

**PASCHIM GUWAHATI MAHAVIDYALAYA**  
**INTERNAL QUALITY ASSURANCE CELL**



**MINUTES OF THE MEETINGS**  
**OF**  
**THE INTERNAL QUALITY ASSURANCE CELL**  
**2020-21**

## Meeting of the Internal Quality Assurance Cell (IQAC) Core Committee Members

**Date:** 19<sup>th</sup> 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 SSR.
3. Overall preparation for NAAC Assessment.
4. Others

### **Members Present:**

1. Dr. Rana Sarmah
2. Ms. ManishanSarma
3. Dr. MadhuleemaChaliha
4. Dr. Gaganjyoti Bora
5. Mr. Saiful Haque
6. Mr. Biswajit Sarmah
7. Dr. HemantaKalita
8. Ms. Nirmali Borah
9. Dr. YashodharaMedhi
10. Dr. Sofiul Islam Khan

An emergent meeting among the members of the Core Committee of the IQAC was held on 19/08/2020 at the conference room at 11.00 a.m. to discuss various matters as per the Agenda given above. Considering the ongoing partial lockdown due to Coivid-19, the notification was circulated through whatsapp.

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 Hon'ble Education Minister of Govt. of Assam on the previous evening by which four of our college teachers from the Commerce Stream, some of whom have been offering services to the college for about 16-20 years against nominal remuneration also got included in the provincialised list of college teachers. There was an expression of great satisfaction over the materialization of this long overdue process.

### **Agenda 1:** Letter to NAAC seeking clarification on the UG and PG Manual for SSR:

There was elaborate discussion 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 the permission for PG in Political Science to be started 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 30<sup>th</sup> June 2020 would be allowed to be included.

**Resolution 1.1:** After much discussion it was decided that the Principal would prepare the letter to be sent to NAAC at the earliest.

### **Agenda 2:** Assessment of the preparation of SSR:

Members of the Core Committee who are in charge of various Criteria of the SSR for preparation updated their progress. Most of them could not do much progress. Being at home and not having the recent data due to lockdown.

**Resolution 2.1:** It was resolved that everyone should put in utmost effort and try to get the draft ready by the end of September, 2020.

**Agenda 3:** Overall preparation for NAAC Assessment:

The members discussed about the overall preparation for NAAC and the following resolutions were adopted.

**Resolution 3.1:** Considering the very little time in hand for preparation of SSR, at least one MTA should be assigned with duties exclusively for IQAC.

**Resolution 3.2:** FDPs should be organized through online platform now considering the conditions due to Covid-19 and as the earlier programme of FDP had to be postponed due to CAA disturbance in the state during the month of December, 2019 when the activity was scheduled to be held.

**Agenda 4:** Others:

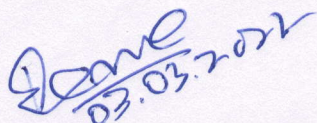
The members discussed about the Best Department Award 2020 and the following resolution was adopted.

**Resolution 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 2020". As such it would not be possible to present the award in the foundation day celebration on 5<sup>th</sup> September 2020. However, to maintain the continuity of this Academic Best Practice it has been decided that the process of assessment for 2020 is to be completed within December 2020 and the award will be given away on 5<sup>th</sup> September 2021 along with that year's award.

**Resolution 4.2:** The Best Department Format and the Grading Format related to it is 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.

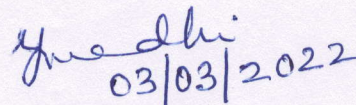
**Resolution 4.3:** Members present in the meeting expressed satisfaction over the fact that faculty members could hold online classes through whatever mode they found comfortable and the students could have excess to, since April 2020 throughout the lockdown period and the unusual time due to Covid-19.

*The meeting was presided over by the Principal/Chairman of the IQAC and offered his gratitude to the members for their cooperation.*

  
03.03.2022

Principal/ Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

Principal  
Paschim Guwahati Mahavidyalaya  
Guwahati-17

  
03/03/2022

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17

## **Emergent Meeting of the Internal Quality Assurance Cell (IQAC) Core Committee Members**

**Date:** 4<sup>th</sup> September, 2020

**Time:** 11.00 a.m.

**Venue:** Conference Hall

### **Agenda:**

1. To discuss about the letter received from NAAC regarding the date of submission of the IIQA and the UG and PG Manual for SSR.
2. Assessment of the preparation of SSR.
3. Overall preparation for NAAC Assessment.
4. Others

### Members Present:

1. Dr. Rana Sarmah
2. Ms. ParulBaishya
3. Ms. ManishanSarma
4. Dr. Mrinmoyee Bhattacharyya
5. Dr. Gaganjyoti Bora
6. Mr. Saiful Haque
7. Mr. Biswajit Sarmah
8. Dr. HemantaKalita
9. Dr. MadhuleemaChaliha
10. Ms. Nirmali Borah
11. Dr. Sofiul Islam Khan
12. Dr. Moinul Haque Choudhury
13. Mr. Manik Ch. Roy Pradhani
14. Ms. Ira Choudhury
15. Dr. YashodharaMedhi

An emergent meeting among the members of the Core Committee of the IQAC was held on 04/09/2020 at the conference room at 11.00 a.m. to discuss various matters as per the Agenda given above. Considering the ongoing partial lockdown due to Covid-19, the notification was circulated through WhatsApp.

