

IQAC Meeting

DATE: 12-08-2023

A meeting of IQAC core committee was held on 12.08.2023 at conference hall (old) to discuss the following agenda appended below.

Agenda 1

Approval of reviewed Best Dept Award proforma

2 .Discussion on preparation & progress of AQAR 2022-2023

3.Discussion on the progress of feedback system.

4. Discussion on the progress & record of Add on course.

5. AOM

Members presents:

Biswajit Sarmah

Dr. Marie Kalita
Bhupen Das

Ira Choudhary

Achyut Talukdar

Sofiul Islam Khan

Madhuleema chaliha

Hemanta Kalita

Gaganjyoti Bora

The principal the chairperson of the IQAC welcomed all the member & approved the earlier minutes of the meeting of IQAC i.e. 12.06.23

Agenda 1

As resolved in the earlier meeting, a new reviewed format for the Best dept. Award was prepared according to the suggestion coming from various dept.

Accordingly committee for reviewing proforma of Best dept Award prepared the proforma after reviewing all the suggestions & criteria and placed before the member for approval

Resolution

After monitoring all criteria of the proforma Best Dept Award, the members of the core Committee IQAC approved it. However performa can be modified or reviewed in the next session felt necessary.

Resolution 1.2

It was also decided that the Performa for Best Department Award to be submitted by HODs of different departments on 29th August and Inspection of varlous Best Department Award would be started from 30th august to 1st September 2023.

Agenda 2

Regarding the preparation of AQAR 2022 -23 chairman appraise all the co- coordinators to collect necessary documents regarding respective criteria on time & take necessary Initiatives for activities related with respective criteria.

Resolution 2

It was decided that NSS activities to be organized at the earliest and simultaneously extension cell also to be active properly.

Resolution 2.1

It was also decided to involve and encourage P.G students for creative writing which would important for criteria 3.

Resolution 2.1

I was also resolved that as prescribed by the peer team of Academic & Administrative audit under graduate format would be taken for uploading AQAR 2022-23 session.

Resolution 2.3

Regarding mentoring classes it was resolved that action taken by mentoring to be uploaded to the govt portal as directed by govt of Assam.

Resolution 3

Regarding feed back system it was decided to take feedback on different stack holders as prescribed by Naac. feedback would be taken online & responsibility would be given to the agency of online portal.

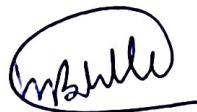
Agenda 4.

Resolution 4.

It was also decided to take all the records and documents of add on courses properly, chairperson asked all the HODs to take popper initiatives to continue Add on & MOOCS classes according to scheduled time table.

Agenda AOM

No other matter was raised in the meeting. Vote of thanks was given by chairman after the end of the meeting.



Principal/Chairman, IQAC

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Coordinator, IQAC

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Dharapur, Guwahati-17

IQAC Meeting

DATE: 12-10-2023

Urgent meeting of IQAC core Committee

An urgent meeting of IQAC core committee is convened on 12.10.23 at 12 noon to discuss to agenda appended below.

Agenda

- 1) Approval of FDP of political Science Department.
- 2) AOM

Members presents:

Biswajit Sarmah

Dr.Mani Kalita
Bhupen Das

Ira Choudhary

Achyut Talukdar

Sofiul Islam Khan

Madhuleema chaliha

Hemanta Kalita

Gaganjyoti Bora

The principal the chairperson of the IQAC welcomed all the members & approved the earlier minutes of the meeting of IQAC which held in 12.08.23

Agenda 1

As a post graduate Department, political science Department & decided to initiate A faculty Development program on teaching, Research & Academic writing in their departmental meeting and proposed to IQAC for Approval. After a thread bare discussion regarding the structure & scheduled of the FDP, all the members present in the meeting gave consent on it.

Resolution

As per the consent of all the members present in the meeting, it was decided to give approval for holding FDP program of Political Science Department.

