

PASCHIM GUWAHATI MAHAVIDYALAYA

INTERNAL QUALITY ASSURANCE CELL



**MINUTES OF THE MEETINGS OF THE
INTERNAL QUALITY ASSURANCE
CELL 2019-20**

1)

Internal Quality Assurance Cell
Paschim Guwahati Mahavidyalaya
Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 17th Aug. 2019

Time: 2:00 p.m.

Venue: IQAC Room

The meeting of the Internal Quality Assurance Cell was held on 17th Aug. 2019 at 2.00 p.m. at the IQAC Room of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 13-06-2019.
2. To review and assess the progress of preparation of the AQAR 2018-19.
3. Preparation for the SSR.
4. Others.

Members Present :

- | | |
|--------------------------------|------------------------|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Gaganjyoti Borah | Teacher Member |
| 5. Dr. Mrinmoyee Bhattacharaya | Teacher Member |
| 6. Mr. Saiful Haque | Teacher Member |
| 7. Mr. Biswajit Sarmah | Teacher Member |
| 8. Ms. Nirmali Borah | Teacher Member |
| 9. Dr. Safiul Islam Khan | Teacher Member |
| 10. Mr. Bhupen Das | Teacher Member |
| 11. Dr. Hemanta Kalita | Alumni Member |

The Chairperson welcomed all the members to the meeting and requested the Coordinator to conduct the meeting. The Coordinator took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 13-06-2019.

The Coordinator read out the minutes of the earlier meeting of IQAC held on 13-06-2019 and following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 13-06-2019.

Item No. 2: To review and assess the progress of preparation of the AQAR 2018-19.

The Coordinator informed the members that in the new online submission system of the AQAR, a registration in the NAAC Portal is a prerequisite for AQAR submission. Accordingly, registration has been done successfully in the NAAC Portal on 03-08-2019. AQAR 2018-19 will have to be submitted in the online format only before 31st December, 2019.

The Coordinator informed further that much of the data required for AQAR 2018-19 has been collected. However, information will have to be analysed and prepared as per format.

Item No. 3: Preparation for the SSR.

It was discussed among the members that activities in various fields are to be speeded up as preparation for the NAAC Assessment and the SSR and the following resolutions were adopted:

Resolution No. 3.1: Talks and seminars are to be organized by the departments.

Resolution No. 3.2: Students' Seminars are to be organized.

Resolution No. 3.3: Parents –Teachers' Meet is to be organized.

Resolution No. 3.4: Reports of activities are to be maintained properly by the organizing units.

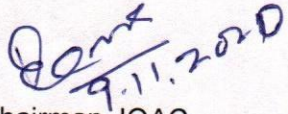
Resolution No. 3.5: Mentoring sessions to be started immediately.

Item No. 4: Others

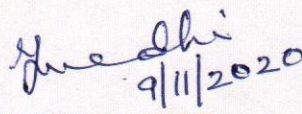
As it was the last date for submission of Best Department Award Proforma duly filled in by the departments, all the departments, except Departments of Philosophy and Hindi submitted the departmental reports to the IQAC within time.

Resolution No. 4.1: It was decided that dates for physical inspection of the departments are to be fixed up soon and the departments would be informed accordingly for them to prepare for it.

The meeting ended with a 'Vote of Thanks' from the Chairperson.


Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya

Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17


Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

2)

Internal Quality Assurance Cell
Paschim Guwahati Mahavidyalaya
Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 22nd Oct. 2019

Time: 2:00 p.m.

Venue: IQAC Room

The meeting of the Internal Quality Assurance Cell was held on 22nd Oct. 2019 at 2.00 p.m. at the IQAC Room of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 17-08-2019.
2. To review progress regarding the AQAR 2018-19.
3. Preparation for the SSR.
4. Others.

Members Present :

- | | |
|------------------------------------|------------------------|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Gaganjyoti Borah | Teacher Member |
| 5. Dr. Mrinmoyee Bhattacharayya | Teacher Member |
| 6. Mr. Saiful Haque | Teacher Member |
| 7. Mr. Biswajit Sarmah | Teacher Member |
| 8. Ms. Nirmali Borah | Teacher Member |
| 9. Dr. Safiul Islam Khan | Teacher Member |
| 10. Mr. Manik Chandra Roy Pradhani | Teacher Member |
| 11. Dr. Hemanta Kalita | Alumni Member |
| 12. Mr. Bhudev Das | Teacher Member |
| 13. Dr. Nripendra Nath Medhi | Teacher Member |
| 14. Mr. Achyut Talukdar | Teacher Member |

The Chairperson welcomed all the members to the meeting and requested the Coordinator to conduct the meeting. The Coordinator took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 17-08-2019.

The Coordinator read out the minutes of the earlier meeting of IQAC held on 17-08-2019 and following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 17-08-2019.

