

## **Minutes of IQAC**

### **The minutes of IQAC Joint meeting with staff held on 07/03/2022:**

- (1) The meeting primarily concerned the decentralization of teaching staff for smooth completion of the 7 criteria with respect to SSR submission and upcoming NAAC visit.
- (2) Two new members namely Mr P. Ch. Das and Dr H. Talukdar were included into the IQAC.
- (3) A discussion on data validation and credentials was taken up and Dr D Sharma was bestowed with the responsibilities of analysing the collected data.
- (4) Discussion was made regarding awareness programmes in the college campus with the effect of all these activities to be updated in the individual departmental website and as well as in the college website.
- (5) IQAC team speculated the possible timeline for completion of criteria I & II was by June 25, 2022.
- (6) Dr N. Ahmed was selected as the co-ordinator for criteria III and DrT. Deka was announced as the member of that criteria.

### **Action Taken Report:**

- (1) As per decentralization, work was initiated with respect to Criteria I, II, III and VII.
- (2) The data validation was initiated with staff contributing with their personal data as well as departmental information to be displayed on college website.
- (3) The different awareness programme conducted were duly uploaded on college website.
- (4) The data collection and the quantitative and qualitative data was collected and written for completion of criteria I and II by end of June, 2022.

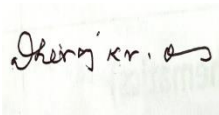
### **Minutes of IQAC meeting held on 14-05-22:**

- (1) Discussion on miscellaneous issues such as data documentation, inclusion of certificate course, academic field visit, expansion of students' seat capacity, FDP program etc. was made.
- (2) Emphasis was put on signing MOU with industrial organization/ institute in order to fuel up the ongoing of research and development program in the college campus.
- (3) Issues regarding energy audit were brought into light with the conclusion of installing solar panel over the roof top of Assam type house on campus and installing Bio-gas plant in order to minimize electricity bill and to keep pace with sustainable development.
- (4) To persist healthy academic environment in the campus, emphasis was put on restructuring the teaching plan like development of pre-lesson plan with course outcome,

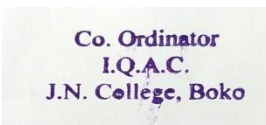
strict evaluation of internal assessment, inclusion of additional classes for slow learner, installation of ICT tools in every department etc.

**Action taken report:**

- (1) Data documentation is made vigorous and streamlined. Certificate course taken up by department of Economics. Seat capacity of students increased for the session 2022-2023.
- (2) MOU with Ganapati Aviation LLP for Drone Pilot Training Institute is underway.
- (3) Lesson plans, teaching plan to fulfill course outcome with stress on better performance in Internal evaluation was an emphasis for all the departments and actions were taken in this respect.
- (4) The installation of solar panel over the roof top of Assam type house on campus is processing and installation of Bio-gas plant is in pipeline.



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