

Minutes of IQAC Meeting No.1 2018-2019.

Date : 09/08/2018.

Day : Thursday.

Time : 2:30 PM to 3:30 PM.

Venue : Conference Hall.

Notice

All the members of IQAC and the teaching faculty members are hereby informed that the meeting of IQAC is arranged on Thursday 9th of August 2018 at Conference Hall 2:30 PM to 3:30PM.

All the members and Teachers are request to remain present and discuss the following agendas.

1. Review and confirm the agendas of previous meeting.
2. Counseling for newly admitted student.
3. Short term course on spoken English.
4. Internal Audit.
5. Misc.

Members Present:

1. Dr. Ranjit Kr. Narzary, Principal.
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. Dr. Anosh Narzary.
8. Mr. Sangrang Borgoyary.
9. Mr. Swmkwr Brahma.
10. Miss. Lilly Iswary.
11. Mrs. Ebria Khakhlari.
12. Mr.Raju Mushahary.
13. Mr.Bhaben Khanikar.
14. Mr.Ranjit Basumaytary.
15. Mr. R.K. Chakraborty.
16. Mr. Rimush Narzary.
17. Mr. Disco Mushshary.
18. Dr. Dhananjoy Brahma.
19. Mr. Martin Borgoary.
20. Mrs. Elizabeth Basumatary.
21. Mrs. Somika Narzary.
22. Mr. Jakhangsa Brahma.

23. Dr. Mallika Basumatary.
24. Dr. Rahel Mochari.
25. Mrs. Anita Basumatary.
26. Mr. Khupboi Vaiphei.

IQAC Coordinator welcome and brief the member present at the meeting about the agenda. IQAC members and faculty members after exchange of Ideas and thought made or passed the following resolutions.

Agendas no. 1:

After the IQAC Coordinator welcome and brief the agendas, the reviews of the last meeting. The Coordinator read the minutes of the last meeting and the minutes are viewed and passed by the members.

Agendas no. 2: Counseling for newly admitted Students.

The meeting resolved to organized an orientation programme to promote the sense familiarization and to create awareness among the student regarding the course structure and the subject combination ect. All the **department** head and other senior teachers are assigned the task of counseling and in such session every details about the rules and regulations and academic Calendar and also the Subject combination etc. are clarified and through such counseling will creates an opportunity for the student to determine their quest for knowledge in systematic ways.

The meeting resolved to appoints all the H.O.D and some senior faculty member for the task of counseling sessions for 2 days especially for the newly admitted students. An interaction with the students promotes the sense of familiarization and to create awareness with regards to rules and regulations, Academic Calendar and above all the subject combination, such session brings out far reaching advantages for the student and determined their quest knowledge.

Agendas no. 3: The spoken English Classes.

IQAC Coordinator put forward an agenda to start short term course on English speaking course, the house approved, and the English Department of the Institution are entrusted in this regards, that the classes for English speaking course will be for one month where all newly admitted student are motivated overall in this course through this courses, sanctioned by the College principal for remuneration notably from current academic year 2018-2019. The curriculum for the same course is framed by the concerned department, namely the department of English.

Agendas no. 4: Internal Audit Academic.

The meeting resolved that an internal Audit academic for the current academic year 2018-2019. Approved that an IQAC Coordinator and the members must visited each and every departments and had on internal discussion and overlook into the distribution of responsibilities within the departments, allotment of Log Books etc. the team must also visit the College Central Library to access the members of books and to enquire about the electronic budget and other facilities available at the Library. The meeting also approved that the team must also visit the canteen to take stock of the menu or the food Items and to inspect the kitchen and where about the cleanliness and hygienic condition of the canteen.

Agendas no. 5: Misc.

The meeting resolved that as the onset of new session to avoid any form of Ragging to take place in the Institutions. The Coordinator Anti raging Cell advice to be vigil for any occurrences of ragging and the Cell must take all the necessary precaution to avoid any misfortune to happen. The meeting resolved that the student bodies must also be taken in confident in regard to help identity any chances of ragging.

