

MINUTES OF IQAC MEETINGS NO.1, 2017-2018

Date : 9th November 2017.

Day : Thursday.

Time : 1:30 Pm.

Venue: Conference Hall

NOTICE

All the members of IQAC and the Teaching faculty members are hereby informed that a meeting of IQAC is arranged on Thursday, November 9th. 2017. at the College Conference Hall at 1:30 Pm.

All the member of IQAC and Teachers are requested to remain present and discuss the issues related to following agendas.

1. Plans of Institution for the current Academic year 2017-2018.
2. To discuss proposal to be conducted in current academic year.
3. The observation of NAAC peer team report.
4. To plan PBAS awareness activities among faculty.

The following members are present:

1. Dr. Ranjit Kr.Narzary, Principal/Chairman.
2. Mr. Benedict Hajoary, Vice Principal.
3. Mr. Dharmendra Baro, Coordinator IQAC.
4. Mr. Sukrajeet Daimary.
5. Mr. Khupboi Vaiphei.
6. Mr. Rimush Narzary.
7. Mr. Disco Moshahary.
8. Mr. S.I. Akand.
9. Mr. R.K. Chakraborty.
10. Mr. Probin Narzary.
11. Mr. Jakhangsa Brahma.
12. Ms. Anita Basumatary.
13. Dr. Mallika Basumatary.
14. Dr. Rahel Mochari.
15. Dr. Anosh Narzary.
16. Ms. Elizabeth Basumatary.
17. Mr. Kwmdwn Borgoyary, G.S. Student Union.

IQAC members and other senior teacher or faculty members' exchange of ideas and thoughts made the following resolutions.

Agenda no.1:

The plans for the institution of the current Academic year 2017-2018 based on the Accreditation reports, to curbed-out the drop-out rate amongst the student. An interactive session and the frequency must be increase for the students to make them awareness on the importance of education and also to impart various skills based short terms courses, which will enable them for self-sustenance, for this proper career guidance should be provided through other professional agencies as well.

Agenda no. 2: To discussed the proposal to be conducted for the current academic year 2017-2018.

To prepared an Academic calendar as per the University guidelines, with an addition of Local holidays. IQAC takes the suggestion and the challenges through all the departments for comparative analysis of results with their performance with the performances of other department. The institution also stressed on programme where maximum students participation, in this view the meeting resolved to encourage maximum numbers of intensity on seminar, group discussion, remedial classes and also interaction through whatsapp group.etc.

Agenda no. 3: NAAC peer team report.

After reading out the peer teams final recommendation for quality enhancement in the institution the coordinator IQAC placed detail for discussion and rectification to take place for ventilating the same to the management authority for correction and modification so as to facilitate in the re-accreditation process, and chairperson have deliberation with each department for reiterating the work of IQAC and to get to know the department more closely in addition to the regular interaction with the teacher-in- charge and the coordinator exclusively through this an opportunity is provided for the department to arrange their tentative plans for the future.

Agenda no. 4: To plan PBAS awareness activity among faculty.

The awareness programmes for faculty regarding performance Based Appraisal System (PBAS) should be conducted and CAS Programme should be arranged through department of Higher Education, Assam. For the teachers who are due for their promotion.

The meeting comes to an end with vote of thanks given by coordinator.

ACTION TAKEN REPORT:

The institution worst image was the huge drop-out numbers among the student. The college takes an initiative bring down the dropout rate through the task of orientation and proper guidance, at the classroom level so that the students' interaction and participation is maximized and the student could be aware on the importance of education and also facilitate closer bond towards learning enthusiast. The institution also introduces various computer courses for student. The IQAC brings out the academic Calendar for the current session 2017-2018.

MINUTES OF IQAC MEETINGS NO.2, 2017-2018

Date : 24th January 2018.

Day : Tuesday.

Time : 1:30 Pm to 2:30 Pm.

Venue : Conference Hall.