Item No. 2: To review and assess the progress of preparation of the AQAR 2018-19.

The Coordinator, with permission from the Chairperson updated the members about the progress regarding the AQAR 2018-19. As the AQARs are the basis for the SSR, the following resolution was adopted:

Resolution No. 2.1: The preparation for the AQAR 2018-19 is to be completed at the earliest and submitted online at the earliest.

Resolution No. 2.2: Compilation of data for the SSR is to be started immediately after the AQAR 2018-19 submission is completed.

Item No. 3: Preparation for the SSR

Progress of other activities related to NAAC Assessment and SSR preparation were discussed and the following resolutions were adopted:

Resolution No. 3.1: Reports on Feedback from the students, parents and alumni have been submitted to the Principal to be placed at the G.B Meeting.

FDP on IPR has been organized with E & ICT Academy, IIT Guwahati and following resolution was adopted:

Resolution No. 3.2: A One Week FDP has been scheduled to be held from 17th December to 21st December, 2019 and Dr. Prabalika Sarma, Associate Professor, Department of English will be the Coordinator designated for the programme.

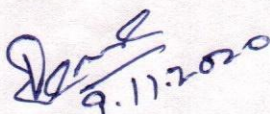
Resolution No. 3.3: To hold seminars and workshops for the academic year 2019-20 from various departments and cells at the earliest.

Resolution No. 3.4: A staff training programme is to be organized soon.

Resolution No. 3.5: Sports Board to take initiative to organize an Inter College Sports Event as early as possible.

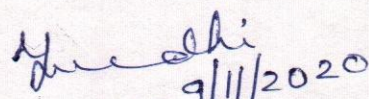
The Principal informed that a sanitary napkin incinerator has been installed at the Women's Hostel for maintaining cleanliness and hygiene among the girl students.

The meeting ended with a 'Vote of Thanks' from the Chairperson.


9.11.2020

Principal/ Chairmah, IQAC
Paschim Guwahati Mahavidyalaya
Principal

Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17


9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

3)

Internal Quality Assurance Cell

Paschim Guwahati Mahavidyalaya

Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 24th January, 2020

Time: 10:30 a.m.

Venue: IQAC Room

Agenda :

1. Confirmation of the minutes of the last meeting held on 22-10-2019.
2. MOU with ICT
3. Code of Conduct Handbook
4. Feedback on teachers
5. Sanitary Napkin Incinerator for the girl students
6. Facilities for Divyanjan
7. Sports facilities
8. Library to the Community
9. Blood Donation Group
10. Preparation for the SSR.
11. Others.

Members Present :

- | | |
|------------------------------------|-------------------------------|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Gaganjyoti Borah | Teacher Member |
| 5. Dr. Mrinmoyee Bhattacharaya | Teacher Member |
| 6. Mr. Saiful Haque | Teacher Member |
| 7. Mr. Biswajit Sarmah | Teacher Member |
| 8. Dr. Madhuleema Chaliha | Teacher Member |
| 9. Ms. Nirmali Borah | Teacher Member |
| 10. Mr. Manik Chandra Roy Pradhani | Senior Administrative Officer |
| 11. Dr. Hemanta Kalita | Alumni Member |
| 12. Mr. Bhudev Das | Teacher Member |
| 13. Dr. Nripendra Nath Medhi | Teacher Member |
| 14. Mr. Achyut Talukdar | Teacher Member |
| 15. Mr. Jayanta Prasad Kumar | Teacher Member |
| 16. Ms. Maya Dutta | Teacher Member |

A General Meeting of the IQAC was held on 24-01-2020 at the IQAC Room at 10.30 a.m. to discuss various matters as given in the agenda.

With permission from the Chairperson, the Coordinator took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 22nd Oct. 2019.
The Coordinator read out the minutes of the earlier meeting of IQAC held on 22nd Oct. 2019. and following resolution was adopted.

Resolution No. 1.1: Resolved to confirm the minutes of the earlier meeting held on 22nd Oct. 2019.

The Coordinator, with permission from the Chairperson updated the members about the progress regarding the AQAR 2018-19 as per new online format. The members have been informed about the delay in submission due to local disturbances in protest against CAA and the resultant closure of educational institutions following Curfew etc. After the updates the committee adopted the following resolutions:

Resolution No. 1.2: The preparation of the AQAR 2018-19 is to be completed at the earliest and should be uploaded as per the new time line given by the NAAC.

Item No. 2: Dr. Madhuleema Chaliha apprised the members of the proposal from ICT Academy expressing interest for a MOU with our college for a year. Dr. Chaliha gave the details about their offers. After the discussion the following resolution was adopted:

Resolution No. 2.1: A meeting among the representatives of ICT Academy and the Principal with the Convener, Extension Education Cell and Coordinator IQAC to be held soon before finalizing the matter. Dr. Chaliha was assigned with the responsibilities of fixing up a date for the said meeting at the earliest.