The Programme Officer of NSS Unit Mr. Disco Mushahary raised a discussion regarding enrolment of the new batch in the NSS Unit from amongst the third Semester students the house advice the programmed officer to maintain all the procedures request to of the NSS volunteers at earliest for the benefit of the student tell up the vacancy.

The meeting come to an end with the vote of thank given by the Coordinator.

Minutes of the IQAC Meetings no.2, 2018-2019

Date: 25-10-2018

Day: Thursday

Time: 1.30 -2.30Pm

Venue: Conference Hall

Notice

All the members of the IQAC and construction committee, coordinators RUSA, Hostel Committee and all the H.O.D. are hereby informed that the meeting of IQAC is arranged on 25th of October, 2018 at the conference Hall.

All the members are requested to remain present and discuss the following Agendas.

Agendas:

1. Review and confirm the agenda of previous meeting.
2. Plan for renovation of class room
3. Plan for the construction of new building.
4. Plans for expansion of the present library building.
5. Plans for construction of Boys Hostel.
6. Plan for extension of the Girls' Hostel

Members Present:

1. Dr. Ranjit Kr. Narzary, Principal.
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. Dr. Anosh Narzary.
8. Mr. Swmkwr Brahma.
9. Mr. Bhaben Khanikar.
10. Mr. Rimush Narzary.
11. Dr. Dhananjoy Brahma.
12. Mrs. Anita Basumatary.
13. Mrs. Somika Narzary.
14. Dr. Mallika Basumatary.
15. Miss Lily Iswary.

IQAC Coordinator welcome and brief the member present at the meeting about the agenda. IQAC members and faculty members after exchange of Ideas and thought made or passed the following resolution.

Agenda no. 1: Review and confirmation of the minutes of the last meeting.

Agenda no. 2: Plan for renovation of class room.

The meeting resolved to plans for the renovation of class room. The long awaited need for repairing of the ceiling, floors, roof of the class rooms and the plan to repair all the class rooms from the fund of RUSA grants, as per the Dr. Anosh Narzary coordinator RUSA, opined that there will be provision for repairing of the existing class rooms, once the grant from RUSA sanctioned.

Agenda no.3: Plan for construction of new building.

The Institution has Plans for the construction of two storied R.C.C. building. The Institution cherished dreams of construction of two storied building were also resolved, that Dr. Anosh Narzary coordinator of the RUSA, brief regarding action plan for implementation in this regard through the funding of RUSA grant of fund for campus development. And all the necessary preparation works such as preparation of DPR, TS, etc. and the construction of the ground floor will begins as soon as the funds are release.

Agenda no.4: Plan for expansion of the present library building.

The institutions central library building needs an enough rooms to entertain or accommodate the student visiting the library. The college plans to expand the ground floor of the library building by 200 square feet. Thereby creates viable solution for library in proper maintenance with regards to storage and space for reference section and reading rooms.

Agenda no. 5: Plan for the construction of Boys' Hostel.

Dr. Ranjit Kr. Narzary, Principal of Bengtol College, deliberated the plan for construction of Boys' Hostel. He also opined that the hostel will be constructed at the earliest for this all the required of funds, drawing and sites will be implemented by the construction committee and for the sanctioned of the fund the Principal will take the responsibilities, and the construction must be at the earliest possible time. The need for boys' hostel is felt but could not be materialized due to shortage of funds. The Plans for boys Hostel must comprised of 12 rooms, a building of two storied and separate kitchen and dining room. But in the first installment the ground floor of the building having six rooms will be constructed due to fund constraint.

Agenda no.6: Up gradation of renovation of Girls' Hostel.

The need for up gradation rooms and renovation of Girls' Hostel is needed to carter the increasing numbers of girls student in the institution. The existing rooms at the girls' hostel could accommodate 70 students and the need for up gradation is required, at the meeting hostel warden Mrs. Somika Narzary requested the principal and the IQAC to look into the matter. The Principal and the meeting resolved that up gradation of hostel will be implemented so to increase the intake capacity of more than 80 students from the next session onwards.