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

At the very outset Coordinator, IQAC read out the 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 format for SSR for college and the timeline for submission of IIQA. After trying to send the letter through NAAC Portal, which could not bring response, the letter was sent to the Director, NAAC directly on 31<sup>st</sup> August and a response came on 1<sup>st</sup> September, 2020.

**Agenda 1:** To discuss about the letter received from NAAC regarding the date of submission of the IIQA and the UG and PG Manual for SSR.

After discussion in detail about the matters in the response letter from NAAC and after much deliberation about it the following resolution was adopted:

### **Resolution 1.1:**

- i) As per the guidelines in the "Manual" for Affiliated/ Constituent 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 GU to start PG in PoliticalScience has been granted with effect from the Academic Year 2020-21.
- iii) SSR for the college to be submitted for Assessment and Accreditation(A&A), Process, include Academic Years 2015-16, 2016-17, 2017-18, 2018-19 and 2019-2020. As such, activities of the Session 2020-21 does not come within the purview of the present SSR and P.G. 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 30<sup>th</sup> June, 2020 and as such, newadmission for the Session 2020-21 could not be started yet.

Taking into consideration all the above, it has been decided unanimously that the college would follow the U.G. Manual for SSR as it has been doing so far and apply for assessment accordingly as an “Undergraduate College” only.

**Resolution 1.2:**

As the deadline for submission of IIQA has been mentioned as 10<sup>th</sup> November, 2020 for this college by NAAC in its letter, it has become an emergency and everyone will have to work really hard to meet the deadline.

**Agenda 2:** Assessment of the preparation of SSR:

Members of the Core Committee, who are in charge of various Criteria of the SSR for preparation, updated about their progress in preparation for SSR. However, everyone expressed concern over the slow progress that has been achieved due to Covid-19 situation and the resultant lockdown. And the following resolution was adopted:

**Resolution 2.1:**

It was decided by all the conveners of the seven Criteria of SSR to speed up the preparation for SSR and submit the digitized draft copy of their respective criteria along with the filled in templates and supporting documents, (after initial discussion and scrutiny by the Coordinator, IQAC), to the IQAC Committee on or before 30<sup>th</sup> September, 2020 to be scrutinized and finalized to be able to submit the IIQA in time, i.e., within 10<sup>th</sup> November, 2020. It was emphasized that the date of the submission of the draft copy will not be extended for any reason.

**Resolution 2.2:**

As the students should be prepared for SSR (Students' Satisfaction Survey), they should be trained to use the e-mail and respond to messages through e-mail. It was decided to entrust theHoDs with this responsibility.

**Agenda 3:** Overall preparation for NAAC Assessment.

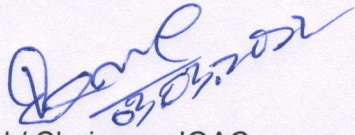
Various other matters related to NAAC inspection were discussed and the unusual situation due to Covid-19 and the problems arising out of it were also discussed. Regrets expressed over the loss of time to organize various programmes for the students were discussed. Following resolution was adopted:

**Resolution 3.1:**

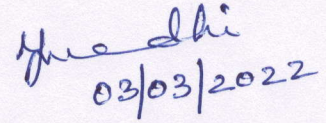
Members in the meeting expressed satisfaction over the fact that inspite of the lockdown and though started late, quite a number of National Level Webinars could be held successfully recently. All the departments and various Committees and

Cells also could organize webinars through different online platforms to utilize the lockdown period fruitfully.

