Template of Minutes
IQAC Meeting
Bahona College

Date: 06.11.2021		Venue: Rupkonwar Conference Hall	
Agenda: 1. Orientation Program on NAAC for faculties 2. Preparation of SSR for NAAC			
Attendees:			
Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	*Dr. P. K. Dutta, Principal of the College*		
Stating objectives of the meeting	*Dr. Sangeeta Das, Assistant Coordinator, IQAC*		
Welcome Address	*Dr. Rofique Ahmed, IQAC Advisor & HOD, Economics Department*		
Presenting Talk on NAAC Assessment	Dr. Ruprekha Bordoloi, Principal, Kakojan College, Jorhat	*1. Revised Accrediated Framework (RAF) of the NAAC assessment procedure* *2. SSR preparation* *3. Presentation before NAAC peer team.*	
Discussion on NAAC Assessment Procedure	*Dr. Pankaj Bora* *Dr. Sangeeta Das* *Dr. Anupam Chanda* *Dr. Rofique Ahmed* *Mr. Amarjyoti Bharali* *Dr. Mridul Dutta*		
Vote of Thanks	*Dr. Pankaj Bora Coordinator, IQAC, Bahona College*	*He thanked the resource person and all the members present in the meeting for their active participation.*	*Declared end of the session.*
(Signature) Coordinator, IQAC, Bahona College		*(Signature)* Chairperson, IQAC, Bahona College	

Template of Minutes
IQAC Meeting
Bahona College

Date: 08.11.2021	Venue: Rupkonwar Conference Hall

Agenda:

1. Orientation Program on NAAC for faculties
2. Preparation of SSR for NAAC
3. Presenting before NAAC

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	*Dr. P. K. Dutta, Principal of the College*		
Stating objectives of the meeting	*Dr. Sangeeta Das, Assistant Coordinator, IQAC*		
Welcome Address	*Dr. Rofique Ahmed, IQAC Advisor & HOD, Economics Department*		
Presenting Talk on NAAC Assessment	Dr. Soumitra Puzari IQAC Coordinator *JorhatCollege (Amalgamated), Jorhat*	*1. Revised Accrediated Framework (RAF) of NAAC assessment procedure* *2. SSR preparation* *3. Presentation before NAAC peer team.* *4. Preparing students for SSS*	
Discussion on NAAC Assessment Procedure	*Dr. Pankaj Bora* *Dr. Sangeeta Das* *Dr. Anupam Chanda* *Dr. Rofique Ahmed* *Dr. Mridul Dutta*		
Vote of Thanks	*Dr. Pankaj Bora* *Coordinator, IQAC, Bahona College*	*He thanked the resource person and all the members present in the meeting for their active participation.*	*Declared end of the session*

(Signature) Coordinator, IQAC, Bahona College	*(Signature)* Chairperson, IQAC, Bahona College

Template of Minutes
IQAC Meeting
Bahona College

Date: 12.11.2021	Venue: New Conference Hall, Arts Building

Agenda:

1. Discussion on action plan for the upcoming NAAC Assessment
2. Increasing ICT based classes and e-content development by faculties and students
3. Reviving COVID data relief fund
4. Green initiatives

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	*Dr. P. K. Dutta, Principal of the College*		
Stating objectives of the meeting	*Mr. Amarjyoti Bharali, Secretary, Bahona College Teacher's Unit*		
1. E-content repository *2. Green Initiatives, etc.*	*Dr. Pankaj Bora*	*1. Tobacco free campus.* *2. At Least two YouTube Classes by each teacher:* *3. At Least one YouTube Lecture by student of each semester of each department (Peer learning)* *3. At Least one Teaching Learning Material (TLM) by each teacher.* *4. E content repository in the Website* *5. ICT based classes* *6. Donate rare books available in your personal library* *7. Regular parent-teacher meetings* *8. Painting of Department walls by students.* *9. Script exchange initiative: MoU with 2/3 colleges to exchange In Sem Exam scripts. (Any one of the two sessionals)* *10. Covid Data Relief scheme for students. Each department will spend 1000 from their deptt budget in this head.* *11. Reviving Bahona College Cares.* *12. Introduction of new Add on courses.* *13. Reinitiating Students Morning Assembly (Online/Offline)* *15. Green Initiative: Vehicle Pass*	*Approved*
1. Restoring Healthy Practices such as Morning	*Dr. Rofique Ahmed*	*He proposed about re-initiating the students' and faculty and HOD diary ; morning assembly*	*Approved*

