



Criterion VI

6.5.2 Proceedings of IQAC

Date: 7/9/18

Proceedings of the meeting held on 7/9/18

A meeting of IQAC was held on 7/9/18 at IQAC hall at 2:00 PM. Various issues relating to New IQAC format are discussed in some detail. Principal and co-ordinator of the ~~NAAC~~ IQAC took active part in explaining various important issues relating to New NAAC format / IQAC format.

Following are the issues on which emphasis is laid on.

(1) Balite Choudhury

(2) ~~Soma~~ #1918 (Trinayoti Sarma)

(3) Dipak Palak

(4) Anup Kumar Behera

(5) Ajit Kumar

(6) Santosh Kumar Sarma

(7) Trinayoti Choudhury

(8) Sanjay Kumar Saikia (SM)

(9) Rupam Hazarika

(1) No science stream (3rd stream) will be opened at the college. Accounts streamlining, Post Graduation course opening are some important issues on which actions should be taken.

(2) AQAR should be submitted regularly.

(3) Minutes of the meeting should be maintained electronically. Same is applicable to agenda and resolution.

(4) Call letters of the meeting should be sent to the members of IQAC. A peon book should be maintained for the purpose.

(5) Minutes and Resolutions should be maintained.

~~don~~
differently separately.

(6) There should be uploading of minutes, agenda, Resolution and action taken report of IQAC.
~~don~~ ~~don~~

There will be
(7) 70% quantitative and 30% qualitative survey ~~are~~ by NAAC peer team as per new guidelines of NAAC.

Satisfaction
(8) Student survey is important.

(9) Contact with NAAC ~~no~~ peer team will be limited.

(10) Student's feedback with action taken report will carry mark

(11) Guidelines for New IQAC format is discussed.

(12) Term of IQAC is of ²⁻³ Years. Quarterly meeting of IQAC should be held.

(13) Suggestions for ^{appointing} an Assistant (secretarial) [to be appointed ^{simultaneously at least} for ~~at least~~ 3 months (approx) ^{a year.}]
He/she should be appointed as soon as possible.

(14) There should be an activity calendar for IQAC.

There should be
(15) ^{There should be} uploading of minutes of Governing body and other committees. Hyperlink technique should be provided to NAAC [for the matters under "Not to be public" category]

(16) Academic Calender should be published on yearly basis. Dr. Shanti Thapa, Associate prof. should be given the responsibility. (2019)

(17) Village adoption committee should be formed immediately.

(18) Regularity to be maintained in various tasks.

(i) AQAR should be sent regularly. Pending AQAR in old format should be sent on or before

31st Dec, 2018

(ii) Back ~~or~~ → collection / analysis should be done by IQAC

19

(iii) AAA → Academic Administrative Audit should be done. Expert to be called for the Workshop on AAA.


(19) 'NAAC-TAB' in The college website is to be incorporated.

(20) Importance should be given on Best-Practice of the college.

(21) A meeting of IQAC with teacher community is to be held after 25th Sept '2018.

(22) Opening of new course (BBA/BCA) is ~~very~~ important. Any program should be of 30 contact hour duration (minimum). This is ~~related~~ required for value added courses.

(23) Premkam Hazarika has been authorised to form various committee in consultation with IQAC chairman.


04/10/18

7/12/2018.

A meeting of IQAC was held on 7/12/2018 at IQAC room at 12:00 noon. The meeting discussed the following issues relating to NAAC and accumulation of AQARs. 019)

Signature of members present.

- 1) Malathi Chevellury.
- 2) Sipak Pathak
- 3) ~~Dr. Talukdar~~ 7/12/2018
- 4) Triveni Choudhury 7/12/18
- 5) Ajit Talwar 7/12/18
- 6) Santosh Kr Sarma 7/12/18
- 7) Dipankar Talukdar 7/12/18
- 8) Anup Bhatt 7/12/18
- 9) Sanjay Kr. Saikia (7/12/18)
10. Malalika Sumra (7/12/18)
11. Rupam Hazarika

(1) The prepared Activity calendar has been approved. Thus, (Agenda 1) Academic

(2) The prepared Activity calendar has been approved.

It is to be uploaded in web-site. Some modifications have been suggested. Celebration of important days should be included in the calendar. These days will be suggested by different departments of the college. (Agenda 2)

(3) Updating of web-site is most urgent. If required web-site space is to be increased. Dr. Sikha Saikia, Dr. D. Talukdar, Dr. M. Das and The teacher from the computer dept. be given the responsibility in this regard. Password is to be known only by the Principal and The coordinator.

