Date: 2.04.2018	Venue: IQAC Room

Agenda:

1. Reviewing the format of departmental profile
2. Decision on inter-departmental assessment
3. Placing income-expenditure account of IQAC
4. Re-structuring the sub cell and committees under IQAC
5. Discussion on reassessment by NAAC in 2020
6. Discussion on students' attendance
7. Discussion on the use of library and old canteen building.
8. Reviewing the mentoring system
9. Discussion on campus development
10. Discussion on college website development
11. Placing input-output gap analysis

Attendees: Dr. P. K. Dutta (Principal, Bahona College), Dr. Pabitrapran Goswami (President, GB), Dr. Rofique Ahmed, Dr. Sumbit Chaliha, Mr. Ajit Kr. Bora, Dr. Gayatree Agni Borah, Mrs. Namita Saikia, Dr. Aditi Baruah, Dr. Manas Jyoti Bora, Dr. Reema Rabha, Dr. Sangita Das, Dr. Parinita Borah, Mrs. Indrani Barthakur, Dr. Pankaj Bora, Mr. Krishna Hazarika (G.S. of students' union)

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	*Dr. P. K. Dutta, Principal of the College*		
Stating objectives of the meeting	*Dr. R. Ahmed, Coordinator, IQAC*		
Presenting minutes of previous sitting	*Dr. R. Ahmed*	*Reviewed*	*Approved*
Progress of activities	*Dr. R. Ahmed*	• *Organized awareness programme on Right to Health on 17.01.2018* • *Popular talk on Changes in Indian Politics from Congress Era to Modi Regime on 20.01.2018* • *Popular talk on Social Media and its Impact on Youth on 20.01.2018* • *Counseling programme on interview skill on 06.02.2018* • *Organized workshop on Journalism and Mass Communication as Profession during 5.03.2018 – 06.03.2018* • *Organized one day workshop on Bioinformatics on 16.03.2018* • *Inter-departmental seminar on 22.03.2018* • *Training programme on Bio-instrumentation and Mushroom Culture on*	*It has been advised that number of organizing state and national level programmes should be increased. But it should not be at the cost of classes of students.*

		28.04.2018	
Steps taken on the basis of previous sitting	Dr. R. A. Ahned	As per decision of previous sitting, IQAC has organized a workshop on the theme 'journalism and employability' in collaboration with Jorhat District Working Journalists Association on 5th and 6th February 2018.	Thanked the effort
Feedback software development	Dr. R. Ahmed	Rs. 15000/- has already been paid to Corex, Guwahati developing feedback software in terms of an agreement to exhibit the software through internet within two months of time	Decided that the feedback mechanism will be open to all the degree students, guardians and faculties without any bar.
Activities in adopted village	Dr. Manas Jyoti Bora and Dr. Pankaj Bora	The Community Extension Cell jointly with NSS unit of Bahona College has accomplished a series of activities in adopted village cleanliness of school campus, beautification of road sides, workshop on self-employment, effort for solving waterlogging problem in farming land etc.	Appreciated by the sitting
New villages under adopted care	Dr. Pankaj Bora	Apart from Kakilamukh and Moutgaoun, another three villages are proposed for adopted care following the guidance of Unnata Bharat Aviyan.	Approved
Modification of format of departmental profile	Dr. R. Ahmed	Because including indicators of departmental assessment and ranking the format of the profile seems to be lengthier and so time consuming when filled. If it is modified, then should all the facts required by NAAC in AQAR and SSR.	For modification responsibility has been assigned to Dr. Sumbit Chaliha, Mr. Ajit Borah and Dr. Pankaj Borah. They should submit the modification report within one month.
Inter-departmental Assessment and ranking	Dr. R. Ahmed	In earlier format of departmental profile there was a portion containing measurable indicators to be used in departmental assessment and ranking. But as facts in that portioned are not detailed properly for which the objective of inter-departmental assessment and ranking remains un-fulfilled. So, there is need of separate filling up of data sheet to meet this purpose.	To formulate this data sheet the responsibility has been assigned to Dr. Sumbit Chaliha, Mr. Ajit Borah and Dr. Pankaj Borah. This data sheet will be departmentally validated by a three member committee comprising of – GB president, Principal of the College and an expert from outside.

