



**Template of Minutes**  
**IQAC Meeting**  
**Bahona College**

| Date: 10.10.2014                                                                                                                                                                                                                                                                                                                                                                                                 |                                                   | Venue: IQAC Room                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Agenda:</b><br>1. Make decision about measures to be taken before NAAC's peer team visit.<br>2. Reviewing SSR and approval.                                                                                                                                                                                                                                                                                   |                                                   |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Attendees:</b> Dr. P. K. Dutta (Principal, Bahona College), Dr. R. Ahmed (Coordinator, IQAC), Sjt. Nara Nath Borah (Social activist), Mr. Niren Barua (College G.B. President), Dr. Debajyoti Bhuyan (Teacher member), Mr. Ajit Kumar Borah (Teacher member), Omar S. Ahmed (Teacher member), Dr. Indira Baruah (Teacher member), Mrs. Shantana Saikia (Teacher member), Dr. Sumbit Chaliha (Teacher member). |                                                   |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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. Sumbit Chaliha Asst. Coordinator, IQAC</i> | <i>1. Discussion regarding inviting the V.C. of DU to the College.</i>                                                                                                                                                                                                                                                                      | <i>1. Inviting V.C. just before NAAC's visit to the College.<br/>2. The responsibility of inviting VC assigned to Academic Development Cell.<br/>3. Approval of the minute</i>                                                                                                                                                                                                                                                   |
| <i>Activities to be performed before NAAC's visit.</i>                                                                                                                                                                                                                                                                                                                                                           | <i>Dr. Rofique Ahmed</i>                          | <i>1. Completing digitization of library<br/>2. Completing office automation<br/>3. Increasing amenities in canteen, girls' common room and indoor stadium.<br/>4. Orienting current students, alumni and parent's regarding NAAC's assessment.<br/>5. Developing classroom and computer laboratories.<br/>6. Developing college campus</i> | <i>1. All the activities have been approved and to be done phase wise<br/>2. The chairman/principal has been requested to take approval of those activities from GB.<br/>3. The coordinator of IQAC would place an appeal to the principal of the college performing those activities.<br/>4. Dr. D. J. Bhuyan has been assigned responsibility to make necessary plan and estimate to increase amenities in college library</i> |
| <i>Presenting SSR through LCD projector</i>                                                                                                                                                                                                                                                                                                                                                                      | <i>Dr. Rofique Ahmed</i>                          | <i>Partly reviewed because of shortage of time.</i>                                                                                                                                                                                                                                                                                         | <i>1. The remaining part of SSR has been decided to distribute among the members in written<br/>2. The SSR will be reviewed again in next sitting of IQAC</i>                                                                                                                                                                                                                                                                    |
| <i>Organizing workshop</i>                                                                                                                                                                                                                                                                                                                                                                                       | <i>Dr. I Baruah</i>                               | <i>1. There is need to organize a workshop for faculty development under the Research and Extension Committee in collaboration with Employees Development Cell. A proposal has already been prepared.</i>                                                                                                                                   | <i>Approved by the sitting</i>                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                                          |                 | <p>2. Department should also take initiative to organize students enrichment programmes</p> <p>3. Also requested all the Cells and Committees to organize programmes in respective subjects</p> |                                            |
| Organizing seminar                                       | Dr. R. Ahmed    | There is also need to organize state and national level seminar by the departments. Good effort should be there.                                                                                | Agreed by the sitting                      |
| Chairman's comment                                       | Dr. P. K. Dutta | 1. He thanks for active cooperation of the members and expects the same in future.                                                                                                              | 1. The sitting has been declared as ended. |
| <p>(Signature)<br/>Coordinator, IQAC, Bahona College</p> |                 | <p>(Signature)<br/>President, IQAC, Bahona College</p>                                                                                                                                          |                                            |