GPS enabled technology for taking photographs to be used in future.

NAAC web-site is to be viewed on everyday basis.
[AGENDA 3]

- (4) Co-ordinator be authorised to submit/upload AQAR. [Agenda 4]
- (5) Principal and co-ordinator, IQAC be authorised to sit with different depts to arrange meeting with each dept. individually for discussing departmental activities. [Agenda 5]
- (6) Bird-conservation \notin $\&$ in the college premises be a good practice. [Agenda 5] if possible.
- (7) Guardian meet and students' feed back should be treated as urgent. [Agenda 5].
- (8) The co-ordinator briefed ^{about} the new regulations of NAAC in the meeting? through PPT. [agenda 5]
- (9) Principal be requested to place the matters relating to budget formulation and financial assistance to teachers ^{for academic purpose} in GB for approval. [agenda 5].
^

A meeting of IQAC was held on 23/10/19

at IQAC office at 2:00 PM. Following members
~~were~~ present in the meeting.

1. Bahita Choudhury 23.10.19
2. Sipak Pathak 23.10.19
3. Anup Bora 23.10.19
4. Ajit Talukdar 23/10/19
5. Santosh kr Sarma 23.10.19
6. Malalika Sarma 23.10.19
7. Pranjyoti Sarma 23/10/2019.
8. Sanjay kr. Sainia 23/10/2019
9. Linieni Choudhury 23/10/19
10. Rupan Hazarika 23/10/19

The meeting discussed the following issues.

(1) The ^{various} matters relating to AQAR ^{registration} are discussed. The ^{Submission} procedure for AQAR should be started on 15/11/19.

There should be a presentation before the teaching staff and only after that AQARs are to be submitted. ~~This~~ This meeting with staff will be held on 11/11/19 at 1 PM.

(2) Some specific points ~~are~~ of AQAR ^{are} discussed. They were related to curriculum, certificate course, diploma course, field project, internship etc, JCT provision, students' mentoring, academic calendars etc. Action taken on the basis of feed-back report to be submitted. prepared.

(3) Mr. Ajit Talukdar and Mr. Sanjay kr Sainia
(Librarian) (Asso. prof Eco)

be requested to revise AQARs to be submitted.

(4) P.O and LO ^{of the courses} should be prepared and uploaded in website. ↗

(5) Result analysis, student satisfaction survey, research fund, publication details, extension activities (NSS) are also discussed.

(6) Budget issue was discussed. College budget is to be prepared. HP Kalita be requested for the purpose.

(7) Campus maintenance expenditure is tabled.

(8) Expenditure ^{utilisation} policy of the college is to be uploaded in website (in 500 words).

(9) Ragging, sexual harassment issues are discussed.

(10) Issues relating to extra-curricular activities, students' union activities, Alumni association activities are discussed.

(11) Two case audits relating to decentralisation and participative mgt. are to be submitted.

(12) Program for non teaching staff is to be started.

(13) Academic audit is to be prepared by T. Choudhury, Dr. Malabika sharma and Dr. Ganjyoti sarma.

(14) News letter publication is to remain as best practice.

A meeting of IQAC is held on 23rd 17/2/2020 at IQAC office at 12 noon. Following members are present in the meeting.

- 1 Kalita Choudhury 17/2/2020
- 2 Sanjay kr. Lathia
- 3 Dipak Pathak
- 4 Ajit Talwar 17/2/20
- 5 Malalika Sarmma 17/2/20
- 6 ~~Dipak Pathak~~ 17/2/20
- 7 Anup Kumar Bora 17/2/2020
- 8 Santosh kr Sarmma 17/02/2020
- 9 Jnanjyoti Sarmma 17/2/2020
- 10 Rupam Hazarika 17/2/20
- 11

The meeting discusses the following issues

① Rupam Hazarika — AQAR 2018-19 was uploaded on 28th Dec' 2019. NAAC sent 42 pts for review. AQAR 2018-19 was submitted on 17/1/20. On 20/1/20, it was accepted by NAAC. AQAR 2018-19 is available now on college website.

② Criteria wise 7 committees are formed for preparation of SSR. Committees with respective co-ordinators are as follows.

Committee

Co-ordinator

① Curricular Aspect

Dr. Sikha Saikia.

② Teaching learning evaluation

Sarmishtha Das.

- (3) Research and Extension Dr. Mallika Khandli
- (4) Learning Resource and Infrastructure Khanim Das
- (5) Student Support D. Chakravarty
- (6) Governance Dr. B. Bayan
- (7) Best-Practice Dr. L. Talukdar

Some of the teachers are included in two committees.