Placing expenditure statement	*Dr. R. Ahmed*	*The income and expenditure statement – head-wise has been placed and reviewed. Also expected fund from college source in forthcoming year.*	*The statement has been approved and the principal from his chair assured his effort to provide fund as much as possible.*
New procedure of NAAC's assessment	*Dr. R. Ahmed*	*New procedure has been declared. College is to go reaccreditation (cycle 3) in 2020. But the college has to much to face the reaccreditation. The practices should be routine manner, not just like party arrangement before NAAC's visit*	*Agreed by all the members.*
Strength and weakness of the College	*Mr. M. K. Bora*	*To get ready the member should know the strength and weakness of the college as so far the new procedure is concerned.*	*Supported by all the members*
Power point presentation	*Dr. R. Ahmed*	*The new procedure has been summarized with a power point presentation where he showed out of 37 criteria (sub of seven) where the college is strong and where the college is week. He also showed the differences between the old procedures and new ones and where to take care.*	
New appointment of coordinator	*Dr. R. Ahmed*	*He said that he has been this duty for last seven years and to energize the IQAC more a new coordinator of positive mindset.*	*The sitting disagreed this proposal and resolved the continuity of present coordinator up to next assessment.*
Book Donation Day	*Dr. R. Ahmed*	*Though 14.02.2018 was fixed to observe as book donation day, due to some inconvenience this was postponed. He requested to propose a name of renown person in memory of whose the day can be observed.*	*The sitting viewed that the day should not be observed in name of some particular one as because it will have criticism for discrimination. Instead of it two local literary person, on selection basis by a committee should be felicitated in this occasion.*
Students' Attendance	*Dr. R. Ahmed and Dr. Pankaj Borah*	*Because earlier collection of the students' attendance record by the university office, attendance of students, particularly of arts departments lamentably fall downs. As a result class days come down not more than 45 days. Here a question of course completion stands as a big question. In absence of students, it is difficult to organize quality development and enrichment programmes which are essential for the students in*	*The sitting has decided that in offering internal assessment marks on students attendance it should not be limited to the date of attendance record submission to the college office, but also up to one week before end semester exam. Considering students' attendance of that period some incentive can be provided departmentally. The principal should also make an enquiry on the students' attendance and course completion at the*

		semester system.	end part of the semester session and it should have cross verification with students' view.
Use of library	Dr. R. Ahmed, Dr. Pankaj Borah and Dr. Pabitra Pran Goswami	The use of library seems to be poor. Some incentive measures should be undertaken to increase presence in library such as giving semester-wise prize to the best student user of library considering book borrowing number, reading hours in library etc. Internet connectivity should be increased in library and also Xerox facility should be available there in concession price and the computers which are in library should all be made usable.	Decided that, librarian should be a member of IQAC. The sitting has approved all the suggestions and the principal assured to assign responsibility to look these matter.
Full time librarian	Mr. M. K. Borah	For efficient and full use of the library there should have a full time librarian paying a considerable lump-sum amount until a full time librarian is not appointed by the government	Supported by the members.
Library use	Dr. Sangita Das	The less use of central library is due to use of departmental library by the students. Something should be done so that students do use library.	Decided that departments should keep record of students using departmental library. This report should be submitted to the central library annually.
Increasing book issue day in library	Krishna Hazarika (Students' Union Secy.)	The provision of issuing book for one class limits the use library. Book issue gap days become twice if for some reason, that particular day closed.	The principal of the college, from the chair assured that book issue days would surely be increased with immediate effect.
Use of old canteen building.	Dr. Rofique Ahmed	As the new canteen building has been opened, the old canteen building remains un-used. One part of this building should be used by Placement Cell putting there certain computers with net connectivity and keeping books to be availed by ex-students for competitive exam. If so, the original purpose of this donated building by ex-students will come to reality. This additional library should be managed by Placement Cell.	The Principal in the chair expected that the suggestion is surely good one, but its development and renovation would be undertaken only when there is availability of fund.
Use of gymnasium	Mr. M. K. Bora	The gymnasium attached with indoor stadium will have full utilization, if only if it is opened to some private party with an MOU in term of concessional fees to college students which	The principal of the chair said that already the gymnasium is being partly used by a party and for full use private party is being searched to make an

