



**Template of Minutes
IQAC Meeting
Bahona College**

Date: 15.07.2015		Venue: IQAC Room	
Agenda: <ol style="list-style-type: none"> 1. Approval of AQAR 2014-15 2. Approval of action plan for the year 2015-16. 3. Taking measure for NAAC's Peer team visit 4. Selecting convener of Community Extension Cell 			
Attendees: Dr. P. K. Dutta (Principal, Bahona College), Dr. R. Ahmed (Coordinator, IQAC), Sjt. Nara Nath Borah (Social activist), Sjt. Tankeswar Bora (Social activist), Dr. Debajyoti Bhuyan (Teacher member), Dr. Indira Baruah (Teacher member), Mrs. Purnima Dutta, Dr. Sumbit Chaliha (Teacher member) and Jyotika Bora (G.S., Students' Union)			
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>Presenting minutes of previous meeting (13.12.2013)</i>	<i>Dr. R. Ahmed, Coordinator, IQAC</i>	<ol style="list-style-type: none"> 1. Reviewing the progress of the works resolved in last IQAC meeting 2. Query about inviting VC to the college 3. A workshop on research methodology was organized on 13th, 14th and 15th March 2015. 4. Organized a one week work on the application of MATLAB on 27.04.2015-3.05.2015 5. Organized a state level seminar on Democratic Decentralization and Rural Development on 24th and 25th April. 6. Organized 8 students' enrichment programme 7. Organized 7 programmes by Placement and Counseling Cell 8. Organized 2 programmes by Cultural Development Cell 9. Organized 6 programmes by Community Extension Cell. 	<ol style="list-style-type: none"> 1. Delayed initiatives in the actions regarding campus development and library because of rainy and also lack of fund. 2. The invitation was delayed because of not receiving consent from the V.C. of D.U. 3. Approval of the minute. 4. The sitting appreciated and thanked for all the programmes of quality development and students' enrichment.
<i>Preparation for NAAC's peer team</i>	<i>Dr. Rofique Ahmed – opener of the discussion; All the members – reviewer</i>	<ol style="list-style-type: none"> 1. Updating Departmental profile 2. Preparing college profile to be presented before NAAC's peer team 3. Updating all the office documents and keeping presentably ready 4. Appointing secretarial 	<ol style="list-style-type: none"> 1. Authorized IQAC coordinator to notify the depts regarding the update of DP. 2. Dr. R. Ahmed, Dr. OS Ahmed, Dr. Shantona Saikia, Dr. S. Chaliha and Mr. Ajit Kr. Bora have been assigned the responsibility

		<p>assistant and photographer</p> <p>5. Appointing NAAC's coordinator of Bahona College</p> <p>6. Appointing outside computer expert to assist NAAC's peer team</p>	<p>to prepare NAAC's profile.</p> <p>3. The principal of the college would notify to keep documents ready</p> <p>4. Ms. Kankana Kalita and Ms. Momi Bora have been decided to assist at IQAC office. Professional photographer would be hired from outside</p> <p>5. Dr. S. Saikia selected as NAAC's coordinator to receive peer team.</p> <p>6. Mr. Devoiyoti Borah nominated to assist NAAC's peer team during its visit.</p>
Nominating convener of Com. Extn. Cell	President Dr. P.K. Dutta as per agenda	Selection of convener of Com. Ex. Cell as the former coordinator retired	The coordinator of IQAC has been resolved to act as in-charge of Com. Ex. Cell
Approval of AQAR (2014 -15)	Dr. R. Ahmed, Coordinator of IQAC	Review of the report	Approved (hyperlink)
Action plan for the year 2015-16	Presented by IQAC coordinator	<p>Examining the viability of the report. Main action proposed are –</p> <ol style="list-style-type: none"> 1. Organizing a national level workshop for employees development 2. Organizing two state level workshops for employees development 3. Orienting the students on course and social issues 4. Extension activities in neighbouring schools such as organizing science model competition, quiz competitions etc. and also organizing teachers' training programme for neighbouring schools . 5. Working for students' enrichment organizing different competitions at state and regional levels, students' seminar, popular talk etc. Decided also to organize programme for digital literacy for students. 6. Organizing programme for development of extra-curricular activities of students. 7. Organizing programme for the development of non-teaching staff. 8. Regularly organizing programmes on career counseling and skill development. 	Approved (hyperlink)

<i>Miscellaneous</i>	<i>Sjt. Tankeswar Bora</i>	<i>Choosing out the good practices of college and highlighting</i>	<i>Supported and approved</i>
	<i>Mr. Niren Barua, President GB</i>	<i>Appraising Book Donation Box and advised to maintain a separate register for books collected thereby</i>	<i>The advice approved</i>
	<i>Better electrification in classroom</i>	<i>Identified the lapses</i>	<i>Decided to draw attention of the authority</i>
	<i>Mr. Niren Barua, President GB</i>	<i>Preparing budget regarding the expenditure because NAAC's peer team visit</i>	<i>Decided to draw attention of the authority</i>
	<i>Dr. D. J. Bhuyan (Teacher member)</i>	<i>More activating Alumni Association to take part during NAAC's visit</i>	<i>Decided to correspondence with Alumni Cell</i>
<i>Chairman's comment</i>	<i>Dr. P. K. Dutta</i>	<i>He thanks for active cooperation of the members and expects full cooperation of all during NAAC's peer team visit</i>	<i>The sitting has been declared as ended.</i>
<i>(Signature)</i> Coordinator, IQAC, Bahona College		<i>(Signature)</i> President, IQAC, Bahona College	