academic outcomes and student retention.

### **Resolution 03/2023: Planning for the Upcoming Odd Semester**

WHEREAS, proper planning is essential for the smooth execution of academic schedules and resource allocation;

BE IT RESOLVED, that the Academic Committee discusses and finalizes the following for the upcoming odd semester:

- Course offerings and class schedules.
- Faculty assignments and workload distribution.
- Assessment of lab equipment, reagents, and required textbooks.
- Monitoring and enhancement strategies for student attendance and participation.

### **Resolution 04/2023: Analysis of Maintained Academic Records**

WHEREAS, a detailed analysis of academic records can reveal patterns and trends essential for strategic academic planning;

BE IT RESOLVED, that the Academic Committee:

- Analyzes student academic records from previous semesters.
- Identifies trends and areas for improvement based on this data.
- Develops targeted strategies to enhance academic performance and student success.

### **Resolution 05/2023: Demonstration and Potential Implementation of Academic Software**

WHEREAS, modernizing our academic management systems is crucial for improving efficiency and effectiveness;

BE IT RESOLVED, that the Academic Committee:

- Attends a demonstration of new academic software.
- Evaluates the features and benefits of the software.
- Discusses potential implementation strategies to enhance the academic environment.

## NOTICE

Date: 15.06.23

This is to inform you that an academic meeting that has been scheduled for 04.07.23 at 12noon in IQAC Room, . The purpose of this meeting is to discuss and finalize the following agenda items:

**1. Confirmation of Previous Meeting Minutes:** We will begin the meeting by confirming the minutes of the previous academic meeting on 12.05.23.

The agenda items discussed included academic audit 22-23, result review for Semester V, upcoming odd semester planning and implementation, maintained academic record for analysis, and academic software demonstration.

This will ensure that all decisions and action items from the previous meeting have been accurately recorded and addressed.

**2. Result Review for Semester III:** We will conduct a comprehensive review of the results for the third semester across all programs. We will analyze the performance of students and identify areas of improvement. Strategies will be discussed to support students who require additional assistance.

**3. Execution of Upcoming Odd Semester Planning:** With the next semester approaching, it is crucial to plan and execute the upcoming odd semester effectively. We will discuss course offerings, faculty assignments, class schedules, and other relevant academic matters. The objective is to ensure a smooth and successful semester for both students and faculty.

**4. Implementation of Morning Shift College:** As per the decision made in the GB meeting, we will discuss the execution plan for starting the morning shift in our college. This will involve discussing the necessary infrastructure arrangements, faculty and students scheduling. Our aim is to provide greater flexibility and convenience to our students.

**5. Student Attendance Requirement:** As per the decision made during the Governing Board meeting, it is mandatory for all students to maintain a minimum attendance of 75% (As per CU rules) in all classes. This requirement is crucial to ensure effective learning and academic progress. We kindly request all parents and students to be aware of this attendance policy and adhere to it diligently.

All the honorable members of Academic Sub-Committee are requested to attend this meeting and actively participate in the discussions.

Also the honorable internal members of G.B, Dr Sudhin Sinha and Mr. Sakti Pada Jana are requested to attend this meeting as invitee.

Your input and insights are crucial to the success of our academic programs.

Please make sure to mark your calendars and attend the meeting on time. In case of any conflicts, please inform me in advance.

15.6.23



Members Present:

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Mr. Sanat Kumar Purkait
16. Dr. Amitava Moitra

### **Resolution of the Academic Sub-Committee Meeting held on July 4, 2023**

#### **Resolution 01/2023: Confirmation of Previous Meeting Minutes**

WHEREAS, maintaining accurate records of meeting discussions and decisions is essential for effective governance;

BE IT RESOLVED, that the Academic Sub-Committee:

- Confirms the minutes of the previous academic meeting held on May 12, 2023, ensuring that all decisions and action items concerning the academic audit, result review, semester planning, record maintenance, and software demonstrations have been accurately documented and addressed.