The meeting come to an end with the vote of thank given by the Coordinator

Action taken report:

1. Work in the construction of boys Hostel.
2. Girls' Hostel up gradation to begin.
3. Foundation of RCC two storied building.
4. corrugated tin sheet purchased

Minutes of IQAC meeting no.3, 2018-2019

Date: 31-01-2019

Day: Thursday

Time: 2.30p.m.-3-30p.m.

Venue: Conference Hall

Notice

General Meeting of IQAC is arranged on Thursday 31-01-2019 under the leadership of the Chairman of IQAC and Principal Dr. Ranjit Kr. Narzary at the College Conference Hall. All the members of IQAC and all the teaching faculty members are hereby informed that meeting of IQAC will be held by 2.30p.m.

All the members and teachers are request to remain present and discuss the following Agendas.

Agenda:

1. Minutes approved of the last meeting.
2. Sessional examination of Even Semester II, IV,&VI
3. Departmental seminar, extension activities.
4. Regarding celebration of Saraswati Puja.
5. To organize special camp in the adapted village by the NSS unit.
6. To discuss and finalized AQAR of the year 2017-2018.

Members present:

1. Dr. Ranjit Kr. Narzary, Principal.
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. Dr. Anosh Narzary.
8. Mr. Sangrang Borgoyary.
9. Mr. Swmkwr Brahma.
10. Miss. Lilly Iswary.
11. Mrs. Ebria Khakhlari.
12. Mr. Raju Mushahary.
13. Mr. Bhaben Khanikar.
14. Mr. Ranjit Basumatary.
15. Mr. Ram Kkrishna Chakraborty.
16. Mr. Rimush Narzary.
17. Mr. Disco Mushshary.
18. Dr. Dhananjoy Brahma.

19. Mr. Martin Borgoary.
20. Mrs. Elizabeth Basumatary.
21. Mrs. Somika Narzary.
22. Mr. Jakhangsa Brahma.
23. Dr. Mallika Basumatary.
24. Dr. Rahel Mochari.
25. Mrs. Anita Basumatary.
26. Mr. Khupboi Vaiphei.

IQAC Coordinator welcome and brief the member present at the meeting about the agenda. IQAC members and faculty members after exchange of Ideas and thought made or passed the following resolutions.

Agenda no. 1: Reviews and confirmation of the minutes of the last meeting.

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

Agenda no 2: Sessional Examinations for the B.A. Even Semester.

The meeting resolved that by March 2019 all the departments must completed the syllabus and begins the revision classes before first week of March 2019 and meeting resolved to conduct Sessional test on last week of March, so that the student could have an overall evaluation of their capabilities through this Sessional test results. The question papers must comprise the entire syllabus. The processes of Sessional test consist in printing of question papers and the scheduled and the standard for the Sessional test are held as per the norms of final examination basis. The meeting unanimously agrees upon the Sessional test management will under the supervision of the examination conduct committee.

Agenda no.3: Departmental Seminar, Extension activities.

The meeting resolved that each and every department must conduct departmental seminars to motivate and facilitated the student in their concerned department for all semester classes. It is also decided that each and every department much organized extension activities to make the student more practicability in their outlook, through interaction with society.

Agenda no. 4: To organized special camp in the adopted village by NSS unit.

The meeting resolved that NSS unit organized special camp in the adopted village and the programmed officer of NSS must complete all the procedures for the implementation of the programmes through the NSS volunteers, and the Advisory Committee NSS unit should prepare the schedules for different activities to be undertaken of the adopted village to conduct Health care, Education awareness programmes, also civic duties, cleanliness and hygienic etc.

Agenda no.5: To discuss and finalized AQAR of the year 1917-18.

