



Template of Minutes
IQAC Meeting
Bahona College

Date: 10.07.2017

Venue: IQAC Room

Agenda:

1. Reviewing progress of IQAC activities.
2. Approval of AQAR 2016-17
3. Assigning responsibility of Research and Extension Cell to new convener
4. Nominating member from the department of History
5. Planning for the use of IQAC fund
6. Approval of modified questionnaire of students' feedback on teachers

Attendees: Dr. P. K. Dutta (Principal, Bahona College), Dr. Rofique Ahmed, Dr. O. S. Ahmed, Dr. Jaigeswar Borah, Dr. Sumbit Chaliha, Dr. Porinita Borah, Dr. Gayatri Agni Borah, Mr. Prasanta Bordoloi, Dr. Porinita Borah, Dr. Bikramaditya Bakalial, Md. Ismail Ali, Madhurjya Borah, Mr. Rituraj Bora.

| Actions | Person(/s) taking part | Discussion points | Outcome/Decisions |
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| <i>President taking seat</i> | <i>Dr. P. K. Dutta, Principal of the College</i> | | |
| <i>Stating objectives of the meeting</i> | <i>Dr. R. Ahmed, Coordinator, IQAC</i> | | |
| <i>Presenting minutes of previous sitting</i> | <i>Dr. R. Ahmed</i> | <i>Reviewed</i> | <i>Approved</i> |
| <i>Progress of IQAC activities</i> | <i>Dr. R. Ahmed</i> | <ul style="list-style-type: none">• <i>Making survey in adopted village and collected data</i>• <i>Underweighted students as BMI record has been distributed among the departments</i>• <i>Preparing AQAR for the year 2016-17</i>• <i>Getting filled up of departmental profile</i>• <i>Organized a training programme on dealing in PFMS</i>• <i>Finalization of students' feedback questionnaire</i>• <i>State level workshop on Rural Women through the Development of Entrepreneurial Skill of SHG during 21st to 24th June 2017</i>• <i>Orientation of students on 19.06.2017</i>• <i>Training programme on the use of PFMS on 8.06.2017</i>• <i>UGC sponsored state level workshop on Culture and Conservation of Ornamental Fishes through Aquarium during 21st to 24th June 2017</i> | <p><i>Decided to organize a workshop in collaboration with journalist's organization in the month of August next.</i></p> <p><i>Appreciated and advised to maintain regularity in organizing programmes</i></p> |
| <i>Presenting AQAR 2016-17</i> | <i>Dr. R. Ahmed</i> | <i>Reviewed thoroughly</i> | <i>Approved</i> |

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| <i>Placing IQAC action plan for the year 2017-18</i> | <i>Dr. R. Ahmed</i> | <i>Covering all the quality aspects of the college, the action plan has been prepared.</i> | <i>Approved with certain modification</i> |
| <i>Fund under Community Extension Cell</i> | <i>Mr. M. J. Borah</i> | <i>The fund under CEC remains unutilized because misplacing the pass book.</i> | <i>The convener has been assigned responsibility to manage the same</i> |
| <i>Actions to undertake</i> | <i>Dr. R. Ahmed</i> | <p><i>Main actions to be taken are-</i></p> <ol style="list-style-type: none"> <i>1. Organizing for students' enrichment programme</i> <i>2. Organizing workshop and training programme on employees development</i> <i>3. Organizing health care priogramme</i> <i>4. Programme for students' creativity development</i> <i>5. Orientation orogramme on career and placement</i> <i>6. Organising popular talks to orient social issues and social values</i> <i>7. Organizing community extension activities</i> <i>8. Organizing programmes to enhance interview skill</i> <i>9. Organizing programmes on democratic and human right awareness</i> <i>10. Academic development in relation to introduction of CBCS</i> <i>11. Programme on social hazards like tobacco risk and road risk</i> <i>12. Programme on science awareness in neighbouring schools</i> | <i>Decided that after opening the classes after summer vacation each cell and committee would submit specific actions with time framing and limited budget within 15 days and then to proceed.</i> |
| <i>Taking charge</i> | <i>Dr. P. K. Dutta</i> | <i>As decided in previous sitting Dr. Gayatri Agni Borah is to take charge as convener of Research and Consultancy committee.</i> | <i>Since Dr. I Baruah, the convener of Research and Consultancy Cell has already retired so, Dr. G. A. Bora has been nominated as convener of the same committee and the charge with all documents have been handed ove to the later.</i> |
| <i>Questionnaire of students' feedback</i> | <i>Dr. R. Ahmed</i> | <i>The questionnaire of students' feedback has already been modified as proposed in previous sitting of IQAC</i> | <i>Decided to be examined the appropriateness of word by Mr. Ajit Kr. Borah and then approved.</i> |
| <i>Accommodation</i> | <i>Dr. R. Ahmed</i> | <i>There is need of separate accommodation for health care.</i> | <i>Separate accommodation cannot be provided until construction of new arts building has been completed.</i> |
| <i>Nomination of IQAC member</i> | <i>Dr. R. Ahmed</i> | <i>To get representation from the department of History,</i> | <i>Mr. Keshab Nath has been nominated.</i> |

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| | | <i>there is need of nominating faculty from that department.</i> | |
| <i>Selective action plans for the year 2017 - 18</i> | <i>Dr. R. Ahmed</i> | <ul style="list-style-type: none"> <i>Regular periodical organization of workshop and training programmes for students' enrichment and employees development</i> <i>Regular organization of orientation programmes and inter-departmental seminars</i> <i>Continuing health care activities</i> <i>Organizing awareness programmes on social issues</i> <i>Organizing programme to develop interview skill and job placement counseling programme</i> <i>Taking initiatives for cultural development</i> | <i>Approved the action plans with suggestion to minimize loss in routine classes.</i> |
| <i>Dropout</i> | <i>Dr. R. Ahmed</i> | <i>There seems to have increasing trend of dropout in the college at under-graduate level</i> | <i>The sitting assigned Mr. Mridul Dutta to make a report on dropout for last three years and to place it in next IQAC sitting</i> |
| <i>Conclusion of chairman</i> | <i>Dr. P. Kr. Dutta</i> | <i>Thanked the members for attending and cooperating the sitting and expected the same in future too.</i> | <i>Declaration of the closure of the sitting.</i> |
| <i>(Signature)</i> Coordinator, IQAC, Bahona College | | <i>(Signature)</i> President, IQAC, Bahona College | |