



Template of Minutes
IQAC Meeting
Bahona College

Date: 27.01.2016

Venue: IQAC Room

Agenda:

1. Approving criteria for evaluating GD and Seminar presentation
2. Approving internal assessment procedure
3. Reorganizing Community Extension Cell and Academic Development Cell
4. Reviewing IQAC Action Plan of the College
5. Reviewing suggestions made by NAAC's Peer Team
6. Others

Attendees: Dr. P. K. Dutta (Principal, Bahona College), Dr. R. Ahmed (Coordinator, IQAC), Dr. Porinita Bora, Pranoti Dewaraha, Dr. Aditi Barua, Dr. Omar S Ahmed, Indrani Borthakur, Namita Saikia, Madhusmita Barua Sangkakoti, Jayanta Bordoloi, Ajit Kr. Bora, Prasanta Bordoloi, Ranjit Pegu, Sanjay Mili, Dr. Indira Barua, Purnima Dutta, Dr. Gayatree Agni Bora, Robin Bordoloi, Dr. Sumbit Chaliha.

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>Approving criteria for evaluating GD and Seminar presentation</i>	<i>Coordinator, IQAC</i>	<i>To keep consistency among the departments in evaluating procedure of GD and seminar presentation some criteria need to be formulated.</i>	<i>A committee of five members has been formed to formulate those criteria and one month time to report the same.</i>
<i>Approving internal assessment procedure</i>	<i>"</i>	<i>For a long time, IQAC is considering the matter of department wise internal assessment on the basis Annual Departmental Report (ADR) and validating by a team and grading thereon.</i>	<i>The above committee has been responsibility to frame the mechanism of assessment and grading. Two month time has been given to report the same.</i>
<i>Nominating convener of Community Extension Cell</i>	<i>"</i>	<i>As Dr. Dipti Goswami has got retirement, so a new convener needs to be selected to keep the Community Extension Cell Active.</i>	<i>Mr. Pankaj Kr. Borah and Mr. Manas Jyoti Borah have been nominated as joint convener of Community Extension Cell.</i>
<i>Nominating new convener of Academic Development Cell</i>	<i>"</i>	<i>Dr. Porinita Bora appealed to release from the responsibility of convener of ADC because of increasing work burden in the Chemistry Department, there is need to consider the appeal.</i>	<i>The appeal of Dr. Porinita Borah heard positively and Dr. Aditi Barua has been nominated as new convener of ADC.</i>
<i>Participation of Alumni Committee in IQAC</i>	<i>Dr. Omar S. Ahmed</i>	<i>Involvement of Alumni Committee in IQAC is expected to enrich in decision making and quality management.</i>	<i>The secretary of Alumni committee has been selected as member of IQAC.</i>
<i>Approval of Action Plan</i>	<i>Dr. Rofique Ahmed</i>	<i>Review of the progress report of the Action Plan 2016-71. The progress has been overviewed and found some actions</i>	<i>Decided to complete the undone part in next sixth month. Here the departments have been asked to be active</i>

		<i>undone. Here main actions are -</i>	<i>at departmental level.</i>
<i>Review of NAAC Peer team's advice, 2015</i>	<i>Dr. S. Chaliha</i>	<i>The advices given by NAAC's Peer Team have been examined and found some to be brought into action.</i>	<i>Has been decided to materialize the advices within one year.</i>
<i>Reviewing the actions performed by Cells and Committees under IQAC</i>	<i>Dr. Rofique Ahmed</i>	<i>The recent actions undertaken by cells and committees are not satisfactory in all cases and found drawbacks in some cases.</i>	<i>Decided that remaining actions will be materialized within next sixth months by preparing an agenda and submitting it to IQAC.</i>
<i>Formulating academic master plan</i>	<i>Dr. Rofique Ahmed</i>	<i>IQAC feels necessary to prepare an academic master plan along with physical master plan so that physical and human resources can have optimum use.</i>	<i>To formulate the academic master plan, a committee has been formed with members – Dr. O. S. Ahmed, Dr. P. K. Dutta, Mrs. Purnima Dutta and Mr. Ajit kr. Bora.</i>
<i>Publication of Research Journal</i>	<i>Dr. Indira Baruah</i>	<i>A research journal with ISSN is expected to enrich the outlet of research findings of research scholars within and outside the institution.</i>	<i>This aspect has been suggested to settle in the platform of Research and Consultancy Committee.</i>
<i>Measures of students' enrichment.</i>	<i>Dr. Rofique Ahmed</i>	<i>There is need to make provisions for students' enrichment</i>	<i>Decided to</i> <i>1. Regularize field study and project preparation</i> <i>2. extend mentoring procedure through whatsapp</i> <i>3. enriching wi-fi connectivity</i> <i>4. Organizing inter-departmental seminar competition</i> <i>5. Organizing students' centric programmes under different cells and committees.</i>
<i>Measures of students' motivation and incentive</i>	<i>Mr. Prasanta Bordoloi</i>	<i>There is need to make provisions for students' motivation</i>	<i>Decided to</i> <i>1. Selecting best graduate every year</i> <i>2. Displaying photo of best graduate in cover page of college prospectus</i> <i>3. Departmental level incentive by identifying best achiever and best attendee</i> <i>4. Introducing departmental level academic calendar</i> <i>5. Incentive of library use</i> <i>6. Restructuring of college scholarship.</i> <i>7. Academic Development Cell and Committee on Students' Support and Progression would initiate and look after the matters of motivation and incentive.</i>
<i>Book Donation Day</i>	<i>Dr. Rofique Ahmed</i>	<i>To enrich the library, a book donation booth has been</i>	<i>Decided to observe the day along with an adequate</i>

		<i>opened and to make it more functional a day should be observed as “book donation day”</i>	<i>occasion found fit and this will be considered by the coordinator himself.</i>
<i>Closure of the sitting</i>	<i>Dr. P. Kr. Dutta</i>	<i>Thanked all for presence and active cooperation and expected the same in future.</i>	<i>Declared closure of the sitting</i>
<i>(Signature)</i> Coordinator, IQAC, Bahona College		<i>(Signature)</i> President, IQAC, Bahona College	