Item No. 3: Code of Conduct Handbook

The Principal informed that the draft of the Code of Conduct Handbook was placed before the GB and it has been advised to review the draft with some correction and modification in it.

Resolution No. 3.1: Code of Conduct Handbook is to be prepared incorporating DHE Guidelines for the GB and GB and DHE Guidelines for the Principal.

Item No. 4: Feedback on teachers

The Principal informed the members that the Feedback Analysis Reports were placed before the GB. G.B has advised to collect the Feedback online as far possible.

Resolution No. 4.1: The Feedback Committee will do the needful for collecting the feedback online. Feedback from students on the teachers is to be started immediately. Format is to be prepared immediately.

Item No. 5: Sanitary Napkin Incinerator for the girl students

Considering the urgency of creating awareness about health, hygiene and cleanliness among the girl students and for their convenience, it was discussed that another Sanitary Napkin Incinerator and a vending machine should be provided for the Girls students in the college and the following resolution was adopted:

Resolution No. 5.1: Over and above the Sanitary Napkin Incinerator installed at the Women's Hostel another such machine should be procured immediately. A Sanitary Napkin Vending Machine should also be procured to be placed somewhere in the college building itself conveniently for the girl students.

Item No. 6: Facilities for Divyangjan

As for the facilities for Divyangjan students the following resolution was adopted.

Resolution No. 6.1: A wheel chair for the need of a Divyangjan student, when required, is to be procured immediately. A stretcher and a rest room are also to be arranged for emergency situations.

Item No. 7: Sports facilities

After discussion about the sports utilities in the college the following resolutions were adopted:

Resolution No. 7.1: Users' Record Book should be maintained in the sports Complex.

Resolution No. 7.2: A sports instructor is to be appointed as early as possible.

Resolution No. 7.2: Sports Board should explore the possibilities of organizing an inter college sports event soon.

Item No. 8: Library to the Community

The Coordinator, IQAC explained the idea of extending the services of the college library to the nearby people under the scheme "Library to the Community" and the following resolution was adopted:

Resolution No. 8.1: It was resolved that members from the nearby local communities should be allowed to use the college library under the scheme "Library to the Community". Letters are to be sent to the *Dharapur Taluk*, local Library and *Mahila Samity* etc. for spreading the information.

Item No. 9: Blood Donation Group

The Coordinator, IQAC elaborated the activities of the blood donation Whatsapp Group of the college comprising of members from Alumni as well as current students, that has been active since the last Alumni Day on 31st May, 2019. After discussion the following resolution was adopted.

Resolution No. 9.1: It was resolved that the Blood Donation Group need not be registered separately and should be attached to the Alumni Association of the college.

Item No. 10: Preparation for the SSR.

Coordinator, IQAC let the members know about the requirements for preparation for SSR.

Resolution No.10.1: Criterion wise preparation of the SSR is to be started from 1st of February, 2020.

Item No. 11: Others.

Resolution No.11.1: It was resolved that Digital Classes must be included in the routine. HoDs are to take responsibilities of the classes to be assigned.

The meeting ended with a 'Vote of Thanks' from the Chairperson.

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9.11.2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya

Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17

Hueshhi
9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

4)

Internal Quality Assurance Cell
Paschim Guwahati Mahavidyalaya
Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 3rd March, 2020
Time: 2:00 p.m.
Venue: Conference Hall

A meeting of the Internal Quality Assurance Cell was held on 3rd March, 2020 at 2:00 p.m. at the Conference Hall of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 24th January, 2020.
2. Progress regarding the submission of the AQAR 2018-19
3. Preparation for the SSR.
4. Others.

Members Present:

1. Dr. Rana Sarmah	Principal, Chairperson
2. Dr. Yashodhara Medhi	Coordinator IQAC
3. Ms. Manisha Sarma	Teacher Member
4. Dr. Gaganjyoti Borah	Teacher Member
5. Dr. Mrinmoyee Bhattacharayya	Teacher Member
6. Mr. Biswajit Sarmah	Teacher Member
7. Dr. Madhuleema Chaliha	Teacher Member
8. Ms. Nirmali Borah	Teacher Member
9. Ms. Parul Baishya	(V.P) Senior Administrative Officer
10. Dr. Nripendra Nath Medhi	Teacher Member
11. Mr. Achyut Talukdar	Teacher Member
12. Mr. Jayanta Prasad Kumar	Teacher Member
13. Ms. Maya Dutta	Teacher Member
14. Dr. Namita Devi	Senior Teacher
15. Dr. Mamata Thakuria	Senior Teacher
16. Dr. Prabalika Sarma	Senior Teacher

A General Meeting of the IQAC was held on 03-03-2020 at the Conference Hall at 2.00 p.m. to discuss various matters as given in the agenda.