#### **Resolution 02/2023: Review of Results for Semester III**

WHEREAS, regular assessment of academic results is critical to the continuous improvement of educational quality;

BE IT RESOLVED, that the Academic Sub-Committee:

- Conducts a comprehensive review of the results for Semester III across all programs.
- Analyzes student performance to identify areas needing improvement and formulates strategies to provide additional support to students requiring assistance.

### **Resolution 03/2023: Execution of Upcoming Odd Semester Planning**

WHEREAS, thorough planning is necessary to ensure the academic success and smooth operation of upcoming semesters;

BE IT RESOLVED, that the Academic Sub-Committee:

- Discusses and finalizes course offerings, faculty assignments, class schedules, and other relevant academic matters for the upcoming odd semester.
- Aims to create a structured and efficient academic environment that will benefit both students and faculty.

### **Resolution 04/2023: Implementation of Morning Shift College**

WHEREAS, the decision to introduce a morning shift aims to provide greater flexibility and convenience for students;

BE IT RESOLVED, that the Academic Sub-Committee:

- Reviews and approves the execution plan for starting the morning shift in the college, discussing necessary infrastructure arrangements and scheduling for faculty and students.
- Commits to implementing this plan to cater to diverse student needs and optimize resource use.

### **Resolution 05/2023: Enforcement of Student Attendance Requirement**

WHEREAS, maintaining a minimum attendance is crucial for student engagement and academic achievement;

BE IT RESOLVED, that the Academic Sub-Committee:

- Reaffirms the Governing Board's mandate that all students maintain a minimum attendance of 75% in all classes as per university regulations.
- Urges all faculty members to strictly enforce this attendance policy and communicate its importance to students and parents consistently.

### **Resolution 06/2023: Miscellaneous Matters**

BE IT RESOLVED, that any additional issues not listed but raised during the meeting will be addressed under the guidance of the Sub-Committee Chair. These matters will be documented and reviewed for future action or discussion as necessary.

## NOTICE

Date: 07.07.23

This is to inform you that a meeting of academic sub-committee is scheduled to be held on 21.07.23 at 12noon in IQAC Room. The purpose of this meeting is to discuss and finalize the following agenda items:

**1. Confirmation of Previous Meeting Minutes:** We will begin the meeting by confirming the minutes of the previous academic meeting on 12.05.23.

The agenda items discussed included academic audit 22-23, result review for Semester V, upcoming odd semester planning and implementation, maintained academic record for analysis, and academic software demonstration.

This will ensure that all decisions and action items from the previous meeting have been accurately recorded and addressed.

**2. Result Review for Semester I & III:** We will conduct a comprehensive review of the results for the third semester across all programs. We will analyze the performance of students and identify areas of improvement. Strategies will be discussed to support students who require additional assistance.

**3. Execution of Upcoming Odd Semester Planning:** With the next semester approaching, it is crucial to plan and execute the upcoming odd semester effectively. We will discuss course offerings, faculty assignments, class schedules, Academic Calendar and other relevant academic matters. The objective is to ensure a smooth and successful semester for both students and faculty.

**4. Implementation of Morning Shift College:** As per the decision made in the GB meeting, we will discuss the execution plan for starting the morning shift in our college. This will involve discussing the necessary infrastructure arrangements, faculty and students scheduling. Our aim is to provide greater flexibility and convenience to our students.

**5. Student Attendance Requirement:** As per the decision made during the Governing Board meeting, it is mandatory for all students to maintain a minimum attendance of 75% (As per CU rules) in all classes. This requirement is crucial to ensure effective learning and academic progress. We kindly request all parents and students to be aware of this attendance policy and adhere to it diligently.

## 6. Miscellaneous

All the honorable members of Academic Sub-Committee are requested to attend this meeting and actively participate in the discussions.

Also the honorable internal members of G.B, Dr Sudhin Sinha and Mr. Sakti Pada Jana are requested to attend this meeting as invitee.

Your input and insights are crucial to the success of our academic programs.

Please make sure to mark your calendars and attend the meeting on time. In case of any conflicts, please inform me in advance.