All the member along with chairmen praised the member of Political science dept for taken initiatives for FDP.

Agenda AOM

Regarding AOM ,as the to permanent members one was retired & other was died another two member was required for the IQAC full – fledged committee.

So after a discussion along with suggestion of the members presents in the meeting, two new members 1) Dr. Jintu Gohain 2) Miss Himashee Barman has been included to fill in the IQAC Committee unanimously.

No other matter was raised in the meeting. At the end of the meeting chairperson offered vote of thanks.



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Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Coordinator

IQAC

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Dharapur, Guwahati-17

IQAC Meeting:

DATE: 16-11-2023

Urgent meeting of IQAC core committee 16.11.23

An urgent meeting of IQAC core committee is convened on 16.11.23 at 11 AM discuss the agenda appended below

Agenda

- 1) Discussion on detail progress of AQAR
- 2) Discussion on the uploading of AQAR.
- 3) AOM

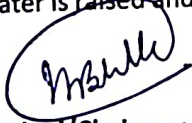
Members presents:


Dr. Biswajit Sarmah
Dr. Marie Kalita
Mr. Bhupen Das
Ms. Ira Choudhary
Mr. Achyut Talukdar
Dr. Sofiul Islam Khan
Dr. Madhuleema chaliha
Dr. Hemanta Kalita
Dr. Gaganjyoti Bora

After welcoming the member of core committee IQAC chairman/principal asked the member to submit the progress report of coming AQAR. As some of the criteria coordinators do' not prepare the progress report up to the mark, chairman apprised resentment on this matter. After over all discussion following resolutions have been made.

Resolution

- 1) It is decided that criteria coordinator have to submit the data & documents relating to template on 30th November before.
 - 2) It is also resolved that criteria coordinator would take incentives to submit substantial documents regarding their respective criteria at IQAC.
 - 3) It is decided to start the process of uploading of AQAR 2023 from 5th of December 2023.
- No other mater is raised and meeting is ended with vote of thanks which is given by Chairman


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IQAC Meeting:

DATE: 28-11-2023

A meeting of IQAC core committee is concerned on 28th NOV 2023 at 1.00 PM. to discuss the agenda opened below :-

- Agenda :**
- 1) Discussion the documents relating to criteria.
 - 2) Discussion on the progress of collecting data regarding various matrices for uploading AQAR 2022-23.
 - 3) AOM.

Members presents :

1. Dr. Mrinmoyee Bhattacharyya
2. Dr. Moinul Haque Choudhury
3. Phanindra Medhi
4. Dr. Biswajit Sarmah
5. Dr. Hemanta Kalita

The principal, the chairperson of the IQAC welcomed all the members & approved the minutes of earlier meeting which was held on 16/11/23.

Agenda 1 : Regarding document relating to criteria, some of the members apprised for not getting proper documents for uploading AQAR and after thread bare discussion following resolution was taken.

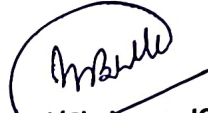
Resolution 1 - It was decided as per chairperson direction, all the the criteria coordinators collect all the documents regarding criteria within a period of one week and to be prepared for uploading AQAR 2022-23.


Agenda 2 : Since submission and uploading of AQAR 2022-23 is near to coming, data relating to various matrices to be prepared as per respective criteria. Chairperson directed to all the criteria coordinators to collect data from concerned committees and cells immediately.

Resolution 2 - As per discussion & direction of chairperson it was decided to collect necessary data & documents from various committee & cells at the earliest.

Resolution 3 - It was resolved that for convenors & coordinators of various committee & cells would furnish all the data which are needful for members of different criteria.

No other matter was discussed in the meeting. At the end of the meeting chairperson gave vote of thanks to all, who was also provided over the meeting.


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IQAC Meeting:

DATE: 07-12-2023

A joint meeting of IQAC and HODs convened 7/12/23 at Conference Hall (old) to discuss the following agenda.