- (3) Rupam Hazarika explained the rules regarding the committee formation. No. of members in the committee might vary according to the weightage assigned in the committee. The new committees should continue up to next NAAC visit. Moreover, Hazarika opined that co-ordinators of the committees should not be from the NAAC IQAC members.
- (4) R. Hazarika (co-ordinator IQAC) is thanked for his timely ^{and successful} submission of AQAR 2018-19 to NAAC.
- (6) Certificate courses should preferably be started on Tally through computer dept of the college.
- (7) Initiatives to be taken to start P.G. courses at least in one subject before next NAAC visit.

11/11/2019

Meeting of IQAC with Faculty.

A meeting of IQAC of the college with the teaching staff of the college is held today at 12:30 at room No. 001. The purpose of the meeting is to present the draft AQAR (2018-19) of the college for approval by the teaching faculty and to decide future course of action to be taken by the college in view of the next NAAC visit to the college.

- 1) Balita Choudhary 11/11/19
- 2) Anup Kumar Bora 11.11.19
- 3) Deepak Pathak
- 4) Hari Prasad Kaha
- 5) Banti Senchowry
- 6) Mallika Gundali
- 7) Sikha Saithe
- 8) Lipika Talukdar
- 9) Leela Kalita
- 10) ~~Def~~
- 11) Pramita Kalita
- 12) Keshira Jahan
- 13) Bidisha
- 14) Purabi Gopi
- 15) Anghumala Dutta
16. Mihir Mazumder. / 11.11.19
17. Jini Rani Boro.
18. Sarmistha Das
19. Kalita Bhuyan.
20. Nibedita Bhattacharya 11-11-19
21. Jyoti Datta.
22. Deepika Das 11.11.19
23. ~~Def~~
24. Anit Talukdar 11/11/19
25. Anamika Das 11/11
26. Santosh Kumar Samal

27. Utpal Kalita 11/11/19
28. Jnanjyoti Sarma 11/11/2019
29. Raju Debey 11/11/19
30. Sanjoy Kr. Chakrabarti 11/11/19
31. Rupam Hazarika 11/11/19

At the outset of the meeting Rupam Hazarika, IQAC co-ordinator welcomed all the faculty members including Principal in the meeting. He then explained the purpose of the meeting. He informed that it is high time to work for facing the next NAAC visit. He requested faculty members to give suggestions regarding how to prepare for the next NAAC visit. He then gave a presentation of the AQAR prepared before the faculty members.

Principal Dr. (Mrs) Babita Choudhury informed that the validity of the last NAAC grade is upto 10th July, 2021. Among the various suggestions given by last NAAC peer team, one suggestion viz. streamlining of audit and accounts is partially fulfilled. But college still lacks P.G. courses, Certificate courses, sports field, proper drinking water facility, and college publication. She informed that 2nd best practice is yet to be decided. She suggested war footing work culture for next two years. She mentioned about teacher exchange program of Bengali dept. of our college with the same dept. of Pragjyotish college, Guwahati. She also urged upon the practice of plastic free culture. She then invited proposals on Commerce, Humanities, Social Science and Library for DHE funded Lecture Series at the college. The proposals should be submitted before 15th Nov, 2019. The Principal then requested different departments to submit their book lists (textbook + ref. book) on or before 25th Nov, 2019 so that books can be purchased within due time.

Rupam Hazarika informed that the whole AQAR is being prepared on the basis of the documents received from various departments, cells, committees etc. He then told

about the quantitative and qualitative aspects of AQAR. He suggested that the system of taking feedback from students should be made online from next year on-wards. He observed that in the session (2018-19) the maximum no. of students enrolled is less than the no. of seats available. He emphasised the maintenance of a proper data base of students for students' satisfaction survey. He was pointed out that some information should be added newly in the AQAR. They are - h-index of Dr. Utpal Kalita and Dr. Jnanjyoti Sarma, participation in International Seminar by Dr. Utpal Kalita, observation of pie-day and students having NCC 'C' certificates.

Dr. Lipika Talukdar of the dept. of Assamese made a correction in progression to P.G. courses by students. After correction the no. of students who progressed to P.G. courses stood at 3. Earlier it was 5.

One alumni organised meeting in which noted singer Somor Hazarika was the resource person should also be included in AQAR. Rupam Hazarika, the co-ordinator IQAC, stressed upon the requirement of a Alumni Data base.

