



**Template of Minutes
IQAC Meeting
Bahona College**

Date: 17.02.2017

Venue: IQAC Room

Agenda:

1. Briefing IQAC status in Bahona College.
2. Deciding mode of IQAC functioning.
3. Re-structuring IQAC.
4. Approval of new committees and cells under IQAC.
5. Review of the materialization of advices made by NAAC's Peer Team.
6. Utilization of IQAC fund.
7. IQAC fund regularity.
8. Approving of action plans.

Attendees: Dr. P. K. Dutta (Principal, Bahona College), Prabin Ch. Saikia (G.B. President), Dr. Jaigeswar Borah, Dr. Omar S Ahmed, Prativa Bora, Pranati Deworah, Indrani Borthakur, Dr. Aditi Baruah, Dr. Sumbit Chaliha, Prasanta Bordoloi, Bikramaditya Bakalial, Pankaj Bora, Madhurjya Borah.

Actions	Person(s) taking part	Discussion points	Outcome/Decisions
<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>Presentation of proceedings of previous meeting</i>	<i>Dr. R. Ahmed</i>	<ul style="list-style-type: none">• Slow progress of IQAC activities because of absence of IQAC coordinator and celebration of Golden Jubilee closing functions• GD and seminar presentation assessment format got ready and distributed• Inter-departmental assessment awaited for not finalizing the assessment procedure	<i>The proceeding approved with the expectation of more dynamism in IQAC functionary.</i>
<i>Progress of activities as per previous action plan</i>	<i>Dr. R. Ahmed</i>	<ul style="list-style-type: none">• Organized a national level workshop on Human Right (26.08.2016 – 1.09.2016) and also an institutional level seminar on Human Right among the students (1.09.2016)• Organized a state level quiz competition among college students (5.08.2016)• Organized science model competition among school students at regional level (19.08.2016)• Organized teachers' orientation programme at secondary level (8.06.2016 – 10.06.2016).• One popular talk on	<i>Appreciated and advised to keep up.</i>

		<p>2.09.2016</p> <ul style="list-style-type: none"> • Another popular talk on 16.09.2016 • Training programme on digital transaction on 10.01.2017 • Skill Development programme on 30.01.2017 	
<i>IQAC status</i>	Probin Ch. Saikia	<i>The coordinator of IQAC presented IQAC structure with the help of power point. It consists of several cells and sub committees from which periodical work report is collected. He expects re-structuring of the committee.</i>	<i>The re-structuring permitted</i>
<i>Re-structuring of IQAC</i>	<i>IQAC coordinator</i>	<i>Restructuring is necessary to decrease number, to make them more functional and to make them more integrated.</i>	<i>Number of committee and cells have been reduced to 13. The committee/cells along with conveners are – Budget and Resource Management (Mrs. R Rabha), Employees Development Cell (Mr. P Bora), Health Care Cell (Dr. B. Bakalial), Curricular Aspects (Dr. I. Barthakur), Research and Consultancy (Dr. Indira Baruah), Sports Development (Mr. P. Bordoloi), Academic Development Cell (Dr. Aditi Baruah), Placement Cell (Dr. S. Chaliha), Employees' Grievance Redrassal (Dr. P. Bora), Students' Support and Progression (Mr. Ajit Kr. Bora), Community Extension (Manashjyoti Bora, Cultural Development (Mrs. N. C. Saikia), Students' Grievance Redressal (Dr. S. Das)</i> <i>All the Committees and Cells assigned some defined works of quality development.</i>
<i>Thrust Areas emphasized by NAAC's Peer Team</i>	<i>Coordinator, IQAC</i>	<i>Thrust areas are – taping funds from different sources, increase of students' research through field study and project report, comprehensive record on students' scholarship, formalizing scholarships, more active and dynamic of library services, spillover effects of college research on society,</i>	<i>Decided to materialize the advices phase-wise.</i>