7.7.23

Secretary and Jt. Secretary  
Academic Sub-Committee  
Raidighi College



Principal (Chairman)  
Academic Sub-Committee  
Raidighi College

**N.B: Submit result format for Semester I & III and Departmental Academic Audit format\_22-23 on or before 19.07.23**

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Mr. Sanat Kumar Purkait
16. Dr. Amitava Moitra
17. Dr. Sudhin Sinha
18. Mr. Sakti Pada Jana

### **Resolution of the Academic Sub-Committee Meeting held on July 21, 2023**

#### **Resolution 01/2023: Confirmation of Previous Meeting Minutes**

WHEREAS, the accuracy and thoroughness of meeting minutes are crucial for maintaining continuity and accountability in academic governance;

BE IT RESOLVED, that the Academic Sub-Committee:

- Confirms the minutes of the previous meeting held on May 12, 2023, which discussed various critical academic issues including the academic audit for 2022-2023, result review for Semester V, and plans for the upcoming odd semester.
- Ensures that all decisions and action items from the previous meeting have been executed or are in progress as recorded.

#### **Resolution 02/2023: Review of Results for Semester I & III**

WHEREAS, continuous assessment of academic outcomes is essential to uphold the educational standards of the institution;

BE IT RESOLVED, that the Academic Sub-Committee:

- Conducts a detailed review of the results for Semester I & III across all programs.
- Identifies areas requiring improvement and discusses strategies to support students needing additional academic assistance, aiming to enhance overall student performance and success.

#### **Resolution 03/2023: Execution of Upcoming Odd Semester Planning**

WHEREAS, the effective planning and execution of academic schedules are critical to the smooth operation of the institution;

BE IT RESOLVED, that the Academic Sub-Committee:

- Finalizes the course offerings, faculty assignments, class schedules, and academic calendar for the upcoming odd semester.
- Implements strategies to ensure that these plans facilitate a successful academic experience for both students and faculty.

#### **Resolution 04/2023: Implementation of Morning Shift College**

WHEREAS, the decision to implement a morning shift was made to enhance accessibility and flexibility for students;

BE IT NOTED, that due to current unavailability of teachers and students, the implementation of the morning shift college is not feasible at present. The Sub-Committee will revisit this agenda once conditions become favorable.

#### **Resolution 05/2023: Enforcement of Student Attendance Requirement**

WHEREAS, maintaining a minimum attendance is vital for ensuring effective learning and compliance with academic regulations;

BE IT RESOLVED, that the Academic Sub-Committee:

- Reaffirms the decision of the Governing Board that all students must maintain a minimum attendance of 75% as per university rules.
- Urges faculty to enforce this policy strictly and communicate its importance to students and parents regularly.

#### **Resolution 06/2023: Miscellaneous Matters**

BE IT RESOLVED, that any additional matters not listed but brought up during the meeting shall be addressed under the guidance of the Sub-Committee Chair. These matters will be documented and considered for future discussion or immediate action as necessary.

## NOTICE

Date: 02.09.23

This is to inform you that a meeting of academic sub-committee is scheduled to be held on 08.09.23 at 2pm in IQAC Room. The purpose of this meeting is to discuss and finalize the following agenda items:

1. **Confirmation of Previous Meeting Minutes:** We will begin the meeting by confirming the minutes of the previous academic meeting on 21.07.23.

The agenda items discussed included academic audit 22-23, result review for Semester I&III, upcoming odd semester planning and implementation, Implementation of Morning Shift College, Students attendance.

This will ensure that all decisions and action items from the previous meeting have been accurately recorded and addressed.

2. **Result Review for Semester VI:** We will conduct a comprehensive review of the results for the six semesters across all programs. We will analyze the performance of students and identify areas of improvement. Strategies will be discussed to support students who require additional assistance.

3. **Execution of Odd Semester Planning:** With the next V, III and I semester approaching, it is crucial to plan and execute the upcoming odd semester effectively. We will discuss Subject offerings for CCF, faculty assignments, class Routine and other relevant academic matters. The objective is to ensure a smooth and successful semester for both students and faculty.