		can be utilized for maintenance.	*MOU and thus to full use of the amenities there.*
Renovation and room provisions	*Dr. R. Ahmed*	*As so far all-round quality development, there is need renovating students' common room, classroom, certain laboratories etc. and provisions of separate room for IQAC office, NSS activities and health care center.*	*Decided that all these suggestions will be possible to materialize only when the class rooms in first floor of new arts building are ready to use and only when the next allotment of RUSA fund will be released.*
College website	*Dr. R. Ahmed*	*There is a need to develop college website making more well-structured, more informative and more user friendly. Otherwise it will be troublesome to refer it as a data base particularly during the time of NAAC's assessment. It will have not a proper reflection of the college if left at present position.*	*The Principal, in the chair, stated that, as per resolution of previous sitting of IQAC, Dr. S. Chaliha and Dr. P. Bora were assigned the responsibility to make a plan to develop the college web-site. But there was an agreement with the present party to continue the website up-to November 2019. So, Dr. Chaliha and Dr. Bora have been suggested that they should search and negotiate with another party, if the old one is not at par. But the new one will have to be replaced only after November 2019.*
Whats app mentoring	*Dr. R. Ahmed*	*Of-late whats app mentoring becomes more common apart from hearing in person. But there is still no provison to record facts of whats-app mentoring. The sitting should find out some path in this respect.*	*The sitting has resolved that, through whats-app group mentoring should be preferred as it will cover more and more number of students rather than a limited number of students when hearing in person.The record of all types of mentoring should be maintained departmentally by a particular faculty in monthly basis and on the basis of this record the department should submit a mentoring report at the end of every semester. If necessary the Employees Development Cell should organize a workshop on whats-app mentoring among the faculties.*
Campus development	*Dr. R. Ahmed*	*It has been repeatedly placed in IQAC meeting that there is need of campus development such as garbage management in girls hostel and laboratories, rain water harvesting, use of solar energy, extension of sanitary facilities for both*	*The principal in the chair states that rain water harvesting and extension of sanitary facilities have been materialized partly. Other campus amenities will be provided phase-wise time to time relating to the*

		students and employees etc.	*availability of fund.*
E-learning and digital learning	*Dr. R. Ahmed*	*There is need of extending e-learning and digital learning.*	*The principal in chair states that already departments, library and office been covered under jio-fi net connectivity. Here the students can avail the provisions of e-learning. Effort is being made to develop the campus having full yi-fi connectivity. Five rooms in new arts building have been accommodated with L.C.D. projector where the teachers can go for digital teaching-learning.*
E-governance and central monitoring	*Dr. R. Ahmed*	*There is need to develop e-governance by setting central monitoring system.*	*The principal in chair state that, though not in full sense, there is a system of central management and monitoring through bulk messaging, through lane-networking, using office software and installing CC camera, departmental profiling, whats-app group formation etc. The CMS in actual format will developed gradually whenever financial ability is attained.*
Nature of programme organization	*Dr. R. Ahmed*	*It is better to organize at least one programme by each Cell, Committee and departments. Organizing programmes repeatedly in more numbers affects the teaching-learning routinely transaction. Further any outside party approaching to principal need to accomplish through respective cell and committee under IQAC. If so, the cells and committees will remain active.*	*Approved by the sitting*
Annual budget	*Dr. Pabitra Pran Goswami*	*There should have annual budget of the college preparing on the eve of each financial year. This budget should be approved by the GB at the starting of each financial year. It is expected to help the college authority, because once budget is approved by GB, there will be no need to get financial approval again and again by the College authority.*	

Do	*Mr.. M. K.. Bora*	*There are some difficulties to prepare college budget at the end financial year. Because up to that time ledger and cash book can not be closed for some un-cleared check and for pending payment.*	*Decided that the cashbook and ledger must to be closed at the end of the month of April and on the basis of it the budget should be prepared within next fifteen days.*
End of the	*Dr. P. K. Dutta*	*Expects more cooperation of the members as the third cycle accreditation by NAAC is approaching. He thanked all the members for valuable suggestion and active cooperation.*	*Declared closure of the sitting*
(Signature) Coordinator, IQAC, Bahona College		*(Signature)* President, IQAC, Bahona College	