With permission from the Chairperson, the Coordinator took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 24th January, 2020.

The Coordinator read out the minutes of the earlier meeting of IQAC held on 24th January, 2020, and following resolution was adopted.

Resolution No. 1.1: Resolved to confirm the minutes of the earlier meeting held on 24th January, 2020.

Item No. 2 : The Coordinator , with permission from the Chairperson updated the members about the progress regarding the AQAR 2018-19 as per new online format. AQAR 2018-19 is to be submitted online for the first time and it has become a challenge for IQAC as the whole procedure is completely new and quite a number of new data templates had to be prepared according to the requirement of the new online format. However, as per the revised guidelines of NAAC, the last date of submission for AQAR 2018-19 for our college falls on 14th February and the process of uploading the data continues. It was expected that the online uploading of the AQAR2018-19 would be completed within the stipulated time, i.e., 14th February, 2020.

Item No. 3 : Preparation for the SSR.

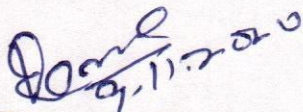
The members discussed about the important things to be done as preparation for NAAC assessment and the preparation of the SSR before that and the following resolutions were adopted:

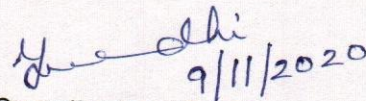
Resolution No. 3.1: Pending seminars and workshops are to be completed at the earliest.

Resolution No. 3.2: A new schedule is to be fixed up for the FDP on IPR, organized in collaboration with E & ICT Academy, IIT, Guwahati, as the programme scheduled to be held from December, 2019 could not be held due to widespread disturbance in the state over CAA and the Curfew clamped due to that.

Resolution No. 3.3: A few more computers to be procured for the use of the students.

The meeting ended with 'Vote of Thanks' from the Chairperson.


Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya
Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17


Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

5)

Internal Quality Assurance Cell
Paschim Guwahati Mahavidyalaya
Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 19th August, 2020

Time: 11:00 a.m.

Venue: Conference Hall

Agenda :

1. Letter to NAAC seeking clarification on the UG and PG Manual for SSR.
2. Assessment of the preparation of the SSR.
3. Overall preparation for NAAC Assessment
4. Others.

Members Present :

- | | |
|---------------------------|------------------------|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Gaganjyoti Borah | Teacher Member |
| 5. Mr. Saiful Haque | Teacher Member |
| 6. Mr. Biswajit Sarmah | Teacher Member |
| 7. Dr. Madhuleema Chaliha | Teacher Member |
| 8. Dr. Hemanta Kalita | Alumni Member |
| 9. Ms. Nirmali Borah | Teacher Member |
| 10. Dr. Sofiul Islam Khan | Teacher Member |

An emergent meeting among the members of the Core Committee of the IQAC was held on 19-08-2020 at the Conference Hall at 11:00 a.m. to discuss some urgent matters as given in the agenda.

Considering the ongoing partial lockdown due to Covid-19, only the most urgent matters were decided to be discussed in the meeting.

Before going to the main agenda of the meeting, the members present expressed happiness over the declaration of provincialisation of posts of college teachers by the Education Minister, Government of Assam on the previous evening by which four of our faculty members from the Commerce Stream, some of whom have been offering sincere services to the college for about 16- 20 years against a nominal remuneration, also got included in the provincialised list of college teachers. There was an expression of great satisfaction over the materialization of a long overdue process.

Item No. 1 : Letter to NAAC seeking clarification on the UG and PG Manual for SSR.

It was discussed elaborately among the members regarding the queries to be made to NAAC regarding some very urgent and important matters like whether to follow the UG or PG Manual for SSR after receiving permission for starting PG in Political Science starting

from the session 2020-21. Whether there would be extension of time for submission of SSR and whether activities beyond the time limit of up to 30th June 2020 would be allowed to be included in the SSR. After detailed discussion following resolution was adopted:

Resolution No. 1.1: The Principal was entrusted with the responsibility of preparing the letter to NAAC and send it to NAAC as early as possible.

Item No. 2 : Assessment of the preparation of the SSR.

Members of the Core Committee, who are also in charge of preparation of the seven Criteria of the SSR, updated their progress regarding preparation of their respective criteria. It was a matter of great concern for all that most of them could not make much progress being at home for such a long period of time during the lockdown due to Covid-19 and not having the required data at home to prepare the responses. After detailed discussion about the problems and possibilities, following resolution was adopted:

Resolution No. 2.1: It was resolved that everyone should put in utmost effort and get the first draft ready by 30th September and submit it to the Coordinator for screening and editing before finalizing it for submission.

Item No. 3 : Overall preparation for NAAC Assessment

The members discussed about the overall preparation of NAAC and the following resolutions were adopted:

Resolution No. 3.1: Considering the very little time in hand for preparation of SSR, at least one MTA (Multi Tasking Assistant) should be assigned with duties exclusively for IQAC.