*The meeting was presided over by the Principal/Chairman of the IQAC and offered his gratitude to the members for their cooperation.*



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

## Welcome Meeting to the New G.B. President Dr. Manab Deka

**Date:** 9<sup>th</sup> October, 2020

**Time:** 11.30 a.m.

**Venue:** Conference Room

### **Agenda:**

1. Welcome to the new G.B. President Dr. Manab Deka

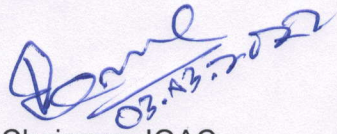
### Members Present:

1. Prof. Dhirendra Kr. Sarma
2. Prof. Manab Deka
3. Dr. Rana Sarmah
4. Ms. Parul Baishya
5. Ms. Manisha Sarma
6. Dr. Mrinmoyee Bhattacharyya
7. Dr. Gaganjyoti Bora
8. Mr. Saiful Haque
9. Mr. Biswajit Sarmah
10. Dr. Mamata Thakuria
11. Dr. Namita Devi
12. Dr. Archana Borah
13. Dr. Sofiul Islam Khan
14. Dr. Moinul Haque Choudhury
15. Mr. Manik Ch. Roy Pradhani
16. Ms. Ira Choudhury
17. Dr. Yashodhara Medhi
18. Dr. Hazarat Ali
19. Dr. Nripendra Nath Medhi
20. Mr. Bhudeb Das
21. Mr. Niranjan Sarma
22. Mr. Phanindra Medhi
23. Mr. Bhupen Das
24. Ms. Maya Dutta
25. Dr. Bijoylakshmi Das
26. Ms. Marie Kalita
27. Ms. Saraswati Rajbongshi
28. Dr. Purabi Klita
29. Hemanta Kalita

The Principal and all the faculty members gathered together in the Conference Hall to welcome the newly appointed President of the Governing Body Dr. Manab Deka, Director, Institute of Science and Technology, Gauhati University. The outgoing President Dr. Dhirendra Kr. Sarma was also present in the meeting. The new President of G.B. interacted with each faculty member and assured to be in constant touch.

Considering the ongoing partial lockdown due to Covid-19, the notification was circulated through WhatsApp.

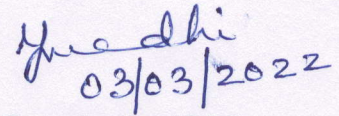
The meeting was presided over by the Principal, Dr. Rana Sarmah and he thanked everyone for being present in the meeting and expressed his expectation of full cooperation from all the faculty members in all the future activities in the college for the betterment of the institution.



03.03.2022

Principal / Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

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



03/03/2022

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17

**Meeting among the members of the Core Committee of the Internal Quality Assurance Cell (IQAC)**

**Date: 14<sup>th</sup> October 2020**

**Time: 1:00 p.m.**

**Venue: IQAC Room**

Agenda:

1. To review progress regarding preparation of SSR with the new President of G.B.
2. Others.

Members Present:

1. Dr. Rana Sarmah	Principal and Chairperson IQAC
2. Dr. Manab Deka	President, G.B.
3. Ms. ParulBaishya	Vice-Principal
4. Dr. YashodharaMedhi	Coordinator, IQAC
5. Dr. Gaganjyoti Borah	Member
6. Ms. Manisha Sarma	Member
7. Dr.MrinmoyeeBhattacharayya	Member
8. Mr. SaifulHaque	Member
9. Dr. MadhuleemaChaliha	Member
10. Mr. Biswajit Sarmah	Member
11. Dr. HemantaKalita	Member
12. Ms. Nirmali Borah	Member
13. Mr. Manik Ch. Roy Pradhani	Member
14. Mr. PhanindraMedhi	Member
15. Dr. Moinul Haque Choudhury	Member
16. Ms. Ira Choudhury	Member
17. Mr. Bikash Dutta	MTA

A meeting among the members of the Core Committee of the Internal Quality Assurance Cell (IQAC) was held on **14<sup>th</sup> October 2020** at 1.00 p.m. at the IQAC Room of the college.

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

**Agenda 1:** To review progress regarding preparation of SSR with the new President of G.B.

The Coordinator, IQAC, at the request of the Principal, described about the preparation and the problems that have been faced while preparing for the SSR. The Coordinator updated everyone regarding the new timeline given by NAAC in consideration of the Lockdown situation due to Covid-19. As per the communication received from NAAC, the new deadline for submission of IIQA would be one month from the reopening of college, which would be 1<sup>st</sup> of December, 2020 in the case of this college considering the Govt. notification for reopening of college from the 1<sup>st</sup> of November 2020.

After discussion on the present status of preparation for the SSR, The President, G.B. expressed satisfaction over the the progress and the following resolution was adopted:

**Resolution No. 1.1:** Resolved that all the members of IQAC, in cooperation from the faculty members should work in real earnest to meet the deadline for submission of IIQA.

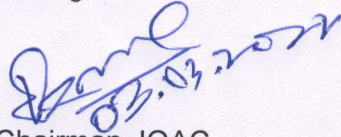
**Agenda 2:** Others

After discussion about vocational and add on courses and other matters related to preparation of SSR, the following resolutions were adopted:

**Resolution No. 2.1:** The President, G.B., Dr. Manab Deka assured of full support and help to start new Vocational Programmes.