NOTICE

The entire members of IQAC and the Teaching faculty member are hereby informed that meeting of IQAC is arranged on Tuesday, January 24th, 2018 at the College conference Hall at 1:30 Pm.

All the member of IQAC and Teachers are requested to remain present and discuss the issues related to College, Students and administrative etc.

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting.
2. Student's feedback.
3. Timely submission of Annual Quality Assurance Report (AQAR. 2017-2018).
4. Plan for organizing outreach activities with NSS Cells.
5. Plan for the Annual College week, fixation dates and duration.

Member Present:

1. Dr. Ranjit Kr. Narzary, Principal/Chairman.
2. Mr. Benedict Hajoary, Vice Principal.
3. Mr. Dharmendra Baro, Coordinator IQAC.
4. Mr. Sukrajeet Daimary.
5. Mr. S.I. Akand.
6. Mr. Probin Narzary.
7. Mr. Swmkwr Brahma.
8. Mr. Jakhangsa Brahma.
9. Mr. R.K. Chakraborty.
10. Mr. Rimush Narzary.
11. Mrs. Anita Basumatary.
12. Dr. Mallika Basumaytary.
13. Dr. Rahel Mochari.
14. Mrs. Elizabeth Basumatary.
15. Mrs. Somika Narzary.
16. Miss. Lilly Iswary.
17. Mr. Khupboi Vaiphei
18. Dr. Anosh Narzary.
19. Dr. Dhananjoy Brahma
20. Mr. Martin Bargoyary
21. Mr. Bhaben Khanikar

22. Mr. Sangrang Borgoyary
23. Miss Ebria Khakhlari

IQAC Coordinator Welcome and brief the Agendas. The IQAC members and the faculty members after the exchange of ideas and thought made the following resolutions.

Agenda no. 1: The reviews of the last meeting.

The Coordinator read the minutes of the earlier meeting and the minutes were revised and passed by the members.

Agenda no 2: The Student's feedback Reports.

It has been resolved that IQAC be given the responsibility to obtain all documentations from the department on necessary and corrective measures adopted by them on student feedback report. As suggested by previous NAAC peer team, IQAC shall conduct a survey on student satisfactory or satisfaction on various issues relating to infrastructure, communication and other facilities available throughout the departments and the working of the institution. In feedback provides by the student alumni. Thereby IQAC member and the department could motivate to bring about transparency, accountability, efficiently and fair distribution among the faculty member and also on the administrative.

Agenda no. 3: Timely Submission of Annual Quality Assurance Report (AQAR 2017-2018).

Principal, Dr. Ranjit Kr. Narzary Sir, appeals to all member of IQAC and all H.O.D and other Coordinator of IQAC sub cells to work for timely submission of AQAR, for this the work of teachers and students and various quarters need to put together most of the work which need to be documented in the AQAR-1, and the principal also assure Cooperation from administration and finance to enable timely submission of the AQAR-1.

Agenda no.4: To organize an outreach Activity, with NSS Cell.

Our institution been situated in rural area and due to lack of scientific knowledge the local people are unaware about various diseases and cares for their domesticated animals, the need for vaccination etc. therefore the needs is felt that the college need to organized various medical health awareness camp or programmes in collaboration with NSS Unit and Community Health Centre, Bengtol, and the Vetenary Hospital of Bengtol.

Agenda no. 5: To organized College Week.

Annual Games and Sport cum College Week the College decided to hold annual games and Sports in the last week of January 2018 and felicitate outstanding Sport persons of the College.

The meeting was concluded with the vote of thanks by the coordinator of IQAC.

ACTION TAKEN REPORT:

A committee is form by the IQAC for the evaluation and assessment survey in students 'satisfactory survey. A feedback review committee is form. And for the College Week the programme committee is also formed.

Minutes of IQAC Meeting No.3, 2017-2018.

Date: 3rd of Meeting 2018.

Day: Thursdays.

Time: 2:00 pm to 3:00 pm.

Venue: Conference Hall.