Resolution No. 3.2: FDPs should be organized through online platform now considering the conditions due to COVID -19 and as earlier programme of FDP had to be postponed due to disturbances in the state caused because of CAA during the month of December 2019 when the FDP was scheduled to be held.

Item No. 4 : Others.

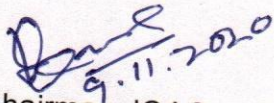
The members discussed about the **Best Department Award** for the year 2020 and the following resolution was adopted:

Resolution No. 4.1: Considering the long lockdown period since March, 2020, it was not possible to do the necessary exercise related to the '**Best Department Award**' for the session 2019-20. As such, it would not be possible to present the award in the Foundation Day Celebration on 5th September, 2020. However, to maintain the continuity of this Academic Best Practice, it has been decided that the process of assessment for the session 2019-20 is to be completed within December, 2020 itself and the award will be given away on 5th September, 2021 in the Foundation Day Celebration Ceremony along with that year's award.

Resolution No. 4.2: The Best Department Format and the grading format related to it are to be modified and Ms. Manisha Sarma, Dr. Hemanta Kalita and Ms. Nirmali Borah have been entrusted with the responsibility to do the needful in this regard.

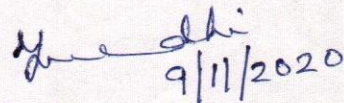
Resolution No. 4.3: Members present in the meeting expressed satisfaction over the fact that faculty members could hold online classes through whatever mode they found comfortable and the students could have access to, since April throughout the lockdown period and the unusual time due to Covid-19.

The meeting ended with a 'Vote of Thanks' from the Chairperson to the members for being present in the emergent meeting at a time when there is lockdown in the city due to Covid-19.


9.11.2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya

Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17


9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

6)

Internal Quality Assurance Cell
Paschim Guwahati Mahavidyalaya
Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 4th September, 2020

Time: 11:00 a.m.

Venue: Conference Hall

Agenda :

1. To discuss about the letter received from NAAC with clarification on the UG and PG Manual for SSR.
2. Update about the preparation of the SSR.
3. Others.

Members Present :

- | | |
|------------------------------------|-------------------------------|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Mrinmoyee Bhattacharyya | Teacher Member |
| 5. Mr. Saiful Haque | Teacher Member |
| 6. Mr. Biswajit Sarmah | Teacher Member |
| 7. Dr. Madhuleema Chaliha | Teacher Member |
| 8. Dr. Hemanta Kalita | Alumni Member |
| 9. Ms. Nirmali Borah | Teacher Member |
| 10. Dr. Sofiul Islam Khan | Teacher Member |
| 11. Mr. Manik Chandra Roy Pradhani | Senior Administrative Officer |
| 12. Ms. Parul Baishya | V.P. |
| 13. Ms. Ira Choudhury | President, Teacher's Unit |
| 14. Dr. Moinul Hoque Choudhury | Secretary, Teacher's Unit |

An emergent meeting among the members of the Core Committee of the Internal Quality Assurance Cell was held on 4th **September, 2020** at the Conference Hall of the college at **11:00 a.m.** to discuss various matters as per the agenda given above. Considering the partial lockdown due to Covid-19, the members had to be informed about the meeting over phone.

The meeting was presided over by Dr. Rana Sarmah, Principal and Chairman, IQAC.

Item No. 1 : To discuss about the letter received from NAAC

At the very outset Coordinator, IQAC read out resolutions adopted in the earlier meeting held on 19-08-2020. The members were updated on the development of matters regarding the letter to NAAC with queries about UG and PG Manual for the college and the timeline for submission of SSR. After sending the query letter to NAAC through the NAAC Portal which

couldn't bring a response, the letter was sent to the Director, NAAC directly through e-mail on 31st August, 2020 and a response came through e-mail on 1st September, 2020. After discussing in detail about the matter in the response letter from NAAC and after detailed deliberation about the pros and cons of the matter the following resolution was adopted:

Resolution No. 1.1:

- i) As per the guidelines in the "Manual for Affiliated/ Constituent UG & PG Colleges" under the clause 'Eligibility for Assessment and Accreditation by NAAC' : "Higher Education Institutions(HEIs), if they have a record of at least two batches of students graduated or been in existence for six years, whichever is earlier, are eligible to apply for the process of Assessment and Accreditation(A&A) of NAAC, and fulfil the other conditions or are covered by the other provisions, if any, mentioned below:....."
- ii) The permission from G.U. to start PG in Political Science has been granted with effect from the Academic Session 2020-21.
- iii) SSR of college to be submitted for Assessment and Accreditation (A&A) Process, includes Academic Years 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20. As such, activities of 2020-21 does not come within the purview of the present SSR and PG in Political Science is to be started from the Session 2020-21 only.
- iv) Considering the sudden developments as a result of Covid-19, the Academic Year 2019-20 has extended beyond 30th June, 2020 and as such, new admission for the Session 2020-21 could not be started.