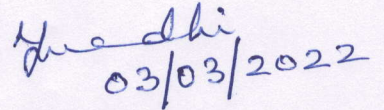
**Resolution No. 2.2:** Coordinator, IQAC was asked to rethink and prepare the Distinctiveness of the college highlighting some other important facts too along with the given ones.

*The meeting was presided over by the Principal/Chairman of the IQAC and offered his gratitude to the President, G.B and the members of IQAC for their support and cooperation and dissolved the meeting.*



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

## Meeting of the Internal Quality Assurance Cell (IQAC) Core Committee Members

**Date: 16<sup>th</sup> December 2020**

**Time: 2:00 p.m.**

**Venue: IQAC Room**

### Agenda :

1. Update about the submitted IIQA
2. To review progress regarding preparation of SSR
3. Others.

### Members Present :

1. Dr. Rana Sarmah	Principal and Chairperson IQAC
2. Dr. Yashodhara Medhi	Coordinator, IQAC
3. Ms. Manisha Sarma	Member
4. Dr. Mrinmoyee Bhattacharayya	Member
5. Mr. Saiful Haque	Member
6. Dr. Madhuleema Chaliha	Member
7. Mr. Biswajit Sarmah	Member
8. Ms. Nirmali Borah	Member
9. Mr. Manik Ch. Roy Pradhani	Member
10. Dr. Sofiul Islam Khan	Member
11. Ms. Maya Dutta	Member

A meeting among the members of the Core Committee of the Internal Quality Assurance Cell (IQAC) was held on **16<sup>th</sup> December 2020** at 2.00 p.m. at the IQAC Room of the college to discuss about the progress regarding preparation of the SSR.

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

### **Agenda 1:** Update about the submitted IIQA

The Coordinator, IQAC informed the members about the submission of IIQA within the stipulated time that is, 02-12-2020 and the subsequent queries received from NAAC.

The members had been made aware regarding the repeated queries from NAAC related to the number of programmes etc. However, the members were assured that the necessary steps had been taken to meet the queries from time to time and it was hoped that the IIQA would be accepted soon.

### **Agenda 2:** To review progress regarding preparation of SSR

After discussion about the progress of the preparation of the SSR, the following resolutions were adopted:

**Resolution No. 2.1:** The members were requested to complete the preparation of Criterion under each one of them along with the supporting documents so that as soon as the IIQA is accepted the uploading of the data for SSR could be started.

**Resolution No. 2.2:** The NAAC is to be informed immediately about the change of system from TDC Semester to CBCS(Semester) system as there have been drastic change in the course structure and number of papers etc.

There have been changes in the names of courses also especially in the Commerce Stream which, if not cleared beforehand might lead to lot of confusions. Hence, these things were to be made clear to NAAC at opportune time under relevant metrics and Criterion.

**Agenda 3:**

The members discussed about the "Distinctiveness of the Institution" which is very important for the institution.

**Resolution No. 3.1:** The Coordinator was assigned the responsibility of preparing the response convincingly with valid data.

*The meeting was presided over by the Principal/Chairman of the IQAC and he concluded the meeting with a vote of thanks.*

*[Handwritten Signature]*  
03/03/2022

Principal / Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

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

*[Handwritten Signature]*  
03/03/2022

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17

## A meeting among the members of the Internal Quality Assurance Cell (IQAC) and the Heads of Departments

**Date: 22<sup>nd</sup> December 2020**

**Time: 2:00 p.m.**

**Venue: IQAC Room**

### Agenda :

1. Format for Best Department Award 2019-202.
2. To review progress regarding SSS
3. Others.

### Members Present :

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. Dr. Rana Sarmah             | Principal and Chairperson IQAC |
| 2. Dr. Yashodhara Medhi        | Coordinator, IQAC              |
| 3. Ms. Parul Baishya           | Vice-Principal                 |
| 4. Dr. Mrinmoyee Bhattacharaya | Member                         |
| 5. Dr. Gaganjyoti Borah        | Member                         |
| 6. Dr. Madhuleema Chaliha      | Member                         |
| 7. Mr. Biswajit Sarmah         | Member                         |
| 8. Mr. Manik Ch. Roy Pradhani  | Member                         |
| 9. Dr. Sofiul Islam Khan       | Member                         |
| 10. Mr. Saiful Haque           | Member                         |
| 11. Dr. Hemanta Kalita         | Member                         |
| 12. Ms. Maya Dutta             | Member                         |
| 13. Dr. Prabalika Sarma        |                                |
| 14. Mr. Achyut Talukdar        |                                |
| 15. Dr. Moinul Haque Choudhury |                                |
| 16. Mr. Jayanta P. Kumar       |                                |
| 17. Mr. Bhupen Das             |                                |
| 18. Ms. Saraswati Rajbongshi   |                                |
| 19. Mr. Pangkhi Hazarika       |                                |

A meeting among the members of the Internal Quality Assurance Cell (IQAC) and the Heads of Departments was held on **22<sup>nd</sup> December 2020** at 2.00 p.m. at the IQAC Room of the college to discuss about matters as per agenda given above.