The meeting resolved that an early collection of all the documentation dates from all the sub-cells in this regards. IQAC Coordinator made appeals for the co-operation from all quarters the administration staffs and to all the teachers and sub-cells to work together for the documentation in the AQAR compilation. And the College Principal Dr. Rajit Kr. Narzary, sir also appeals to all the members present to work and co operate with the IQAC in the early documentation of AQAR.s

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

Minutes of IQAC Meeting no.4, 2018-2019

Date: 26-04-2019

Day: Friday

Time: 1.30PM

Venue: Conference Hall

Notice

All the members of IQAC and the entire teaching faculty members are hereby informed that a meeting of IQAC is arranged on Friday 26th of April 2019, at Conference Hall at conference at 1.30pm.

All the members and teachers are requested to remain present and discuss the following agendas.

Agendas:

1. To review and confirm the minutes of the last meetings.
2. Discussion conducts of Even Semester examination.
3. To prepare Academic Calendar of the year and update teacher's log register.
4. Monitoring on Completion of syllabus by all the departments.
5. Implementation the CBCS Course as prescribed by the University.
6. Compilation of AQAR documentation.

Members present:

1. Dr. Ranjit Kr. Narzary, Principal.
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. Dr. Anosh Narzary.
8. Mr. Sangrang Borgoyary.
9. Mr. Swmkwr Brahma.
10. Miss. Lilly Iswary.
11. Mrs. Ebria Khakhlari.
12. Mr. Raju Mushahary.
13. Mr. Bhaben Khanikar.
14. Dr. Ranjit Basumatary.
15. Mr. R.K. Chakraborty.

16. Mr. Rimush Narzary.
17. Mr. Disco Mushshary.
18. Dr. Dhananjoy Brahma.
19. Mr. Martin Borgoary.
20. Mrs. Elizabeth Basumatary.
21. Mrs. Somika Narzary.
22. Mr. Jakhangsa Brahma.
23. Dr. Mallika Basumatary.
24. Dr. Rahel Mochari.
25. Mrs. Anita Basumatary.
26. Mr. Khupboi Vaiphei.

IQAC Coordinator welcomed and briefs the members about the Agendas. After exchange of ideas and thoughts made by the following resolution.

Agenda no.1. Reviews and confirmation of the minutes of the last meeting.

The coordinator read the minutes and the minutes were reviewed and passed by the members.

Agenda no.2. Conduct of Even Semester Examination.

The meeting resolved that the examination Conduct Committee will be constructed in the conduct of 2nd semester and 6th semester examination as per the university prescribed schedule. The Examination conduct committee coordinator Mr. Benedict Hajoary assured the meeting that all the protocol necessary and formalities required would be made for smooth conduct of the said examination.

Agenda no.3.To prepares Academic Calendar of the year and update teacher's log register.

The Academic calendar of the year should be revised by IQAC and circulated to the department and the department's logbook register is to be updated accordingly.

Agenda no. 4. To monitors on completion of syllabus by all the departments.

The IQAC members will conduct Academic Audit by visiting to all the departments and had face to face interaction with HOD and faculty members to stock of all activities and reports of completion of syllabus, tutorial classes, seminars etc.

Agenda no. 5. Implementation of CBCS Courses as prescribed by the University.

The Institution need self-introspection in regarding to the new CBCS course with respect to the availability of books, references and the library of the institution namely, the Central Library of the have enough numbers of prescribed books, syllabus based reference books so as to propagate easy access for the student. All the faculty members who had already attended workshop on CBCS course deliberated on the possibilities of the subject combination for the student studying in CBCS course. The meeting also resolved that student orientation class with be conducted just after the Admission so that the student's can familiarize in the CBCS courses.

Agenda no. 6. Compilation of AQAR.

For the documentation of AQAR the coordinator of IQAC appeals to all the faculty members and administrative staffs and all the sub-cells to submit all the reports to the IQAC for compilation of AQAR, and all the members present resolved that to expedite the compilation of AQAR.

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