Considering all above, it has been decided unanimously that the college would follow the UG Manual for SSR as it has been doing so far and apply for assessment accordingly as an Undergraduate College only.

Resolution No. 1.2: As the deadline for submission of IIQA has been mentioned as 10th November, 2020 for Paschim Guwahati Mahavidyalaya, by NAAC in its letter, it has become an emergency and everyone will have to work really hard to meet the deadline.

Item No. 2 : Update about the preparation of the SSR.

Members of the Core Committee updated about their progress in preparation of SSR in their respective Criteria. However, everyone expressed concern over the slow progress due to Covid-19 situation and the resultant lockdown and the following resolution was adopted:

Resolution No. 2.1: It was decided by all the Conveners of the 7 Criteria of SSR to speed up the preparation for SSR and submit the draft copy of their respective criteria in digitized form along with the filled in templates and supporting documents, prepared in consultation with the Coordinator, to the IQAC Committee on or before 30th September, 2020 to be scrutinized and finalized to be able to submit the IIQA in time, i.e., within 10th November, 2020. It was emphasized that the date of the submission of the draft copy will not be extended for any reason.

Resolution No. 2.2: As the students should be prepared for SSS (Students Satisfaction Survey), they should be trained to use the e-mail and respond to messages through e-mail. It was decided to entrust the HoDs with this responsibility.

Item No. 3 : Others.

Various other matters related to NAAC Assessment were discussed and the unusual situation due to Covid-19 and the problems arising out of it were discussed. Regret expressed over loss of time to organize various programmes for the students as planned before, were also discussed and the following resolution was adopted:

Resolution No. 3.1: Members in the meeting expressed satisfaction over the fact that in spite of the lockdown and though started late, quite a number of National Level Webinars could be held successfully during the last two months. All the departments and various committees and cells also could organize webinars through different online platforms utilizing the lockdown period fruitfully.

The meeting ended with 'Vote of Thanks' from the Chairperson to the members present.

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9.11.2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya
Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17

Husdhi
9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

7)

Internal Quality Assurance Cell
Paschim Guwahati Mahavidyalaya
Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 9th October, 2020

Time: 11:30 a.m.

Venue: Conference Hall

Agenda :

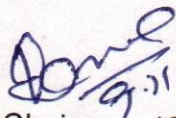
1. To welcome the new President of the College Governing Body Dr. Manb Deka.

Members Present :

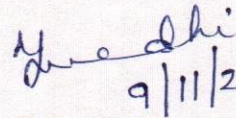
1. Dr. Rana Sarmah	Principal, Chairperson
2. Dr. Manb Deka	President, Governing Body
3. Dr. Dharendra Kr. Sharma	Outgoing President, Governing Body
4. Ms. Parul Baishya	Vice Principal
5. Dr. Yashodhara Medhi	Coordinator IQAC
6. Dr. Archana Borah	Faculty Member
7. Dr. Namita Devi	Faculty Member
8. Ms. Manisha Sarma	Faculty Member
9. Dr. Mrinmoyee Bhattacharyya	Faculty Member
10. Ms. Ira Choudhury	Faculty Member
11. Dr. Mamata Thakuria	Faculty Member
12. Dr. Gaganjyoti Borah	Faculty Member
13. Mr. Saiful Haque	Faculty Member
14. Mr. Biswajit Sarmah	Faculty Member
15. Dr. Madhuleema Chaliha	Faculty Member
16. Dr. Hemanta Kalita	Faculty Member
17. Ms. Nirmali Borah	Faculty Member
18. Dr. Sofiul Islam Khan	Faculty Member
19. Ms. Ira Choudhury	Faculty Member
20. Dr. Moinul Hoque Choudhury	Faculty Member
21. Mr. Niranjan Sarma	Faculty Member
22. Mr. Phanindra Medhi	Faculty Member
23. Dr. Bijoylakshmi Das	Faculty Member
24. Ms. Marie Kalita	Faculty Member
25. Mr. Bhupen Das	Faculty Member
26. Ms. Saraswati Rajbongshi	Faculty Member
27. Dr. Purabi Klita	Faculty Member
28. Ms. Maya Dutta	Faculty Member
29. Mr. Manik Chandra Roy Pradhani	Librarian

The Principal and all the faculty members and the Librarian gathered in the Conference Hall to Welcome the newly appointed President of the College Governing Body Dr. Manab Deka. The outgoing President of the G.B, Dr. Dharendra Kumar Sharma was also present in the meeting. The new President, Dr. Manab Deka the Director, Gauhati University Institute of Science and Technology interacted with each faculty member assured to be in frequent touch.