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

### **Agenda 1:** Format for Best Department Award 2019-2020.

The members discussed about the format for the "Best Department Award, 2019-20". The format for the Session 2018-19 was taken up and each and every point was discussed in detail for improvement in the format. Different members asked for clarifications on certain points and after the discussions regarding the suggestions the changes were incorporated wherever practicable. After discussion, the following resolutions were adopted:

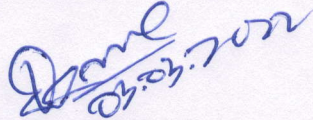
**Resolution 1.1:** It was decided unanimously to prepare a new format for "The Best Department Award" for the Session 2019-20 incorporating the changes discussed in the meeting and the new format is to be prepared within 30<sup>th</sup> December, 2020.

**Resolution 1.2:** The responsibility of preparing the new format for the “Best Department Award, 2019-20” was assigned to Dr. Hemanta Kalita and Ms. Nirmali Borah.

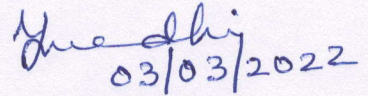
**Agenda 2:** To review progress regarding SSS

The HoDs were alerted to prepare the students for Students Satisfaction Survey (SSS) which will have to be completed within a very short stipulated time.

*The meeting was presided over by the Principal Dr. Rana Sarmah. He thanked the members for their cooperation and ended the meeting.*



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

## IQAC Meeting with the Faculty Members

**Date: 23<sup>rd</sup> December 2020**

**Time: 1:00 p.m.**

**Venue: Conference Room**

### Agenda:

1. Discussion about Students Satisfaction Survey (SSS)
2. Others.

### Members Present:

1. Dr. Rana Sarmah	Principal and Chairperson IQAC
2. Dr. Yashodhara Medhi	Coordinator, IQAC
3. Ms. Parul Baishya	Vice-Principal
4. Dr. Mrinmoyee Bhattacharayya	Member
5. Dr. Gaganjyoti Borah	Member
6. Dr. Madhuleema Chaliha	Member
7. Mr. Biswajit Sarmah	Member
8. Mr. Manik Ch. Roy Pradhani	Member
9. Dr. Sofiul Islam Khan	Member
10. Mr. Saiful Haque	Member
11. Dr. Hemanta Kalita	Member
12. Ms. Nirmali Borah	Member
13. Ms. Maya Dutta	Member
14. Dr. Archana Bora	
15. Dr. Namita Devi	
16. Dr. Mamata Thakuria	
17. Ms. Ira Choudhury	
18. Dr. Prabalika Sarma	
19. Ms. Marie Kalita	
20. Mr. Achyut Talukdar	
21. Dr. Moinul Haque Choudhury	
22. Mr. Phanindra Medhi	
23. Ms. Saraswati Rajbongshi	
24. Dr. Nripendra Nath Medhi	
25. Mr. Jayanta P. Kumar	

A meeting among the members of the Internal Quality Assurance Cell (IQAC) and the faculty members was held on **23<sup>rd</sup> December 2020** at 1.00 p.m. at the Conference Room of the college to discuss about matters as per agenda given above.

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

**Agenda 1:** Discussion about Students Satisfaction Survey (SSS)

The Coordinator, IQAC made the members aware about the process of Students Satisfaction Survey (SSS) and its importance in connection with NAAC Assessment and Accreditation. And the following resolution was adopted:

**Resolution No. 1.1:** All the teachers were requested to collect and confirm the e-mail i/d s of the students and report it to the Coordinator, IQAC and the Convener, Criterion 2 on or before 28<sup>th</sup> December, 2020.

**Resolution No. 1.2:** All the teachers were asked to identify the doubtful students and report it to the office and the IQAC.

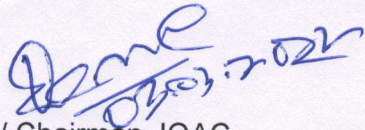
**Resolution No. 1.3:** It was decided that a bulk message would be sent to the students on 28<sup>th</sup> December, 2020 making them aware about the forthcoming SSS and its pattern.