1. Discussion on the approval of purchase of mail ID (Institutional Domain).
2. Discussion on the progression of uploading AQAR (2022-23).
3. AOM.

Member presents :-

1. Dr. Mrinmoyee Bhattacharyya
2. Mr. Phanindra Medhi
3. Dr. Biswajit Sarmah
4. Dr. Hemanta Kalita
5. Dr. Moinul Haque Choudhury
6. Dr. Marie Kalita
7. Dr. Birina Boro

The principal, the chairperson of the IQAC welcomed all the members & approved the minutes of earlier meeting of IQAC, i.e. 16/11/23. After meeting proceeded as per agenda.

Agenda 1 : Members of the IQAC core committee along with chairman discussed about the purchase of mail ID i.e. institutional domain for all the faculty members. For that, principal assured to take necessary arrangement for purchasing institutional domain.

Resolution 1 - After a threadbare discussion it was unanimously decided to purchasing institutional domain from the Corex.

Agenda 2 : As the AQAR 2022-23 uploading is going on, principal enquire about the progress of AQAR 2023. All the Criteria coordinators assured to complete the process of AQAR uploading within a week. IQAC coordinators requested all the criteria coordinators to furnish necessary document, data for respective criteria in time for uploading.

Resolution 2 : So after the discussion it was decided to complete the process of AQAR uploading on 15th Dec 2023.

Agenda 3 : Regarding any other matter , no issue was raised in the meeting. At the end of the meeting, vote of thanks was offered by the chairman of IQAC.



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IQAC Meeting:

DATE: 22-04-2024

A meeting of IQAC core committee was held on 12 PM at IQAC room to discuss the agenda appended below :

Agenda : 1) Discussion on the enhancement of student enrolment.

2) Discussion on the criteria wise activities performed by various committee

3) AOM

Member presents :-

1. Dr. Mrinmoyee Bhattacharyya
2. Mr. Achyut Talukdar
3. Dr. Biswajit Sarmah
4. Dr. Moinul Haque Choudhury
5. Dr. Hemanta Kalita

The principal, the chairman of the IQAC welcomed all the core committee and approved earlier resolution of the meeting. After that she apprised the govt. notification regarding student enrolment. Since Govt. of Assam raised any issue that a college must have more than 3000 students in total, principal took this matter seriously and discussed

Agenda 1 : About all the possible measures to enhancement of the enrolment of student.

Resolution 1 - After a threadbare discussion it was decided to take a student enrolment drive in near by area. For that a group of teacher to be constructed consisting of vice principal, IQAC coordinator and other three or four members to visit nearby Higher Secondary School and to motivate students to enrol in our college.

Resolution 2 – Moreover it was also decided to enhance the enrolment of BCA student & PG. students for the coming session. For that principal apprised that she herself along with the group of teachers would visit the Santoli, Goroimari area where most of the commerce & P.G. students want to take admission in our college.

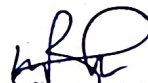
Agenda 2 :

Resolution 3 – Regarding the activities of the various committee & cell, IQAC coordinator requested all the criteria coordinator to touch with the Conveners of various committee & cell and to collect necessary documents of those activities which are in dispensable for AQAR submission. It was decided that criteria coordinators would aware the convenors of various committee to complete their respective activities in time & collect necessary documents from their part.

Agenda 3 : No other specific matter was raised in AOM. The meeting was ended after offering vote of thanks by the Chairman of IQAC.



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IQAC Meeting:
DATE: 20-05-2024

A meeting of IQAC core committee was held on 20/5/2024 at 1 PM to discuss the agenda appended below :

- Agenda :** 1) Discussion on village linkage program
2) Discussion on the tree plantation program
3) AOM

Signature of the member presents :-

1. Dr. Mrinmoyee Bhattacharya
2. Dr. Moinul Haque Choudhury
3. Dr. Biswajit Sarmah
4. Dr. Hemanta Kalita
5. Mr. Achyut Talukdar

Chairman of the IQAC welcomed all the core committee members and approved the minutes of earlier meeting which was held on 22/4/2024. Regarding the discussion on the activities performed by NSS & NCC cell, principal apprised that government notification regarding village linkage program.