4. **Student Attendance Requirement:** As per the decision made during the Governing Board meeting, it is mandatory for all students to maintain a minimum attendance of 75% (As per CU rules) in all classes. This requirement is crucial to ensure effective learning and academic progress. We kindly request all parents and students to be aware of this attendance policy and adhere to it diligently.

**Student's attendance should be recoded though eshikshalaya app.**

## 6. Miscellaneous

All the honorable members of Academic Sub-Committee are requested to attend this meeting and actively participate in the discussions.

Also the honorable internal members of G.B, Dr Sudhin Sinha and Mr. Sakti Pada Jana are requested to attend this meeting as invitee.

Your input and insights are crucial to the success of our academic programs.

Please make sure to mark your calendars and attend the meeting on time. In case of any conflicts, please inform me in advance.



2.9.23

Secretary and Jt. Secretary  
Academic Sub-Committee  
Raidighi College



2.9.23

Principal (Chairman)  
Academic Sub-Committee  
Raidighi College

**N.B: Submit result format for Semester VI , Odd Semester Routine and Syllabus Distribution on or before 07.09.23**

Members Present:

1. Dr. Sasabindu Jana
2. Mr. Uttam Roy Mandal
3. Mr. Bidyut Saha
4. Mr. Sital Sing
5. Mrs. Sabita Soren
6. Dr. Shakuntala Ghorai
7. Dr. Ishita Samajdar
8. Mr. Debasish Biswas
9. Mr. Dibbyendu Saha
10. Dr. Jahan Ali Purkait
11. Dr. Madhumita Majumder
12. Dr. Arvinda Shaw
13. Mr. Hamidur Rahaman Molla
14. Dr. Debasree Saha
15. Mr. Sanat Kumar Purkait

### **Resolution of the Academic Sub-Committee Meeting held on September 8, 2023**

#### **Resolution 01/2023: Confirmation of Previous Meeting Minutes**

WHEREAS, the recording and confirmation of meeting minutes are essential for ensuring accountability and follow-through on decided actions;

BE IT RESOLVED, that the Academic Sub-Committee:

- Confirms the minutes of the previous meeting held on July 21, 2023, ensuring that all decisions and actions related to the academic audit, result reviews, semester planning, implementation of the morning shift, and student attendance have been accurately recorded and addressed.

#### **Resolution 02/2023: Result Review for Semester VI**

WHEREAS, regular assessment of academic results is fundamental to maintaining and improving educational standards;

BE IT RESOLVED, that the Academic Sub-Committee:

- Conducts a comprehensive review of the results for Semester VI across all programs.
- Analyzes student performance to identify areas needing improvement and discusses strategies to provide additional support to students requiring assistance.

#### **Resolution 03/2023: Execution of Odd Semester Planning**

WHEREAS, detailed and effective semester planning is crucial for the smooth functioning of academic programs;

BE IT RESOLVED, that the Academic Sub-Committee:

- Finalizes the subject offerings for Common Core Framework (CCF), assigns faculty, establishes class routines, and addresses other relevant academic matters for Semesters V, III, and I.
- Ensures that the planning aligns with institutional goals and provides a supportive environment for both students and faculty.

### **Resolution 04/2023: Student Attendance Requirement**

WHEREAS, maintaining a minimum attendance is crucial for academic success and compliance with university regulations;

BE IT RESOLVED, that the Academic Sub-Committee:

- Reaffirms the Governing Board's decision requiring all students to maintain a minimum attendance of 75% in all classes as per university rules.
- Introduces and mandates the use of the 'eshikshalaya' app for recording student attendance, ensuring accurate and efficient monitoring of compliance.

### **Resolution 05/2023: Miscellaneous Matters**

BE IT RESOLVED, that any additional matters not listed but brought up during the meeting will be addressed under the guidance of the Sub-Committee Chair. These matters will be documented and considered for future discussion or immediate action as necessary.