**Resolution No. 1.4:** Departments were to coordinate with their respective Major/Honours students.

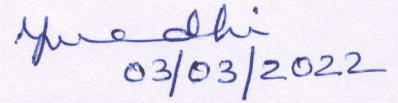
**Agenda 2:** Others

**Resolution No. 2.1:** It was decided that the college website is to be updated immediately.

*The Principal Dr. Rana Sarmah, as the President of the meeting thanked the members for their cooperation and ended the meeting.*



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

## IQAC Meeting with the Faculty Members

**Date: 19<sup>th</sup> April 2021**

**Time: 12 noon**

**Venue: IQAC Room**

### Agenda :

1. Confirmation of the minutes of the last meeting held on **23<sup>rd</sup> December 2020**
2. DVV Queries from NAAC and SSS
3. Preparation by the departments for Peer Team Visit
4. Others

### Members Present :

- |                                |                   |
|--------------------------------|-------------------|
| 1. Ms. ParulBaishya            | Vice-Principal    |
| 2. Dr. YashodharaMedhi         | Coordinator, IQAC |
| 3. Dr. MrinmoyeeBhattacharayya | Member            |
| 4. Dr. Gaganjyoti Borah        | Member            |
| 5. Dr. MadhuleemaChaliha       | Member            |
| 6. Mr. Biswajit Sarmah         | Member            |
| 7. Mr. Manik Ch. Roy Pradhani  | Member            |
| 8. Dr. Sofiul Islam Khan       | Member            |
| 9. Mr. Saiful Haque            | Member            |
| 10. Dr. HemantaKalita          | Member            |
| 11. Ms. Nirmali Borah          | Member            |
| 12. Ms. Maya Dutta             | Member            |
| 13. Dr. Archana Bora           |                   |
| 14. Dr. Bijoylakshmi Das       |                   |
| 15. Dr. Namita Devi            |                   |
| 16. Dr. Mamata Thakuria        |                   |
| 17. Ms. Ira Choudhury          |                   |
| 18. Dr. Prabalika Sarma        |                   |
| 19. Ms. Marie Kalita           |                   |
| 20. Mr. Achyut Talukdar        |                   |
| 21. Dr. Moinul Haque Choudhury |                   |
| 22. Mr. Bhudeb Das             |                   |
| 23. Mr. PhanindraMedhi         |                   |
| 24. Ms. SaraswatiRajbongshi    |                   |
| 25. Dr. Nripendra Nath Medhi   |                   |
| 26. Mr. Jayanta P. Kumar       |                   |
| 27. Dr. PurabiKalita           |                   |
| 28. Mr. Bhupen Das             |                   |
| 29. Dr. Hazarat Ali            |                   |
| 30. Mr. Niranjana Sarma        |                   |
| 31. Ms. Nabanita Choudhury     |                   |
| 32. Mr. Bikash Dutta           |                   |

A meeting among the members of the Internal Quality Assurance Cell (IQAC) and the faculty members was held on **19<sup>th</sup> April 2021** at **12 noon** at the **IQAC Room** of the college to discuss about matters as per agenda given above.

The Chairperson welcomed all the members to the meeting and requested the Coordinator to brief on the purpose of the meeting. The Chairman took up the Agenda of the meeting.

**Agenda 1: Confirmation of the minutes of the last meeting held on 23<sup>rd</sup> December 2020**

The coordinator read out the minutes of the earlier meeting of IQAC held on **23<sup>rd</sup> December 2020** and following resolution was adopted.

**Resolution No. 1.1:** Resolved to confirm the minutes of the earlier meeting held on **23<sup>rd</sup> December 2020**

**Agenda 2: DVV Queries from NAAC and SSS.**

The Coordinator, IQAC made the members aware about the process of Students Satisfaction Survey and that the students have been already receiving e-mails in this regard after the acceptance of IQA. It was further emphasized by the Coordinator, IQAC that the responses from the students, minimum 100 in number should be sent to NAAC within 15 days, i.e., within 30<sup>th</sup> April, 2021. The Coordinator further reiterated that it was a challenge for the institution to be able to meet the required number of feedback from students within the stipulated time as unless for that the whole procedure of NAAC Assessment and Accreditation would be brought to a total failure and the process would have to be started all over again.

**Resolution No. 1.1:** It was resolved that all the teachers would take initiative to make the students, as many as possible within their reach, to comply with the requirement and send their responses at the earliest.

**Resolution No. 1.2:** All the faculty members were requested to remain alert and be prepared with departmental data and data about various committees which might be required for DVV Response to NAAC, expected to come any moment and the responses were to be sent within the stipulated time of 15 days only.

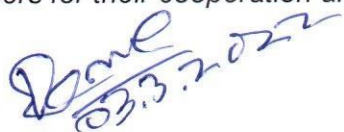
**Agenda 3: Preparation for Peer Team Visit by the departments**

**Resolution No. 2.1:** Departments were to prepare themselves with organized information for the forthcoming Peer Team Visit to the college as part of the NAAC Assessment and Accreditation process.

