Minutes of the 2nd IQAC Meeting, 2025

Bahona College, Jorhat
Date: 19th November 2025
Time: 1:00 PM
Venue: Arts Conference Hall

Members Present: Principal Dr. Sumbit Chaliha, Dr. Parinita Borah (VP), IQAC Coordinator Dr. Pankaj Bora along with all other teaching & non-teaching staff of the college

Agenda-wise detailed Minutes

1. Review of the Progress on Different Audits of the College

The meeting began with reviewing the ongoing progress of various mandatory audits of the college.

- The Principal informed that some departments have already submitted their respective audit reports, while others are still in progress.
- Mr. Samir Ranjan. Boruah reported the status of completion the library audit.
- After reviewing departmental updates, the Principal and IQAC Coordinator urged all remaining staff members to complete the pending audits **on or before December 2025**, emphasizing compliance for the upcoming NAAC cycle.

Resolution: All departments must submit their pending audit documents to IQAC by **31st December 2025** without fail.

2. Planning of Activities for the Next Calendar Year

The Chair informed that departments will soon receive a template for submitting proposed activities for 2026. Planning will include academic, research, extension, and infrastructural initiatives.

Resolution: Departments shall draft and submit their **Annual Activity Plan for 2026** to IQAC by December 2025.

3. Discussion on Autonomous College Proposal

This agenda witnessed extensive discussion from multiple faculty members.

- The Principal initiated the discussion on the feasibility and importance of applying for autonomous status.
- The IQAC Coordinator strongly supported the proposal, highlighting academic flexibility and long-term institutional growth.

- **Dr. Mridul Dutta**, **Dr. Sanjay Mili, Mr. Ajit Kr. Borah**, and **Mr**. **Alock Kr. Dutta** provided detailed suggestions. Some pointed out potential challenges but agreed that the college should proceed.
- Multiple staff members, including **Mr. Bikram Bora, Dr. Himanshu Rajbonshi, Dr. Madhusmita Baruah Changakakati**, and **Dr. Bikramaditya Bakalial**, also shared supportive opinions.
- **Dr. Parinita Borah (VP)** offered further suggestions and expressed full support.

Formation of the Autonomous Proposal Committee

As per the notes, the Principal recommended forming a committee for preparing and processing the autonomous proposal.

Members (as per handwritten list):

1. **Dr. Pankaj Bora** – Chairperson
2. **Dr, Tousifur Rahman**
3. **Mr. Bikram Bora**
4. **Dr. Mridusmita Bora**
5. **Dr. Damini Kashyap**
6. **Dr. Bhaskar Dowarah**

Resolution:
The committee shall prepare the draft proposal with required documentation and process the application for autonomous status.

4. Allocation of Funds for the Publication Cell

The Principal informed the house that:

- An amount of **Rs. 10,000** has been sanctioned by IQAC to the Publication Cell for **research and publication advancement activities**.
- The Principal handed over the cheque to the **President and Secretary of the Publication Cell**.

Resolution:
The Publication Cell will utilize the sanctioned amount exclusively for publication-related academic enhancement activities and submit a utilization report to IQAC within the financial year.

5. Matters Related to ERP

- The IQAC discussed issues related to grammar, content accuracy, and timely updates on the college ERP/website.

- To improve the quality of content on the website and ERP, **Dr. Damini Kashyap** and **Dr. Munmi Bora** were appointed to oversee grammatical correctness and content monitoring.

Resolution:
The appointed members will conduct monthly reviews of ERP and website content and present findings in the next IQAC meeting.

6. Any Other Item with Permission of the Chair

- Dr. Madhusmita Baruah Changakakati expressed gratitude to IQAC for the allocation made to the Publication Cell.
- Members recommended that future IQAC meetings include progress presentations from each cell/committee to enhance accountability.

Conclusion

The meeting ended with the Principal thanking all members for their constructive participation and encouraging everyone to work collaboratively toward institutional improvement.