Assembly, Diary, etc.			
Recording of students' seminar	*Dr. Bokramaditya Bakalial*	*Proposed recording of students' seminars, group discussions for creating e-contents*	*Approved*
Vote of Thanks	*Mr. Amarjyoti Bharali, Secretary, Bahona College Teacher's Unit*	*He thanked all the faculty members for their active participation and valuable suggestions.*	*Declared end of the session.*
(Signature) Coordinator, IQAC, Bahona College		*(Signature)* Chairperson, IQAC, Bahona College	

Template of Minutes
IQAC Meeting
Bahona College

Date: 16.11.2021	Venue: Room No. 7

Agenda:

1. Discussion on NAAC SSR Preparation
2. Discussion on C1 (Curricular Aspects)

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	Dr. Pankaj Bora, IQAC Coordinator		
Stating objectives of the meeting	*Dr. Anupam Chanda, Assistant IQAC Coordinator*		
IIQA submission details and SSR data preparation	Dr. Pankaj Bora	*Discussed about the current sessions to consider for SSR preparations for upcoming NAAC assessment*	*Approved*
Feedback mechanism	*Dr. Anupam Chanda*	*Suggested analysis of feedbacks received from the alumni*	*Approved*
Field work	*Dr. Sangeeta Das*	*Suggested field visit by different departments with all students*	*Approved*
Curricular Aspects	*Mrs Ilaxi Bora*	*Lesson plan format was suggested*	*Approved*
Alumni Feedback Analysis	*Mr. Bhaskar Dowarah*	*Discussed about heat map generated based on the alumni feedback generated*	*Approved*
Vote of Thanks	*Dr. Sangeeta Das Assistant IQAC Coordinator*	*She thanked all the faculty members for their active participation and valuable suggestions.*	*Declared end of the session.*

(Signature) Coordinator, IQAC, Bahona College	*(Signature)* Chairperson, IQAC, Bahona College

Template of Minutes
IQAC Meeting
Bahona College

Date: 25.11.2021	Venue: Room No. 7

Agenda:

1. Discussion on NAAC SSR Preparation
2. Discussion on C1 (Curricular Aspects)

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	Dr. Rofique Ahmed, IQAC Advisor & HOD, Department of Economics		
Stating objectives of the meeting	*Dr. Anupam Chanda*		
SSR on Criterion 1	*Dr. Anupam Chanda*	*Discussed different metrics under C1*	
Curriculum Enrichment and Employees Feedback Collection	*Dr. Sangeeta Das*	*Presented a common format for providing data under curriculum enrichment. Also suggested for generating feedback from students' employers working in different organizations.*	*Approved*
Curriculum Planning	*Dr. Rofique Ahmed*	*Suggested formation of a common academic calendar by IQAC and uploading in college website*	*Approved*
Vote of Thanks	*Mrs Ilaxi Borah Criteria Coordinator (C1)*	*She thanked all the faculty members for their active participation and valuable suggestions.*	*Declared end of the session.*
(Signature) Coordinator, IQAC, Bahona College		*(Signature)* Chairperson, IQAC, Bahona College	

Template of Minutes
IQAC Meeting
Bahona College

Date: 09.12.2021	Venue: Room No. 7		
Agenda: 1. Discussion on NAAC SSR preparation and presentation (All seven SSR) 2. Presentation on progress of the work by Criteria Coordinators of SSR committees			
Attendees:			
Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	Dr. P.K.Dutta, Principal, Bahona College		
Stating objectives of the meeting	*Dr. Pankaj Bora, IQAC Coordinator*		
Criterion 1	*Mrs Ilaxi Bora*	*Presented on the progress of Criterion 1 (CurricularAspects)*	
Criterion 2	*Mr. Bikrom Bora*	*Presented on the progress of Criterion 2*	
Criterion 3	*Dr. Himangshu Rajbonshi*	*Presented on the progress of Criterion 3*	
Criterion 4	*Dr. Reema Rabha*	*Presented on the progress of Criterion 4*	
Criterion 5	*Dr. Kasturi Goswami*	*Presented on the progress of Criterion 5*	
Criterion 6	*Dr. Aishwannya Sarmah*	*Presented on the progress of Criterion 6*	
Criterion 7	*Dr. Parbeen Iraqui*	*Presented on the progress of Criterion 7*	
Uploading of data in drive folder	*Dr. Rofique Ahmed*	*Suggested uploading of the completed work in IQAC drive folder*	*Approved*
Vote of Thanks	*Dr. Anupam Chanda Assistant IQAC Coordinator*	*He thanked all the faculty members for their active participation and valuable suggestions.*	*Declared end of the session.*
(Signature) Coordinator, IQAC, Bahona College		*(Signature)* Chairperson, IQAC, Bahona College	