



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

Date: 12.09.2019 Venue: IQAC Room

- Agenda:**
1. Review and Approval of AQAR 2018-19
  2. Review and Approval of Students' Feedback Report 2018-19
  3. Review of Students' Satisfaction Survey 2018-19
  4. Discussion and approval of Action Plan for the year 2019-20
  5. Discussion on the activities of Cells and Committees under IQAC
  6. Discussion regarding Vision and Mission of the College
  7. Discussion regarding the organization and management of Morning Assembly
  8. To form a committee to correspond and receive NAAC's Peer Team
  9. Assigning responsibility of preparing seven criterion of SSR to seven Committees
  10. Discussion regarding organizing parent- teachers meet
  11. Discussion regarding the activities of alumni association
  12. Taking decision on the action regarding development of support staff
  13. Discussion regarding the purchase of some apparatus for specially abled ones

**Attendees:** Dr. P. K. Dutta (Principal, Bahona College), Dr. Pabitra pran Goswami (President, GB), Dr. Rofique Ahmed (Coordinator, IQAC), Mr. Madhurya Bora, Dr. Sumbit Chaliha, Dr. Indrani Barthakur, Dr. Gayatree Agni Bora, Mr. Dr. Pankaj Bora, Mr. Mridul Dutta, Mr. Ajit Kr. Bora, Mr. Rajen Chandra Bora, Dr. Sangita Das, Mrs. Namita Saikia, Dr. B. Bakaliyal, Dr. Manas Jyoti Bora, Dr. Reema Rabha.

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 sitting</i>	<i>Dr. R. Ahmed</i>	<i>Reviewed</i>	<i>Approved</i>
<i>Steps taken on the basis of previous sitting / Progress report</i>	<i>Dr. R. A. Ahmed</i>	<ol style="list-style-type: none"> <li>1. <i>Developed two smart classroom</i></li> <li>2. <i>Responsibility of maintaining digital classroom assigned to the departments.</i></li> <li>3. <i>Certain departments organized Parent-teachers meet and alumni meet</i></li> <li>4. <i>Unique roll number to all semesters introduced</i></li> <li>5. <i>Introduction of students' diary</i></li> <li>6. <i>Rainwater harvesting provisions developed</i></li> <li>7. <i>Students' feedback questionnaire simplified</i></li> <li>8. <i>MOU signed with Corex, Guwahati for developing new website</i></li> <li>9. <i>Format of departmental profile modified</i></li> <li>10. <i>Arts departments have</i></li> </ol>	<i>Some important decisions remained undone and decided to complete as earliest possible</i>

		<i>contributed to appoint a worker for campus cleanliness and beautification and appointed accordingly</i>	
<i>Teacher exchange programme</i>	<i>Dr. Pabitora Pran Goswami</i>	<i>Now done irregularly and should be made a regular practice</i>	<i>Approved as a regular practice and should be done at departmental level and monitored by ADC</i>
<i>Mentoring</i>	<i>Dr. Pankaj Bora</i>	<i>Current system reviewed and suggested for mentors-mentee distribution under principal irrespective of streams and major and non-major</i>	<i>Asked IQAC coordinator to examine the viability and to place the findings in next IQAC sitting</i>
<i>Campus lighting</i>	<i>Dr. Sumbit Chaliha &amp; Dr. Pabitra Pran Goswami</i>	<i>To make the solar energy points installed in the college campus working and such points should be extended</i>	<i>Approved and authorized the IQAC coordinator to take this issue to Principal's desk</i>
<i>Students' Feedback</i>	<i>Dr. R. Ahmed</i>	<i>Feedback reports for both odd and even semesters, 2018-19 placed for review and approval</i>	<i>Reviewed and approved and decided that ranking of faculties on the basis of students' feedback cannot be kept secret as it is to upload in college website.</i>  <i>Faculties of every department need to counsel on the mechanism of students' feedback</i>
<i>Health camp</i>	<i>Dr. R. Ahmed</i>	<i>One in-campus and one off-campus health campus should be organized annually and the proposal of health card should be brought into action.</i>	<i>The responsibility here assigned to Health Care Center and necessary expenditure to prepare health card should be incurred from college fund</i>
<i>AQAR 2018-19</i>	<i>Dr. R. Ahmed</i>	<i>Presented the AQAR for review and approval</i>	<i>Reviewed and approved</i>
<i>E-content</i>	<i>Dr. Sumbit Chaliha</i>	<i>An important quality aspect of the faculties is to develop e-content and it should be at least 10 for each faculty</i>	<i>Approved</i>
<i>SSR preparation</i>	<i>Dr. R. Ahmed</i>	<i>Preparation of SSR should be assigned criterion wise to following seven committee/cells –</i> <i>1. Curricular aspects – Committee on Curricular Aspects</i> <i>2. Teaching, Learning and Evaluation – Academic Development Cell</i> <i>3. Research, Innovation and Extension – Committee on</i>	<i>Approved</i>