**Agenda 4: Others**

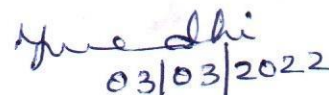
Everyone was worried about the deteriorating Covid-19 situation in the country and was distressed least there were a lockdown situation once again as in the earlier year 2020.

*The Vice-Principal, Ms. Parul Baishya, presided over the meeting and thanked the members for their cooperation and ended the meeting.*

  
03/03/2022

Principal / Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

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

  
03/03/2022

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17

## IQAC Meeting with the Faculty Members

**Date: 22<sup>nd</sup> April 2021**  
**Time: 12 noon**  
**Venue: IQAC Room**

An urgent meeting was convened on 22<sup>nd</sup> April, 2021 to make the faculty members aware about receiving of the DVV (Data Validation and Verification) from NAAC on 21<sup>st</sup> April, 2021 and to discuss about the steps to be taken after that for successful completion of this step of Assessment and Accreditation(A&A) within the stipulated time till 6<sup>th</sup> May, 2021.

However, one of the IQAC members, who was present in the meeting two days back with everyone else, turning Covid-19 positive and two others showing strong symptoms too, the meeting was cancelled and instructions were sent through Whatsapp as to what were to be done for DVV by the faculty members.

There was possibility of a 2<sup>nd</sup> Lockdown soon in the wake of surging Covid-19 cases in the state too.

*Done*  
*03/03/2022*

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

*Medhi*  
*03/03/2022*

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

**Paschim Guwahati Mahavidyalaya**  
**Report on Action Taken on Resolutions Adopted in IQAC Meetings**  
**(2020-21)**

<b>Resolutions Adopted No &amp; Date</b>	<b>Description of Action Taken</b>
<p>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. <b>(Resolution No. 5.1, Dated, 24<sup>th</sup> Jan., 2020).</b></p>	<p>One more Sanitary Napkin Incinerator and a Vending machine have been procured and installed on 24<sup>th</sup> March 2020.</p>
<p>The Principal would prepare the letter (whether to follow the UG or PG manual for SSR and whether there would be extension of time for submission of SSR and whether activities beyond the time limit of up to 30<sup>th</sup> June 2020) to be sent to NAAC at the earliest. <b>(Resolution No. 1.1, Dated, 19<sup>th</sup> Aug., 2020).</b></p>	<p>Letter prepared by the Principal and e-mail sent on 21-08-2020. Received reply through e-mail, dated 1<sup>st</sup> Sept. 2020 from Ms. Sujata Shanbhag, Adviser, NAAC to follow the PG Manual for SSR.</p>
<p>Considering the very little time in hand for preparation of SSR, at least one MTA should be assigned with duties exclusively for IQAC. <b>(Resolution No. 3.1, Dated, 19<sup>th</sup> Aug., 2020).</b></p>	<p>An application letter was sent to the Principal requesting the same on 04-09-2020.</p>
<p>FDPs should be organized through online platform now considering the conditions due to Covid-19 and as the earlier programme of FDP had to be postponed due to CAA disturbance in the state during the month of December, 2019 when the activity was scheduled to be held. <b>(Resolution No. 3.2, Dated, 19<sup>th</sup> Aug., 2020)</b></p>	<p>One Week FDP Programme on "Mentoring Pedagogy &amp; Application of ICT Tools for Online Classroom Delivery of Teachers" was organized by IQAC, PGM in association with Electronics &amp; ICT Academy, IIT Guwahati, Assam and Scholars Institute of Technology &amp; Management from 21<sup>st</sup> -28<sup>th</sup> September, 2020.</p>
<p>Considering the long lockdown period since March 2020 it was not possible to do the necessary exercise related to the "Best Department Award 2020". As such it would not be possible to present the award in the foundation day celebration on 5<sup>th</sup> September 2020. However, to maintain the continuity of this Academic Best Practice it has been decided that the process of assessment for 2020 is to be completed within December 2020 and the award will be given away on 5<sup>th</sup> September 2021 along with that year's award. <b>(Resolution No. 4.1, Dated, 19<sup>th</sup> Aug., 2020).</b></p>	<p>The process of assessment of the departments for the "Best Department Award" for the Sessions 2019-20 could be completed on 29<sup>th</sup> November, 2021 only (along with for the Session 2020-21) due to abnormal situations prevailing long because of Covid-19.</p>
<p>The Best Department Format and the Grading Format related to it is 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. <b>(Resolution No. 4.2, Dated, 19<sup>th</sup> Aug., 2020)</b></p>	<p>Steps taken; The formats were modified a little after discussion.</p>