Replying to a query raised by the Principal Tapati Dutta informed that 70% work on students' progression is complete in case of 'major' category students. But work done in case of 'general' category students is very less. She also pointed out some difficulties like invalid ph. no. of students and invalid e-mail ids etc. While asked Pzanita Kalita also ~~asked~~ replied in the same manner.

The vice principal (Dr. S. Pathak) commented that different committees are working ^{but} not in efficient manner. As time is very short for next NAAC visit, war footing activities are necessary - he said. He hoped that from now on commerce dept. would work more efficiently. He said that very less amount of activities is done during 2018-19 and the same is reflected in AQAR presented by Rupam Hazarika. He expected that the college would do

more activities under the able guidance of Rupam Hazarika, co-ordinator IQAC.

Principal Madam requested com, Eco and As depts to make their wall magazines ready as soon as possible. The commerce dept. should do more departmental activities - she said. She has shown interest in holding a state level seminar on 'Environment Topic' in collaboration with ASTEC. She said that ^{Planning and implementation of} Extension Activities should be given in the hands of a particular group of people.

Dr. J. Sharma and Dr. D. Das were applauded for holding ICT and Human Rights workshops successfully.

Principal opined that the teachers should be regular in doing classes at Bisugriha as this kind of activities would help in improving API score of teachers.

Dr. Lipika Talakar expressed the view that WSC should include student members in the committee. She added that there should be at least 3 members (student) in the committee of whom one is the girls' common room rep. Regarding welfare activities she said that the college does some welfare activities every year. But these welfare activities are not done under some scheme. So, there should be a scheme and a name should be given to this scheme.

Sarmishtha Das admitted that mentor-mentee program is not doing well even after notice was served to the students in this regard. She opined that only academic matters could be dealt with by the mentors.

Principal expressed her view that a speaker could be invited to interact with 6th semester students. The speaker will act as a mentor.

Dr. D. Pathak (vice principal) viewed that the "Mizimoy" - R.G.B.C college journal could be published

in collaboration with "Nrigostho". But Principal opined that it should be published in collaboration with any National level publisher.

IQAC co-ordinator expressed his view that as there are 7 criteria for NAAC assessment. The college should form 7 committees to work under those 7 criteria of NAAC. He highlighted some urgent steps to be followed by the college. A few of them are opening of P.G. courses, certificate courses, online feedback system, college budget etc.

Principal said that remedial classes should be document supported like Banner in the wall etc.

Dr. J. Sharma held the view that nearby schools should be visited and the college should try to find out the problems of the schools through the discussion with school authorities. Teachers should go to the school and make programmes for the benefit of the students. In the process the students will get motivation to come study at our college after schooling. For this purpose a committee is needed and Extension Education cell should take the responsibility of committee formation. One committee (out of the 7 committee to be formed) should also take the responsibility of publication.

S.K. Saikia pointed out that record keeping should be proper otherwise it will create a very big problem before the next NAAC visit specially when queries would have to be answered. He opined that each dept. should take at ^{least} one class per week using ICT.

The meeting concludes with the vote of thanks given by Rupam Hazarika, IQAC coordinator.

~~+++++~~
Resolutions of the meeting are as follows.

28/2/20

A meeting of IQAC is held today (28/2/2020) at conference hall of the college at 12:30. The purpose of the meeting is to explain the criteria of NAAC to the IQAC co-ordinators so that the co-ordinators with their ^{respective} committee members can discharge their duties in efficient manners.

- 1) Dipak Pathak
- 2) Rupam Hazarika
- 3)
- 4) Sanjay Kr. Saikia
- 5) ~~Arup Kr. Bora~~
- 6) Arup Kr. Bora 28/2/2020
- 7) Mallika Kandali. 28/2/20
- 8) Shanti Thapa
- 9) Sikha Saikia
- 10) ~~Dr. D. Talukdar~~ 28/2/2020
- 11) ~~Dr. D. Talukdar~~ 28/2/2020
- 12) ~~Dr. D. Talukdar~~ 28/2/20
- 13) Trinevi Choudhury 28/2/20
- 14) ~~Dr. D. Talukdar~~ 28/2/20
- 15) ~~Dr. D. Talukdar~~ 28/2/2020
- 16) Santosh Kr. Sarma 28/2/2020
17. Malalika Sarma 28/2/2020
17. Sarmila Das
18. ~~Dr. D. Talukdar~~ 28/02/2020

R. Hazarika (co-ordinator) explained in detail different criteria of NAAC. Dr. Dipak Pathak, Dr. Mallika Kandali, Dr. Arup. Kr. Bora, Dr. B. Bayan, Mrs. T. Choudhury, Mr. S. K. Saikia, Dr. D. Talukdar, Dr. L. Talukdar shared their views.

