

## **IQAC Meeting**

**Date: 08/10/20**  
Venue IQAC Office  
Time: 12 pm

### **The Minutes of IQAC Meeting held on 08/10/20**

1. AQAR preparation for the period 2020-21 is to be taken up with immediacy.
2. In the meeting it was discussed that the faculties should be sharing their publications of Research findings/ synopsis of MPhil/ PhD dissertation as a college compilation asset.
3. The Personal Profile of each faculty is to be updated and developed in soft Copy form.
4. The reconstitution/. Reshuffling of IQAC with inclusion of new members was to be completed.
5. The names of Mr.Niranjan Mahanta, Mr. Manoj Das and Mr Nuruddin Ahmed were proposed for preparing the College Annual Budget.
6. The discussion on Institutional Research Grant was proposed to be circulated amongst faculty and students in both Arts and Science Stream with yearly grant-in-aid be of Rs. 30,000/ (Rupees Thirty Thousand only) for the science stream and Rs.25,000 (Rupees Twenty-Five thousand only) for the arts stream respectively. The yearly grant for the student would be Rs. 10,000 (rupees Ten thousand only) and Rs. 5000 (Rupees Five Thousand only) for Science and Arts stream respectively. That the proposals submitted by faculty and students would be forwarded to IQAC for review, approval of grant.
7. The meeting discussed about management and recycling of waste paper generated on the campus as an integral part of institutional waste management practice

### **Action Taken Report:**

1. AQAR preparation is made vigorous and all the departments are requested to cooperate in the process.
2. The data on Research compilation on dissertation/Thesis would be sought from the faculty members.
3. The faculties are requested to update the personal profile and prepare the soft copy version of the same.
4. The Annual Budget Report preparation was directed to be prepared by Mr Niranjan Mahanta, Mr. Manoj Das and Mr. Nuruddin Ahmed
5. The reshuffle of IQAC is to be discussed on GB meeting
6. Introduction of the Institutional Research Grant amongst teaching faculty and students was made
7. Organization of Workshop cum Training on handmade paper from collected waste paper is communicated with Khaadi and Gram Unnayan Board, Assam.

**The Minutes of IQAC Meeting held on 16/12/20**

**Date: 16/12/20**

Venue IQAC Office

Time: 12 pm

1. The constitution of a Cooperative society as a welfare step for both permanent and contractual non-teaching staff was discussed for plantation and maintenance of the proposed organic farm.
2. A discussion of installation of solar plates for utilization of maximum solar energy as non-conventional energy resources was discussed.
3. The meeting took stock of the status of the ongoing Academic, Administrative and Green Audit. The Chair informed on the initiation of Financial Audit from September 1, 2020 along with the Administrative audit.
4. The Chair shared informed on the compilation of College Theme Song (Lyrics by Mr Gautam Sarma, Music by Mr. Manoj Sarma) and that the same would be finalized after GB approval.
5. The IQAC discussed the promotion and growth of creative and academic writing amongst the teaching faculty and for the same a Publication Grant under College Annual Budget was proposed as intra-publication activity.
6. The IQAC stressed the need of Newsletter publication from the various departments for summarizing departmental activities highlighting the potential and area of developmental.
7. The meeting on finalization of the permanent College Flag Hoist site to be done.

**Action Taken Report:**

1. The formation of the cooperative society was taken up and accordingly an agreement on the cooperative society was formalized.
2. A discussion with APDCL regarding installation of solar plates was completed.
3. The various audit reports were requested completion before finalization of the AQAR.
4. The process of completion of compilation of college theme song was requested to the concerned lyricist and music arranger for approval by the competent authority.
5. The formation of the Publication Grant was approved.
6. The IQAC requested the departments for publication of respective newsletter.
7. The IQAC would undertake a survey on the selection of site for College Flag hoist.

**The Minutes of IQAC Meeting held on 26/02/21**

**Date: 26/02/21**

Venue IQAC Office

Time: 12 pm

1. A discussion regarding introduction of new subjects was taken up on the floor keeping in view the outcome of such courses with potential of further boosting academic environment in the surrounding area and the student community at large.
2. The meeting took account of progress of AQAR preparation with stress on timely submission.
3. The preparation of SSR with formation of seven committees for report preparation was discussed.

**Action Taken Report:**

1. It was decided after discussion that subjects namely Physical Education, Statistics and BCA would be introduced in the college.
2. That the AQAR needs to be submitted on time was decided for smooth completion of NAAC visit and survey.
3. The seven committees were constituted to coordinate while preparation of the SSR report.

**The Minutes of IQAC Meeting held on 04/01/22**

**Date: 04/01/22**

Venue IQAC Office

Time: 12 pm

1. The Chair discussed the completion of preparation and submission of AQAR delayed by lockdown and pandemic situation in 2021. A stress on the SSR preparation followed by IQA submission was taken up.
2. The IQAC stressed on submission of Departmental Profile from 2014 to 2021 and also requested the respective HODs of departments to retain hardcopy of same (Year wise) in department apart from maintaining soft copies in the departmental computer system.
3. Thereafter the discussion of naming of existing structures as well as those under construction was raised by the Chair and a clear discussion amongst the members present took place.
4. Mr. Pinaki Rabha, HOD, Dept. of Botany and a member of IQAC requested for annulment of his membership due to various departmental responsibilities and hence requested to appoint a faculty in lieu of him.

5. In view of the Students Union Election, the discussion on selection of the Election Officer was taken up for the smooth conduct of the entire process
6. With a view to invigorate the teaching-learning environment of the college and for propagation of culture, literature and media studies, a discussion on opening a study center was taken up. Accordingly, after a thorough discussion with the members, the name of the center was decided as Srimanta Sankardeva Study Center to be run by department of English in association with other language departments of the college.

### **Action Taken Report:**

1. It was decided that the AQAR would be submitted by the end of March 2022.
2. That the departmental profile of every department would be completed very soon and provide necessary data for AQAR preparation.
3. The discussion on nomenclature of structures came up with suggestions of names which is subjected to finalization after formal approval by the Governing Body of the college.
4. Dr. Himarjyoti Talukdar was co-opted to IQAC as a member in lieu of Mr Pinaki Rabha on his request for annulment of membership.
5. That Dr. Diganta Das, HOD, Dept. of History would be officiating as the Election Officer for the Students Union Election for the session.
6. The Srimanta Sankardev Center for Language, Literature and Media Studies was inaugurated on

### **The Minutes of IQAC Meeting held on 25/02/22**

**Date: 25/02/22**

Venue IQAC Office

Time: 12 pm

1. The meeting took up the discussion of the present status of NIRF under the supervision of Mr Manoj Das and the Chair informed the members on the successful completion of the same on time.
2. A discussion on Green Audit was taken up and the members were informed that the same would be conducted under the supervision of Dr Habibur Rahman and Mr. Pinaki Rabha. In this regard, the Chair appealed them to seek support from the department of Botany, Gauhati University.
3. The matter of Students union election was discussed and informed that the existing student union would continue until next election to be held in the month of April 2022. It was

discussed that an extension period of two months should be granted to the existing union body till holding of next election.

4. The discussion on preparation of the Annual Budget was raised and the same was decided to be completed by a teamwork with the faculties namely Mr. Manoj Das, Mr. Niranjan Mahanta and Dr Alok Das.

**Action Taken Report:**

1. The completed NIRF report upon completion was uploaded on college website.
2. The Green Audit was completed and submitted for necessary action.
3. The Students Union Election was granted an extension of two months until the next election.
4. The Annual Budget was completed and submitted.