		<i>more intensified health care services, benchmarking of departments, assigning service specific responsibility, preparation of priority/need statement, maintaining annual confidential report, preparation of academic master plan, increasing collaborative research, provisioning free internet connectivity to the students, increasing inter-disciplinary activities and increasing course flexibility.</i>	
<i>Utilization of IQAC fund</i>	<i>Coordinator, IQAC</i>	<i>UGC released Rs. 3,00,000 under the head of IQAC of which Rs. 1,95,119 has already been expended and the sitting needs to chalk out the utilization of rest amount.</i>	<i>Decided that the pending bills relating to quality development of the college, which should normally come under the head of IQAC, should be paid there from. This needs to be done before the term of 12th plan gets over.</i>
<i>IQAC fund arrangement</i>	<i>Coordinator, IQAC</i>	<i>As the 12th plan is going to over and the released amount during this period is going to finish, to run IQAC activities in forthcoming years, there is need to arrange fund.</i>	<i>Decided that expenditures of IQAC should be meet from the head of college development, fee of which is collected from students.</i>
<i>Approval of Annual Report</i>	<i>Coordinator, IQAC</i>	<i>The annual report 2015-16, which has already been submitted to the NAAC, placed for review.</i>	<i>The report has been approved with the conclusion that it should be placed timely before its submission.</i>
<i>Appointment of advisers</i>	<i>Mr. Madhurya Bora</i>	<i>Advised that the GB president P. Saikia and University GB Nominee to appoint as advisers of IQAC in place of its member.</i>	<i>Accepted and resolved</i>
<i>Reorganisation of IQAC committee</i>	<i>Coordinator, IQAC</i>	<i>To make the IQAC more participatory and more functional there is need to reorganize the IQAC committee</i>	<i>Appointing Mr. P. Saikia and Dr. J. Bora as advisers the IQAC committee has been reorganized involving all the departments and conveners of committee and cells under IQAC - Dr. P.K. Dutta (chair person), Dr. R. Ahmed (Coordinator), Pankaj Bora (Asst. cor), B. Bokalial (Asst. Cor), P. Ch. Saikia (Adviser), Dr. J. Bora (Adviser), I. Borthakur, Dr. I barhua, P. Bordoloi, Dr. A. Baruah, Dr. S. Chaliha, Dr. P. Borah, Mr. M. K. Baruah, Md. Ismile Ali, Mr. Ajit krBorah Mr. Manaj Jyoti Borah, Mrs. N. C. Saikia, Dr. S. Das.</i>

			<i>The sitting proposes to get this reorganized IQAC committee passed from GB in its next sitting.</i>
<i>IQAC actions review</i>	<i>Dr. Bikromaditya Bakalial</i>	<i>Suggested renewal and addition of IQAC activities, such as – Departmental Student Identity Record, Academic Audit, introduction of certificate course, provisions smart board, archive of reading materials for students, orienting students to local issues and resources, inviting campus interview, observation of memorable days of great persons with diversity, organizing programmes on psychological stress management, counseling on legal provisions, provisions of diary for students and teachers, counseling on internet use, organizing competition on different subjects etc.</i>	<i>Decided that the suggested activities should be performed selectively under respective cells/committees so far as financial and time feasibilities are concerned.</i>
<i>Employees development</i>	<i>Mr. Pankaj Borah</i>	<i>Suggested provisions for employees development are – applying for more minor and major research projects, organizing training programmes separately for teaching staff, office staff and support staff, upgrading college website for dissemination of students' and faculties' performance, organizing more number of workshops and seminars etc.</i>	<i>The sitting considers that these types of programmes are organized time to time and the frequency should be increased without having any cost on academic transactions of the students.</i>
<i>End view of the Chairman</i>	<i>Dr. P. Kr. Dutta</i>	<i>Expects to hold IQAC sitting every Saturday to review the Progress. Also assures his close observation on IQAC activities.</i>	<i>Declared closure of the sitting.</i>
<i>(Signature) Coordinator, IQAC, Bahona College</i>		<i>(Signature) President, IQAC, Bahona College</i>	