Dr. D. Talukdar explained modalities for progress in terms of meeting/blue print preparation by each committee, power point presentation, sitting of each committee.

18/12/20

A meeting of IQAC is held today (18/12/20) at IQAC room of the college. The meeting starts at 12 noon. The main purpose of the meeting is to discuss the submission of AQAR and IQA.

1)

2) Dipak Datta

3) Khondhury

4) Sanjay Kr. Raikia

5) Malalika Samra

6) Group for Bored 18.12.2020

7. Jnanjyoti Samra 18/12/2020

8. Uparan Talwar 18/12/2020

9. Santal for same

(1) R. Hazarika informed about the NAAC notice regarding ^{The} pending AQARs. All pending AQARs should be sent on or before 31st May, 2021

(2) R. Hazarika informed that NAAC has made academic year flexible due to covid pandemic. It will vary according to the covid situation of the concerned state. But IQAC committee decided that in case of our college academic year will remain same.

(3) R. Hazarika informed that the validity of NAAC accreditation will expire on July 2021.

(4) The deadline for submission of departmental profiles and individual profiles is fixed at 31/1/21. By 31/1/21 AQAR will be sent. By 1/2/21 decision will be taken whether to send IQA to NAAC.

(5) A student satisfaction survey will be done very soon.

(6) A general meeting will be held in the month of January '21.

(7) R. Hazanika suggested ^{the need of} Geo-Tech camera for taking photographs as only [↑] geo-Tech photographs are considered nowadays for any kind of evaluation.

(8) As per direction of ~~g~~ the Govt. the extension of org of our college website should be replaced by ac.in.

17/3/21

A meeting of IQAC is held today (17/3/21) at IQAC room. The meeting starts at 2:30 PM. The purpose of the meeting is to discuss the progress of IQAC with the president of G.B. Dr. Sanyendra Barman. The meeting also expects to have some valuable suggestions from Dr. Barman.

1. ~~Dr. Sanyendra Barman~~ 17/3/2021
2. ~~Dr. Sanyendra Barman~~ 17/03/2021
3. Anup Kr. Borkar, 17.3.2021.
4. Malalika Sarma 17.3.2021
5. Trivani Choudhury 17/3/21
6. Jnanjyoti Sarma 17/3/2021
7. Ajit Talwar 17/3/21
8. Sanku Palak
9. ~~Dr. Sanyendra Barman~~ 17/3/2021
10. Sanjay Kr. Beikie 17/3/21
- 11.
- 12.

2/11/21

A meeting of IQAC is held today (2/11/21) at IQAC chamber at 2 P.M. The purpose of the meeting is to inform about the new pattern of AQAR. Some other issues will be discussed also.

- (1) Dakiter Chaudhary
- (2) Dipak Pathak ~~2/11/2021~~
- (3) ~~Aparna Singh~~
- (4) Anup Kumar Boral 2.11.21
- (5) ~~Dr. Ravi~~ 2/11/2021
- (6) @Lama 2.11.2021
- (7) Khondhury 2/11/21
- (8) Santosh kr same 2/11/21
- (9) Sanjay Kr. Sainia 2/11/21
- (10) Dr. Talukdar 2/11/21
- (11) Rupam Hazarika 2/11/21

(1) co-ordinator R. Hazarika briefed the New format of AQAR. 2020-21 AQAR to be submitted before 31st Dec 2021. In future AQAR might replace SSR. New AQAR is data based.

(2) Principal said that a registered letter should be sent to Director NAAC seeking extension of next NAAC visit as it is expired on July, 2021. She informed that if a college gets autonomous status the previous NAAC grade continue for another 5 years.

(3) Dr. Dipankar Talukdar informed that Student Satisfaction Survey is not done so far. A proper Road-Map should be made for doing NAAC activities.