The meeting was presided over by Dr. Rana Sarmah, Principal and Chairman, IQAC.


9.11.2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya
Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17


9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

8)

Internal Quality Assurance Cell
Paschim Guwahati Mahavidyalaya
Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 14th October, 2020

Time: 1:00 p.m.

Venue: IQAC Room

Agenda :

1. To review progress regarding preparation of the SSR with the President of the Governing Body.
2. Others.

Members Present :

1. Dr. Rana Sarmah	Principal, Chairperson
2. Dr. Manb Deka	President Governing Body
3. Dr. Yashodhara Medhi	Coordinator IQAC
4. Ms. Manisha Sarma	Teacher Member
5. Dr. Gaganjyoti Borah	Teacher Member
6. Dr. Mrinmoyee Bhattacharyya	Teacher Member
7. Mr. Saiful Haque	Teacher Member
8. Mr. Biswajit Sarmah	Teacher Member
7. Dr. Madhuleema Chaliha	Teacher Member
8. Dr. Hemanta Kalita	Alumni Member
9. Ms. Nirmali Borah	Teacher Member
10. Dr. Sofiul Islam Khan	Teacher Member
11. Mr. Manik Chandra Roy Pradhani	Senior Administrative Officer
12. Ms. Parul Baishya	V.P.
13. Ms. Ira Choudhury	President, Teacher's Unit
14. Dr. Moinul Hoque Choudhury	Secretary, Teacher's Unit
15. Mr. Tilak Barua	Head Assisstant
16. Mr. Bikash Dutta	Multi-tasking Assistant

A meeting among the President of Governing Body and the members of the Internal Quality Assurance Cell was held on 14th **October, 2020** at the IQAC Room of the college at **1:00 p.m.** The Coordinator of IQAC and the Conveners of the 7 Criteria of the SSR reported their progress in preparation of the SSR. The problem areas were discussed and the following resolutions were adopted:

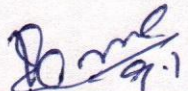
1. College Computer Centre(CLC) is to continue its activities and try to maintain the classes with outside help of an instructor.
2. New Vocational Courses and Add on Programmes should be started. Courses with local relevance like Horticulture can be introduced, if possible, with support from Horticulture Research Station, Kahikuchi which is quite nearby.

3. For financial matters, to organize the accounts, after the retirement of the Head Assistant, outside help from the CA Firm may be taken.

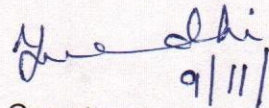
The President expressed satisfaction over the progress in preparation of the SSR and assured all support from his side whenever necessary.

The meeting ended with 'Vote of Thanks' from the IQAC Coordinator.

The meeting was presided over by the Principal.


9.11.2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya
Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17


9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

Report on Action Taken on Resolutions Adopted in the IQAC Meetings

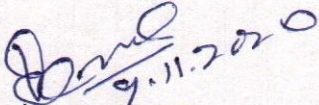
(2019-20)

Paschim Guwahati Mahavidyalaya

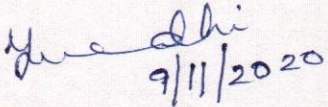
Resolutions Adopted No. and Date	Description of Action Taken
<p>Talks and seminars are to be organized by the departments. (Resolution No.3.1, Dated, 17th Aug., 2019). (Resolution No.3.3, Dated, 22nd Oct., 2019).</p> <p>Pending seminars and workshops are to be completed at the earliest. (Resolution No.3.1, Dated, 3rd March., 2020).</p>	<ol style="list-style-type: none"> 1. Talk on “Draft National Education Policy, 2019 Challenges Ahead in Higher Education” by Dr. Bibhash Ch. Das Purkayastha, Retd. Principal, Pandu College. 2. Pradip Chandra Das Memorial Lecture delivered by Dr.Ratikanta Pathak, Associate Professor, Guwahati Commerce College organized by Dept. of Commerce on the topic “Investing in Stock Marketing” delivered by on 23-09-2019. 3. Department of English organised Annual Lecture on the topic “Sanskrit Classical Literature with Special Reference to AbhijnanaSakuntalam and Mricchakatikam” delivered by Prof. Shrutidhara Chakravarty, Dept. of Sanskrit, Gauhati University on 17-10-2019. 4. Women’s Cell organised an awareness talk on “Legal Issues of Women” delivered by Dr.Khyamuddin Ahmed, Advocate , Gauhati High Court on 15-11-2019. 5. 22 Nos. of Webinars were held under the aegis of different departments and various Committees during lockdown period.
<p>Students’ Seminars are to be organized. (Resolution No.3.2, Dated, 17th Aug., 2019).</p>	<ol style="list-style-type: none"> 1. Students’ Seminar organized by the Department of English on 28-02-2019. 14 no. of students from 2nd and 4th Sem. took part.
<p>Parents –Teachers’ Meet is to be organized. (Resolution No. 3.3, Dated, 17th Aug., 2019).</p>	<ol style="list-style-type: none"> 1. PTM, Dept. of English on 29-02-2020.
<p>Mentoring sessions to be started immediately. (Resolution No. 3.3, Dated, 17th Aug.,</p>	<ol style="list-style-type: none"> 1. First Mentoring Class started on 31-08-2019.