Agenda 1 : After the discussion on village linkage program, principal the chairperson of IQAC directed to give the responsibility on two cell i.e. NSS & extension cell of our college.

Resolution 1 – As responsibility of village linkage program, had been handed over to NSS & extension cell it was decided the Convenors of NSS & Extension Cell would convene a medical health check up on 29/06/2024 at our adopted Village in Puranbari under Rani Revenue Block. For this necessary arrangement would be made by two members along with NSS & Extension cell.

Resolution 2 – It was also decided to held a medical camp on women common cancer in our college and women cell would convene this camp on 26/06/2024 at our college premise. For this, convener of women cell was asked to talk with B. Baruah Cancer Institute, Guwahati.

Agenda 2 : Regarding tree plantation in our college premise & outside the Campus, Principal requested NSS & NCC convener to take necessary arrangement.

Resolution 3 - Accordingly it was decided to take plantation drive would be taken at Girl's Hostel road and NH 37. No other matter was raised in the agenda of AOM. After the end of the meeting vote of thanks was offered by the Chairman of IQAC.



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IQAC Meeting:

DATE: 15-06-2024

A meeting of IQAC core committee along with HODs is convened on 15/06/2024 at IQAC room to discuss the following agenda :

1. Discussion on the activities performed by the various committee & cell during the academic year.
2. Discussion on the documents regarding various matrices of different criteria.
3. Discussion on Best Department Award, Best Library User, Best Employer Award.
4. Discussion on feedback systems.
5. AOM.

Member presents :-

1. Dr. Hemanta Kalita
2. Dr. Moinul Haque Choudhury
3. Dr. Yashodhara Medhi
4. Mr. Phanindra Medhi
5. Mr. Saiful Haque
6. Dr. Gaganjyoti Bora
7. Dr. Purabi Kalita
8. Ms. Maya Dutta
9. Dr. Sofiul Islam Khan
10. Mr. Achyut Talukdar

The principal, the Chairperson of IQAC welcomed all the members of core committee of IQAC along with all HODs of the departments and approved the earlier minutes of the meeting which was held on 20/05/2024. After that meeting was proceeded on as per agenda.

Agenda 1 : IQAC Coordinator requested all the criteria coordinator to know about the documents and information regarding activities performed by various committee & cell during the session i.e. 1st July 2023 to 30th June 2024 as a remainder of earlier meeting. Criteria coordinators along with HODs discussed about the activities performed by various committees & cells and had informed the activities we completed in time.

Resolution 1 – After a long disunion it was decided that all the activities relating to AQAR would be completed by 30th June and principal also stressed on this matter as top most urgent.

Agenda 2 :

Resolution 2 – Regarding documents relating to AQAR of various matrices, it was decided that all the convenors of different committees & cells have to be submitted necessary document & drafts to the IQAC before summer vacation.

Agenda 3 :

Resolution 3 – Regarding modalities of Best Department Award, Best Library User Award, It was decided to be continued as it of mode and necessary changes would be made from next session. Moreover it was also

decided that Best Department Award & Best Library User Award to be continued as best practice on the basis of ongoing guidelines.

Agenda 4 : Regarding feed back system.

Resolution 4 – IQAC Convenor appraised about feedback format which was circulated in Google form in student portal. It is was decided that all the teachers have to aware the student to fill in the feedback in stipulated time.

Agenda 5 :

Resolution 5 – Under Any Other Matter (AOM), one issue was raised by some criteria coordinators. They expressed their experience regarding difficulty arises in completion the matrices of AQAR uploading. Considering that matter it was resolved that criteria coordinators may change their members in respective criteria for smooth functioning of AQAR work.

After the end of the meeting Chairman offered vote of thanks to all the members.



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