(4) Principal informed about the innovative works done by Jorhat College, Eg. Audio-visual facility, Adaption of schools, Museum, e-jam, Medicinal plant

Gardens, LGBT programs etc

- (5) Rupam Hazarika informed that IQAC composition should be changed in every 2-years. Some new members should be selected in the IQAC committee like office member, Local society member with high standard alumni member etc. Suggested Local community members are Susil Borthakur, Sarma (Principal Narayanpur HS school).
- (6) Principal suggested replacement of Pr. Sikha Saikia by Pr. Dipen Das for coordination of Curricular Aspect committee. She suggested micro level planning structure for doing NAAC related activities. She gave utmost importance in ~~to~~ proper documentation of records. She also suggested ~~to~~ a health awareness camp at nearby Horizon Colony.
- (7) Vice Principal Pr. D. Pathak urged for framing policy that motivates different committees.
- (8) D. Talukdas and R. Hazarika stressed on doing target-oriented activities.
- (9) R. Hazarika told that college feedback should be in google form.
- (10) Principal opined that ~~activities~~ There should be pre-determined activities before committees. There should be time ~~from~~ limit ~~to~~ for accomplishment of activities.

18/12/2021

An interactive programme of all the Co-ordinators of all the Criteria together with the President of G.B. of the College, Principal madam and Core Committee members of IBAC is held today in Conference hall at 1-45 P.M.

Signatures of the members present: -

1. Triveer Choudhary
2. Bhabananda Baidyan
3. Santosh kr. Samra
4. Malika Handali.
5. Khannanda Das.
6. Ajit Talukdar
7. Sarmita Das
8. Malalika Samra.
9. Lipika Talukdar
10. ~~Deepak Patra~~
11. Rupam Heron
12. ~~Lipika~~ ^{18/12/21}
13. Arup Kumar Borah 18-12-21.
14. Sanjay Kr. Paikra 18-12-21
15. ~~Rupam Choudhary~~ 18-12-2021
16. Manoj Kumar Das

The meeting is being graced by the honorable president of governing body Dr. Satyen Barman. In his inaugural speech he briefed about the importance of data variation and documentation.

as well as individual publications and writing papers. He also appealed to all the Core Committee members to review and hold review meetings periodically.

All the Criterion members gave their respective opinions. For Criterion one the Co-ordinator of IQAC asked about the mode of feedback, where the President Sir suggested to form a feedback committee, as well as the IT sector may be consulted to design the feedback form. Dr. Dipankar Talukdar suggested that there must be a Central Committee.

President Sir opined that there must be a time bound frame work for any work.

Various Committee Co-ordinators / teachers gave their own opinions regarding various activities which can be done in the College, which are as follows -

Mr. A. Chakrabarty — A lecture on GST.

Dr. M. Sarma — A workshop on Hindi translation.

Dr. L. Talukdar — A workshop on proof reading.

Dr. Manoj Das — A course of DTP Certification.

President Sir gave a positive response and asked them to submit a detailed project report.

All the Co-ordinators of the various criterions briefed about their Criterion work progress, as well as the various challenges faced for implementing the various schemes.

To this the President Sir suggested that there must be demonstration of all the Criterions work programs, and NAAC invitation may be made only after completion of 75% work.

The meeting concluded with the vote of thanks given by Dr. Dipak Pattnaik, vice principal of the College.

14/03/2022.

A meeting of the Core Committee members of IBAC is held today in the Conference hall under the presidency of the Principal of The College Dr. Bahita Choudhary and the following members.

Signatures of the members present

- 1
- 2 Anup Kr. Bora
- 3 ~~Dipak~~
- 4 Sanjay Kr. Saikia
5. ~~Dr. Talwar~~ 14/3/22
6. ~~Sipak~~ Patrak
7. Malakika Sahoo 14/3/2022
8. Triveni Choudhary 14/3/22

The meeting resolved that -

According to new guidelines of higher education and NAAC, the IBAC will be reconstructed.

Teacher profile must be uploaded regularly (as directed by NAAC guideline i.e. quarterly).

The syllabus course taught by the concerned teacher must also be uploaded.

There must be use of smart classroom and ICT.

Student satisfaction survey must be done

Regarding the submission of AQAR, it has been resolved that the Criterion Co-ordinators will be Co-ordinated and consulted for their respective Criteria. Then only the Criteria ~~can~~ ^{can} be uploaded in their presence. Dr. Dipak Patrak also suggested that the Criterion Co-ordinators will be approached and consulted to complete the AQAR work which has to be submitted by 31/3/22.

Provisional accreditation (PAE) concept has

been started by NAAC, which is valid for (2+2=4) years.

Rupam Hazarika, IQAC Co-ordinator informed that, Honorable President of the College Dr. S. Barman has suggested that if regular accreditation is not done / possible within six months, then the College may go for PAC. He also explained the quantitative and qualitative aspects of PAC.

Dr. Dipankar ~~Patra~~^{Talukdar} talked in favour of going for PAC. Otherwise RUSA grant may be stopped.