2019).	
A One Week FDP has been scheduled to be held from 17 th December to 21 st December, 2019 and Dr. Prabalika Sarma, Associate Professor, Department of English will be the Coordinator designated for the programme. (Resolution No. 3.2, Dated, 22nd Oct., 2019).	FDP could not be held from 17 th December, 2019 due to disturbances caused in the state in protest against CAA and the curfew and the closure of educational institutes thereafter.
A staff training programme is to be organized soon. (Resolution No. 3.4, Dated, 22nd Oct., 2019).	Could not be organized due to disturbances related to CAA and the sudden lockdown thereafter due to Covid-19.
Sports Board to take initiative to organize an Inter College Sports Event as early as possible. (Resolution No. 3.5, Dated, 22nd Oct., 2019).	Could not be organized due to disturbances related to CAA and the sudden lockdown thereafter due to Covid-19.
Code of Conduct Handbook is to be prepared incorporating DHE Guidelines for the GB and GB and DHE Guidelines for the Principal. (Resolution No. 3.1, Dated, 24th Jan., 2020).	Code of Conduct Handbook has been prepared and uploaded in the website.
The Feedback Committee will do the needful for collecting the feedback online. Feedback from students on the teachers is to be started immediately. Format is to be prepared immediately. (Resolution No. 4.1, Dated, 24th Jan., 2020).	The process was started to assign the job to conduct the Feedback online. However, no progress could be made due to sudden and long lockdown till November 1 st , 2020 because of Covid-19.
One more Sanitary Napkin Incinerator and a vending machine should be installed. (Resolution No. 5.1, Dated, 24th Jan., 2020).	One Sanitary Napkin Incinerator and a Vending Machine were procured on 24-03-2020 and placed at the library building.
A Wheel Chair and a Stretcher to be procured for any Divyangjan student in the college. (Resolution No. 6.1, Dated, 24th Jan., 2020).	Wheel Chair and a Stretcher have been procured for any Divyangjan student or any emergency.
A sports instructor is to be appointed as early as possible. (Resolution No. 7.2, Dated, 24th Jan., 2020).	The process got delayed due to lockdown. However, an instructor who is an alumni of this college has been appointment as sports instructor from November after reopening of the college.
It was resolved that members from the nearby local communities should be allowed to use the college library under the scheme "Library to the Community". Letters are to be sent to the <i>Dharapur Taluk</i> , local Library and <i>Mahila Samity</i> etc. for spreading the information. (Resolution No. 8.1, Dated, 24th Jan., 2020).	Letters have been sent to the <i>Dharapur Taluk</i> , local Library and <i>Mahila Samity</i> . However, the process could not be started properly due to Covid-19 related lockdown.
A new schedule is to be fixed up for the FDP on IPR (Resolution No. 3.2, Dated, 3rd March, 2020).	A One Week FDP on IPR has been organized in collaboration with E&ICT Academy from 23-11-2020.
A few more computers to be procured for the use of the students in the library. (Resolution No. 3.3, Dated, 3rd March, 2020).	4 Nos. of computers have been procured and placed in the e-Resource Centre for the benefit of the students.

<p>The Principal was entrusted with the responsibility of preparing the letter to NAAC seeking clarification on the UG and PG Manual for SSR and send it to NAAC as early as possible. (Resolution No. 1.1, Dated, 19th Aug. 2020). (Resolution No. 1.1, Dated, 4th Sept. 2020). (Resolution No. 1.2, Dated, 4th Sept. 2020).</p>	<p>Letter prepared, sent to NAAC, received reply and preparation of SSR continued to be able to go for assessment before the expiry of the validity period.</p>
<p>For preparation of SSR, at least one MTA (Multi Tasking Assistant) should be assigned with duties exclusively for IQAC. (Resolution No. 3.1, Dated, 19th Aug. 2020).</p>	<p>One MTA (Multi Tasking Assistant) has been assigned with duties exclusively for IQAC and the preparation for SSR became easier.</p>
<p>FDPs should be organized through online platform now considering the conditions due to COVID -19. (Resolution No. 3.2, Dated, 19th Aug. 2020).</p>	<p>A One Week FDP on Mentoring has been held successfully online starting from 21st September-28th September, in association with E & ICT Academy, IIT, Guwahati.</p>


Principal/ Chairman, IQAC
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