<p>Taking into consideration all the above, it has been decided unanimously that the college would follow the U.G. Manual for SSR as it has been doing so far and apply for assessment accordingly as an "Undergraduate College" only. <b>(Resolution No. 1.1, Dated, 4<sup>th</sup> Sept., 2020).</b></p>	<p>Responses for SSR prepared following the UG Format only.</p>
<p>As the students should be prepared for SSR (Students' Satisfaction Survey), they should be trained to use the e-mails and respond to messages through e-mail. It was decided to entrust the HoDs with this responsibility. <b>(Resolution No. 2.2, Dated, 4<sup>th</sup> Sept., 2020).</b></p>	<p>The Heads of Departments did the needful.</p>
<p>Resolved that all the members of IQAC, in cooperation from the faculty members should work in real earnest to meet the deadline for submission of IIQA. <b>(Resolution No. 1.1, Dated, 14<sup>th</sup> Oct., 2020).</b></p>	<p>With support and cooperation from the faculty and staff members the IIQA could be submitted within the stipulated time on 1<sup>st</sup> December, 2020.</p>
<p>The President, G.B., Dr. Manab Deka assured of full support and help to start new Vocational Programmes. <b>(Resolution No. 2.1, Dated, 14<sup>th</sup> Oct., 2020).</b></p>	<p>Not much progress could be achieved in this regard due to abnormal situations prevailing for long time because of Covid-19.</p>
<p>Coordinator, IQAC was asked to rethink and prepare the Distinctiveness of the college highlighting some other important facts too along with the given ones. <b>(Resolution No. 2.2, Dated, 14<sup>th</sup> Oct., 2020).</b></p>	<p>Done accordingly.</p>
<p>The members were requested to complete the preparation of Criterion under each one of them along with the supporting documents so that as soon as the IIQA is accepted the uploading of the data for SSR could be started. <b>(Resolution No. 2.1, Dated, 16<sup>th</sup> Dec., 2020).</b></p>	<p>Done accordingly: the data entry for SSR could be done in time.</p>
<p>The NAAC is to be informed immediately about the change of system from TDC Semester to CBCS(Semester) system as there have been drastic change in the course structure and number of papers etc. <b>(Resolution No. 2.2, Dated, 16<sup>th</sup> Dec., 2020).</b></p>	<p>NAAV was communicated from time to time as and when required through NAAC Portal and e-mail.</p>
<p>It was decided unanimously to prepare a new format for The Best Department Award for the Session 2019-20 incorporating the changes discussed in the meeting and the new format is to be prepared within 30<sup>th</sup> December, 2020. <b>(Resolution No. 1.1, Dated, 22<sup>nd</sup> Dec., 2020).</b></p>	<p>Done accordingly.</p>

All the teachers were requested to collect and confirm the e-mail i/d s of the students and report it to the Coordinator, IQAC and the Convener, Criterion 2 on or before 28 <sup>th</sup> December, 2020. <b>(Resolution No. 1.1, Dated, 23<sup>rd</sup> Dec., 2020).</b>	Done as required.
All the teachers were asked to identify the doubtful students and report it to the office and the IQAC. <b>(Resolution No. 1.2, Dated, 23<sup>rd</sup> Dec., 2020).</b>	Done accordingly.
It was decided that a bulk message would be sent to the students on 28 <sup>th</sup> December, 2020 making them aware about the forthcoming SSS and its pattern. <b>(Resolution No. 1.3, Dated, 23<sup>rd</sup> Dec., 2020).</b>	Done as proposed and responses received from the students.
Departments were to coordinate with their respective Major/Honours students. <b>(Resolution No. 1.4, Dated, 23<sup>rd</sup> Dec., 2020).</b>	Done accordingly.
It was decided that the college website is to be updated immediately. <b>(Resolution No. 2.1, Dated, 23<sup>rd</sup> Dec., 2020).</b>	As it is a continuous process it has been going on from time to time.
It was resolved that all the teachers would take initiative to make the students, as many as possible within their reach, to comply with the requirement and send their responses at the earliest (students having been already receiving e-mails in this regard after the acceptance of IIQA). <b>(Resolution No. 1.1, Dated, 19<sup>th</sup> April, 2021).</b>	Done with much alacrity both on the part of the faculty and the students.
All the faculty members were requested to remain alert and be prepared with departmental data and data about various committees which might be required for DVV Response to NAAC, expected to come any moment and the responses were to be sent within the stipulated time of 15 days only. <b>(Resolution No. 1.2, Dated, 19<sup>th</sup> April, 2021).</b>	The faculty members extended full support at the time of DVV response.

*Jagan*  
03/03/2022

Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

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

*Huedhi*  
03/03/2022

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17