Rupam Hazarika insisted that the College Staff should be made aware of PAC. In this regard a staff meeting should be convened.

Dr. Dipankar Talukdar suggested for holding seminars through self financing mode — one ~~on~~ on literature and the other on social science.

Dr. S. Patra may be given responsibility to choose members for Committee.

The following members are being entrusted to conduct the seminars —

Seminar on Literature — Sharmista Das (Co-ordinator), Dr. Malika Sarma, Mr. Mihir Mazumdar, and Dr. Lipika Talukdar.

Seminar on Social Science — Dr. J. Sarma, Kalita Bhuyan, Dr. Dipankar Talukdar, Jini Boro,

Dr. Dipen Das, Dr. Utpal Kalita (Co-ordinator).

Seminars should be held before 30th April 2022. IQAC Co-ordinator will be a member of both the Committees.

Mr. R. Hazarika concluded the meeting by saying that any uploaded document should be validated by round seal and signature of the Principal. Also, he concluded saying that different Committee meetings should be regularly held, which will definitely bring a positive impact in the entire IQAC team and faculty members of the College.

29/04/2022

A meeting of the Internal Quality Assurance Cell (IQAC) and the Criterion Coordinators was held today at 11 A.M. The meeting was presided by the Chairperson of IQAC, Dr. Babita Choudhury.

The Coordinator of IQAC, Rupam Heraska, welcomed the members and stated the objective of the meeting. He informed that the AQAR for the session 2020-21 was ready for final submission to NAAC. He asked the members to see the filled details and offer their suggestions.

The members of IQAC and the Criterion Coordinators unanimously approved the AQAR for submission to NAAC.

Members Present:

- 1 sipak pathak
- 2 ~~Das~~
- 3 Brinani Choudhury
- 4 ~~Das~~ 29/4/22
- 5 Khaminda Das.
- 6 Santosh kr Saha
- 7 Mandali.
- 8 ~~Das~~
- 9 ~~Das~~ Das.
- 10 Rupam Heraska
- 11 Sumitra Das
- 12 B w 29/4/22
13. ~~Das~~ 29/4/22
14. ~~Das~~ 29/4/22
15. ~~Das~~ 02/05/2022

19/10/2022

A meeting of the newly constituted IQAC was held today at 2.00 P.M. in Seminar Hall. The meeting was presided by the Chairperson of IQAC, Dr. Prajnit Nath.

The following ^{members} of IQAC were present in the meeting.

1. Prajnit Kumar Nath.
2. Dipak Pathak
3. Rupam Hazarika
4. ~~Nirbhay~~ (Admission)
5. Manoj K. Das
6. Sanjay K. Saikia
7. Carmelita Das
8. Malatika Sarma 19/10/22
9. Sontosh Mandal
10. Dipak Choudhury. 19/10/22
11. Havenshika Barman 19/10/22
12. ~~Santanu~~ 19/10/22
13. Lakshmi Hazarika 19/10/22
14. Debajit Mishra 19/10/22
- 15.

In the meeting the co-ordinator briefed about the present status and NAAC preparedness. He pointed out that the certificate course which has been introduced by the Dept. of Eng, Edu, Sec, Hindi & Hist, the syllabus to be approved by the G. B. As the minute of the course has to be uploaded in NAAC he said that while introducing the course all have to be more formal.

The members of the IQAC also raised the issue of introducing certificate courses. Already two dept's namely Edu, Eng are offering certificate courses

Saravitha Das and Dakshabika Sarma also laid stress on formalising the mentoring system in the institution. The co-ordinator informed that although the system of mentor mentee is present in the college, it has to be streamlined in the current academic year.

Dr. Dipankar Talukdar talked about the importance of extension activities to be carried out by the college. In this regard many members also highlighted the need to have some collaborations with other institutions both for academic & extension activities.

Sanjay Saikia raised the issue of poor infrastructure of the college. The chairperson opened that all pending activities must be completed in a time bound manner.

The members urged upon the newly appointed Principal to take immediate measures for starting the process of NAAC accreditation.

The co-ordinator also brought into the discussion the OH issued by DHE govt. of Orissa regarding NAAC assessment. The members were of the view that most of the points mentioned in the OH are already in practice in the college.

Other matters like inadequate ICT facilities and Alumni engagement were also discussed in the meeting.

Resolved that

1. All pending activities relating to NAAC are to be completed as soon as possible.
2. The TIAA for third cycle of NAAC would be submitted before the completion of the current Academic year.
3. All the guidelines in the govt OH would continue to be followed and or introduced wherever necessary.
4. a) A few existing classrooms would be equipped with necessary ICT facilities.
b) A scheme named Purbajyoti will be introduced to conduct inspirational program by the Alumni.