Notice

All the member of IQAC and all the Teaching staff are hereby informant that a Meeting of IQAC is arranged on Thursday at 2:00 pm to 3:00 pm at the College Conference Hall.

All the member of IQAC and Teachers are requested to remain present and discuss the following agendas.

Agendas:

1. Review and confirmation at the minutes of the last meeting.
2. Examination for B.A. 2th Semester, 4th Semester and 6nd Semester Final Examination.
3. Formal declaration of IQAC subs cells or reformation IQAC Committee.
4. To discuss the sub calls related issues.
5. Plan for change of college uniform.
6. Misc.

Members present:

1. Mr.Ranjit Kr. Narzary, Principal/Chairman
2. Mr. Benedict Hajoary, Vice Principal
3. Mr. Dharmendra Baro, Coordinator IQAC.
4. Mr. Sukrajeet Daimary.
5. Mr. Disco Mushahary.
6. Mrs. Ebria Khakhari.
7. Dr. Mallika Basumatary.
8. Miss. Lily Iswary.
9. Dr. Rahel Mochari.
10. Mrs. Anita Basumatary.
11. Mrs. Somika Narzary.
12. Mrs. Elizabeth Basumatary.
13. Mr. Probin Narzary.
14. Mr. Bhoben Khanitkar.
15. Mr. Swmkwr Brahma.
16. Mr. Sangrang Borgoyary
17. Dr. Dhananjoy Brahma.
18. Dr. Anosh Narzary.
19. Mr. Sahidul Islam Akan.
20. Mr. Ramkrishna Chakraborty.
21. Mr. Rimush Narzary.

22. Mr. Khupboi Vaiphei.
23. Mr. Rudra Sing Daimary.

IQAC Coordinator Welcome and brief the Agendas. The IQAC members and the faculty members after the exchange of ideas and thought made the following resolutions.

Agenda no.1:

Review of the meeting conducted on 24th January 2018, was taken and the minutes were passed.

Agenda no. 2: Examination Committee.

The meeting resolved that the Vice Principal Mr. Benedict Hajoary, is appointed or nominated as Assistant Examination Officer In-Charge and another two Assistant Examination Officer In-Charge who were nominated from the teaching faculty member and are responsible for the conduct of all Examination. The meeting also resolved that any examinations whether general examination or correspondence course examinations must be monitor and address by the Examination committee. Hence for the all expenditures incurs in the examinations will be audited after the submission of expenditure sheet by the Examination Committee. This Expenditure Sheet will be audited by the Audit Committee. The meeting also resolved with Examination Committee will conduct all Examination Committee will conduct all Examination namely, Regular Course examination, B.B.A, KKHSOU, IDOL, D.ELED and P.G. Examination.

Agenda no. 3: IQAC Sub Cells

The Chairman, Dr. Ranjit Kr. Narzary, Principal of the College, declared that all the sub cells will be reinstate from 3rd of May 2018, with the declaration. He also proposed to established publication Cell, Internal complain Committee, Construction Committee, Literary Cell, and culture cells and stress on the need to strengthened all the remaining cells and the house resolved to give IQAC responsible to the formation and appointment of the sub cells, empowering with certain powers and functions for the Sub cells and appointment of New HOD will be constituted under IQAC, Principal, G.B. President and G.B.Members.

Agenda no. 4: College Uniform.

The meeting felt the need of changing the college uniformed for Degree (B.A), B.B.A and P.G. Students and resolving that the colour and dress- code will be change from the new session 2018-2019 on words. The responsibility for this change is entrusted to the IQAC and the Academic council Committee to select suitable color combinations and also for arrangement of procuring the new set of Uniform and dress Code.

Agenda no. 5: Misc.

The Chairman of the IQAC requested to all the concerned Sub Cell Coordinator to submit their proposal and also recommendation to the member of IQAC before 10th of May 2018. And requested all the member presents to work earnestly for the growth of College in fulfilling the Mission and Vision and to make the student motivated to creates an opportunity for the students' progress.

