

Minutes of the Meeting with Heads of Departments (HoDs)

The meeting between the IQAC Coordinator, Dr. Dipankar S. Talukdar, and the Heads of Departments was held on 26th November 2025 at 12:00 PM in the IQAC Office. The Coordinator welcomed all the members present and initiated the discussions based on the items listed in the agenda.

Members Present:

1. Dr. Dipankar S. Talukdar
2. Rupam Hazarika
3. Mihir Mazumder
4. Kashira Jahan
5. Dr. Shilpa Das
6. Dr. Manoj Kumar Das
7. Jini Rani Boro
8. Khanindra Das
9. Sailendra Nath Deka
10. Sanjay Kr. Saikia

Agenda 1: Academic Doubt Clearing Day (ADCD)

Dr. Dipankar Talukdar, Coordinator, IQAC, welcomed the HoDs and initiated the discussion regarding the conduct of the Academic Doubt Clearing Day (ADCD) for the current session. He suggested that the process may be decentralised so that each department can make the necessary internal arrangements for conducting the activity smoothly. The members agreed that such decentralisation would ensure better coordination and more effective implementation at the departmental level.

Resolution: It was resolved that the Academic Doubt Clearing Day (ADCD) shall be conducted on 28th and 29th November 2025 for all semesters. All Heads of Departments (HoDs) shall submit a compliance report to the IQAC after completion of the activity.

Agenda 2: Class Progression Report

The Coordinator explained the designated format for submitting the Class Progression Report and highlighted its significance, particularly in relation to matters of CAS promotion and SAMARTH upload.

Resolution: The Class Progression Reports must be submitted to the IQAC on or before 30th November 2025. The IQAC will review the reports to ensure their effectiveness.

Agenda 3: Teaching Plan for the New Session

The members discussed the preparation of the Teaching Plan for the upcoming academic session and stressed the importance of systematic academic planning.

Resolution 3: The Teaching Plan for the new session must be submitted to the IQAC by 20th December 2025.

Agenda 4: Annual Report of the Department

The Coordinator emphasised that the Annual Report is an important document for departmental documentation and institutional assessment, and therefore needs to be prepared carefully in the given prescribed format.

Resolution 4: It was resolved that the Annual Report for the calendar year 2025 must be submitted in the prescribed IQAC format by 31st December 2025.

Agenda 5: Individual Quarterly Faculty Report

The members discussed the need for regular submission of the Individual Quarterly Faculty Report to ensure updated and systematic documentation of academic activities.

Resolution 5: All faculty members must submit their Individual Quarterly Faculty Report to the IQAC on a regular basis.

Agenda 6: Compliance Report on Arrear Script Showing (Sessional Exams)

The Coordinator informed the HoDs that the script showing process had been successfully completed by all the departments. He further stated that the departments shall submit a compliance report to the IQAC for proper documentation and systematic record maintenance.

Resolution 6: Departments must submit the compliance report related to the script showing of sessional examinations to the IQAC.

Agenda 7: Feedback

The matter relating to student feedback was brought forward for discussion. The members felt that the issue requires more detailed deliberation.

Resolution:

It was resolved that the topic of student feedback will be taken up in detail in the next IQAC meeting.

Agenda 8: Any Other Business (AOB)

The HoDs discussed the proposed revisions to the Teacher's Diary format and agreed that certain entries could be modified to make it more compact and practical.

Resolution 8: The format of the Teacher's Diary will be revised and circulated, if required.

sd/-

Dr. Dipankar Talukdar
Coordinator, IQAC