22/02/2023

A meeting of the Internal Quality Assurance Cell (IQAC) and the Criterion Coordinators was held today at 12.00 P.M to discuss and approve the AQAR for the session 2021-22.

The Co-ordinator of the IQAC, Rupam Hazenka, presented the draft copy of the AQAR prepared for submission to NAAE.

The members of the committee unanimously approved the AQAR for submission to NAAE.

Members Present

1. Dipak Bhatnagar
2. Rupam Hazenka
3. Sanjay K. Saini
4. Khamesha Dal
5. Dipak Choudhary
6. Sumitra Das
7. Harendra Kumar
8. Anand Kumar Baman
9. Bidisha Bose
9. Malika Handali
10. Sikha Saini
11. Ujjal Kalita
12. Ajit Jandhar
13. Raja Doley

01/03/23

A meeting of the Internal Quality Assurance Cell (IQAC) with the members of IQAC and faculty members was held today at 11:00am to discuss and review the preparation of SSR for the upcoming NAAC A 3rd cycle Accreditation. The IQAC coordinator briefed the members about the Criterion-wise progress relating to NAAC. All the members participated in the discussion enthusiastically and offered their suggestions.

The Vice Principal hoped that everyone will cooperate in the process and thereby ensure a successful accreditation. He ended the meeting with vote of thanks.

Members Present-

1. 
2. ~~Sipak~~ Pathak
3. Ajit Talwar
4. ~~Leela~~ Leela Kalita
5. ~~Boley~~
6. Manoj Kumar
7. Rupam Hazarika
8. Samiksha Das
9. Malika Kundari
10. Malalika Barua
11. Bidisha Bose
12. Kakoli Chakraborty
13. Lipika Talukdar
14. Kalita Bhuyan
15. Jini Rani Boro
16. Triveni Choudhury
17. Palyanka Roy
18. Tanca Tarannam
19. ~~Boro~~
20. Japati Dutta
21. Karabi Kakoti
22. Kashira Jahan
23. Anvika Barua
24. ~~Lehamita Das~~
25. Sanjay Kr. Saikia
26. Anup Kr Borah 1/3/2023
27. Ullpal Kalita
28. ~~Ripasa~~ Palueta
29. Pranita Kalita
30. Karabi Talukdar
31. Sami Roy
32. ~~Ujjwal~~ Boro
33. Tridib Medhi
34. ~~Partha~~ Partha

15/5/2023

A meeting of the Internal Quality Assurance Cell (IQAC) was held at 12.00 P.M to discuss preparation of AAA.

The Co-ordinator of IQAC, Rupam Nagarika made a presentation of Academic & Administrative Audit (AAA) in front of the members of IQAC. The members discussed and approved the presentation for the ensuing AAA on 23rd May 23.

Members Present

1. sipak Ballak 15/03/2023
2. Rupam Nagarika
3. ~~Ujjwal~~
4. Sanjay Kr. Sankhla
5. Malalika Suman 15/5/23
6. Sarnielha Das
7. Vikha Sankhla 15/05/2023
8. ~~Ujjwal~~
9. ~~Ujjwal~~
10. Ajit Talwar 15/5/23
11. Dipal Choudhary 15/5/23
12. Utpal Kalita

16/5/2023

A meeting of the Internal Quality Assurance Cell (IQAC) with the faculty of the institution was held today in the ICT (Room No. 202) to discuss the departmental presentation for Academic & Administrative Audit (AAA) to be held on 23rd May 2023.

All the Heads of the Departments made mock presentations in the meeting. The members presented their observations and suggested necessary changes.

Members Present:

1. Pranjit Kumar Nathi
2. Dipak Bhatnagar
3. Sarmileela Das
4. Priyanka Royya 16/5/23
5. Pranita Kalita 16/05/23
6. Tanvia Tara nam 16.05.2023
7. Japali Datta 16/5/23
8. Anup Kumar Bhandari 16/05/23
9. Bhakananda Baryan 16/05/23
10. Manoj Kumar Das
11. Ajit Talwar
12. Karabi Lalukdar
13. Sumita Swargjany
14. Leela Kalita
15. Kashin Jahan
16. Malabika Samra 16/05/23
17. Karabi Kakati
18. Rajashree Dutta 16/05/23
19. Neha Sharma
20. Dipak Choudhary

16/05/2023