The meeting comes to the end with the vote of thanks given by the Coordinator of IQAC.

Action Taken Report:

The nomination for the H.O.D and appointment order passed and implemented. The IQAC form the new sub-cells and the appointment of coordinators accordingly. The College has finalized a new set of college student uniform.

MINUTES OF IQAC MEETINGS NO.4, 2017-2018

Date: 21/06/2018.

Day: Thursday.

Time: 1:30 pm to 2:30 pm

Venue: Conference Hall

Notice

All the members of IQAC and the Coordinator Academic Council and the Coordinator Prospectus Committee are hereby informed that meeting of IQAC is arranged on Thursday, 21th of June 2018, at the Conference Hall at 1:30 pm to 2:30 pm.

All the IQAC members and Concerned Coordinators are request to remain present and discuss the following agendas.

Agendas:

1. Review and confer the agenda of previous meeting.
2. Finalization of new College Students uniform.
3. Publication of Prospectus for the New Session 2018-2019.
4. To promote department to conduct remain and Remedial Classes.
5. To prepare academic Calendar for the year 2018-2019.
6. To finalized a plan to collect IQAC date.

Member present:

1. Dr. Ranjit Kr. Narzary, Principal/IQAC.
2. Mr. Benedict Hajoary, Vice Principal.
3. Mr. Dharmendra Baro. Coordinator IQAC.
4. Mr. Sukrajeet Daimary, Asstt Coordinator IQAC.
5. Mr.Swmkwr Brahma, Publication, Prospectus Committee.
6. Mr.Benedict Hajoary, Coordinator, Academic Council.
7. Dr. Mallika Basumtaray, Member IQAC.
8. Mr. Rimush Narzary, Coordinator publication Cells.
9. Mr. Disco Mushahary, Coordinator NSS Cell.
10. Mrs. Anita Basumatary, Member IQAC.
11. Mr. Shahidul Islam Akand, Member IQAC.
12. Mr. Khuphoi Vaiphei, Asstt. Coordinator IQAC.

IQAC Coordinator welcomed and briefed the agenda to the committee members and the teachers. The members present after the exchange of Ideas and thought made the following resolutions.

Agenda no. 1: Reviews of the earlier meeting.

The Coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda no. 2: Finalization of new College Students Uniform:

As per the Resolution of the earlier meeting regarding the change of the College Student's Uniform, The IQAC along with the Teachers had finalized the new set of College Student's Uniform. This new Uniform will be mandatory from the New Session onward. This new Uniform must be applicable to all the Students of B.B.A. U.G. and P.G. Students. For the convenience of the Student the College will be responsible for collection and handling of all essential material requires in procurement of the Uniforms.

Agenda no 3: Publication of Prospectus for the New Session 2018-2019.

The Publication Cells are instructed for the publication of New Prospectus 2018-2019 session. Admission details, like cutoff marks, fees, and other details must be included. The publication cell is also instructed take responsibilities for the publication of Books, Magazine and Prospectus, etc. The IQAC will also monitor and help in this regards.

Agenda no.4: To promote Conduct of revision and Remedial classes by the department concerned.

IQAC recommended to the Head of the department (H.O.D) to conduct revision and Remedial classes for the benefit of the student of the College. Addressing Students problems through such classes are in support to mentoring process. The department must conduct tutorial classes. Remedial classes, and counseling sessions by the respective teachers are also suggested and members unanimously support to this suggestion.

Agenda no. 5: To prepare Academic Calendar for the year 2018-2019.

Academic Calendar for the next Semester was designed which is to be followed by each department. The detailed of the Academic Calendar is uploaded.

Agenda no. 6:

Finalize plans to collect documented data. That the IQAC has prepared new plans of actions and system to collect and organized Data for AQAR. The meeting discussed and finalized an action plans for collection accumulation, all the update information's and achievement from each and every department of the College regarding students' progression etc.

The meeting came to an end with the vote of thanks given by the Coordinator.