		<p><i>Research and Consultancy</i></p> <p>4. <i>Infrastructure and Learning Resources – Budget and Resource Management Committee</i></p> <p>5. <i>Students' support and progression – Committee of Students' Support and Progression</i></p> <p>6. <i>Governance, leadership and management – Students' Grievance Redressal Cell</i></p> <p>7. <i>Institutional values and best practices – Placement Cell &amp; Extension Cell</i></p>	
<i>Registration of Alumni Association</i>	<i>Dr. R. Ahmed &amp; Dr. P. P Goswami</i>	<i>It is important to register the Alumni Association of the college and issuing card for alumni registration particularly at the time of declaring 6<sup>th</sup> semester result</i>	<i>Suggested to take necessary action by the alumni working in the college. Alumni meet need to be organized at departmental level</i>
<i>Academic audit</i>	<i>Dr. P. K. Dutta</i>	<i>A recent practice adopted in HEIs to make academic and administrative audit by outside agencies</i>	<i>Approved and initiative is assigned to ADC</i>
<i>Students Satisfaction Survey (SSS)</i>	<i>Dr. R. Ahmed</i>	<i>A report has been prepared on the basis of SSS presented for review and approval</i>	<i>Reviewed and approved</i>
<i>Action Plan 2019-20</i>	<i>Dr. R. Ahmed</i>	<i>Presented for review</i>	<i>Reviewed and approved</i>
<i>Seminar and workshop</i>	<i>Dr. Pankaj Bora</i>	<i>Frequency of organizing national level seminar and workshop is decreasing and effort should be taken</i>	<i>Advised to apply at least one seminar/workshop by each department</i>
<i>Resignation</i>	<i>Dr. Pankaj Bora</i>	<i>Because of other assignment he appealed to release from the convenership of EDC</i>	<i>Request approved</i>
<i>Students' Diary</i>	<i>Dr. Bikramaditya Bakaliyal</i>	<i>Students' code of conduct should be placed in students' diary</i>	<i>Approved</i>
<i>Class routine</i>	<i>Dr. R. Ahmed</i>	<i>The class routine should be prepared permanently so that it can be placed in students' diary</i>	<i>Approved</i>
<i>Students' progression</i>	<i>Dr. Reema Rabha</i>	<i>There should be departmental record of students' progression</i>	<i>Approved</i>
<i>Vision and Mission of the college</i>	<i>Dr. R. Ahmed</i>	<i>As per suggestion of NAAC's peer team 2015 the vision and mission of the college should be</i>	<i>A committee with the following members formed to review the vision and mission of the college-</i>

		<i>restructured.</i>	<i>Dr. R. Ahmed, Dr. Shantana Saikia, Dr. Pankaj Borah, Mr. Ajit Kr. Bora, Dr. B. Bakaliyal.</i>
<i>NAAC Peere Team Dealing and Assessment Arrangement</i>	<i>Dr. R. Ahmed</i>	<i>A committee should be formed to deal NAAC Peer Team and arrangement of assessment</i>	<i>A committee has been formed with the following members – Dr. Shantana Saikia (Convener), Dr. S. Chaliha, Dr. Pankaj Bora, Dr. B. Bakaliyal, Dr. R. Rabha, Dr. Sangita Das</i>
<i>Know your college</i>	<i>Dr. Porinita Bora</i>	<i>A programme should be organized to acquaint the students with different aspects of the college – naming as “Know Your College”</i>	<i>Approved</i>
<i>Purchase of apparatus for specially abled ones</i>	<i>Dr. B. Bakaliyal</i>	<i>There is necessity to purchase apparatus for specially abled students</i>	<i>Health care cell need to take necessary action and such apparatus should be in custody of this cell</i>
<i>Application for fresh copy of 2(f) and 12(B) certificate</i>	<i>Dr. R. Ahmed</i>	<i>There is need of fresh copy of 2(f) and 12(B) certificate which should be collected from UGC office Delhi.</i>	<i>Authorised the coordinator to intimate this matter to college principal</i>
<i>Distinctive feature</i>	<i>Dr. S. Chaliha</i>	<i>Considering all the aspects the distinctive feature of the college identified is ‘Rural Development Linkage’.</i>	<i>Approved</i>
<i>Conclusion</i>	<i>Dr. P. K. Dutta</i>	<i>Thanked all the members for active cooperation and expected the resolutions taken here to be executed as earlier as possible</i>	<i>Closure of the meeting</i>
<i>(Signature)</i> Coordinator, IQAC, Bahona College		<i>(Signature)</i> President, IQAC, Bahona College	