Template of Minutes
IQAC Meeting
Bahona College

Date:11.01.2022	Venue: Rupkonwar Conference Hall

Agenda:

1. SSR submission for NAAC
2. Progress report presentation by SSR Criteria Coordinators
3. Miscellaneous

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	*Dr. P. K. Dutta, Principal, Bahona College*		
Welcome Address	*Dr. P. K. Dutta, Principal, Bahona College*		
Stating objectives of the meeting	*Dr. Pankaj Bora, IQAC Coordinator*		
Discussion on teaching-learning process and others	*Dr. Pankaj Bora, IQAC Coordinator*	1. *Central Academic Calendar preparation by Academic Development Cell, IQAC.* 2. *To speed up the Alumni association registration process.* 3. *Necessary measurements should be taken for distribution of the students' diaries.* *To publish the Bulletin regularly.* *To select two best practices.* *To identify institutional distinctiveness under C7.*	*Approved*
Presentation on Criterion 7	*Dr. Parbeen Iraqui*	1. *Identification of best practices among suggested practices.* 2. *Identification of Institutional distinctiveness among suggested ones.*	
Presentation on Criterion 2	*Mr. Bikram Bora*	1. *Discussed different issues faced while preparing the SSR for C2.* 2. *Also requested the departments and cells to provide data as soon as possible for timely preparation and submission of SSR on C2.* 3. *Abrupt increase in number of students from 330 to 360 in the academic year 2018-19.*	

Discussion on abrupt increase in number of students in the academic year 2018-19.	*Dr. P. K. Dutta, Principal, Bahona College*	*He suggested various departments to submit the list of students taking admission in ST, SC, OBC, etc.*	*Approved*
Presentation on Criterion 3	*Dr. Himangshu Rajbonshi*	*He discussed that few research papers submitted by faculties were not in the current UGC Care list. Therefore, he suggested authors submit a self-declaration signed by the author and counter-signed preferably by the Editor-in-Chief of the journal so that those papers can be included under C3.*	*Approved.*
Presentation on Criterion 1	*Mrs Ilaxi Bora*	*Discussed on various aspects of C1 (Curricular Aspects) and requested the departments to provide last 5 years data on Experiential learning.*	*Approved*
Presentation on Criterion 4	*1. Dr. Reema Rabha* *2. Dr. Anupam Chanda*	*1. Discussed about the progress made on C4.* *2. Discussed different aspects of the library as a learning resource.*	
Discussion on departmental books and issue records	*1. Dr. Submit Chaliha* *2. Dr. Sangeeta Das*	*3. Discussed about the entry of departmental books in the central college library.* *4. Discussed about the inclusion of departmental book issue records in the central library records.*	*Approved*
Internet data speed	*Dr. Pankaj Bora*	*Discussed the Internet speed of the present Wifi connection in the college and also to take another FTTH internet connection for high speed internet for students.*	*Approved*
Presentation on Criterion 5	*Dr. Kasturi Goswami*	*Discussed the progress of C5. Discussed about different scholarships both In-house and outside college at various levels.*	
Scholarship	*Mr. Ajit Borah*	*Discussed about the inclusion of Jindal Scholarship received by students in C5.*	*Approved*
Presentation on Criterion 6	*Dr. Aishwannya Sharma*	*Discussed about progress under C6 and about the inclusion of MoU with digital Centre and college canteen.*	*Approved*
Discussion on Best Practice selection and Identification of Institutional Distinctiveness	*Dr. Parbeen Iraqui*	*Two best practices and distinctiveness for reporting at SSR are proposed.*	

Vote of Thanks	*Dr. Pankaj Bora* *Coordinator, IQAC,* *Bahona College*	*He thanked all the members present in the meeting for their active participation and valuable suggestions provided.*	*Declared end of the session.*
(Signature) Coordinator, IQAC, Bahona College		*(Signature)* Chairperson, IQAC, Bahona College	

Template of Minutes
IQAC Meeting
Bahona College

Date:15.06.2022 Venue: Rupkonwar Conference Hall

Agenda:

1. Introduction of IQAC Committee (Newly included)
2. IQAC Activities of Last 9 months
3. Discussion on upcoming NAAC Assessment:
    a. Brief Presentation by IQAC Coordinator on SSR
    b. Views of the Department HoDs
    c. SSS and students interaction
4. Discussion on Perspective Plan 2.0
5. Setting Action plan for Academic Session 2022-23 and Approval of Academic Calendar
6. Discussion on decreasing enrollment and high dropout rate
7. Discussion on ASHA Day
8. Discussion on Creating Corpus Fund for Research Activities
9. Discussion on Preparation of Annual Report 2021-22.
10. Miscellaneous: Problems of Hostels, College Song
11. Remarks from the Chairperson
12. Vote of Thanks

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
President taking seat	*Dr. P. K. Dutta, Principal, Bahona College*		
Welcome Address	*Dr. P. K. Dutta, Principal, Bahona College*		
Introduction to the new members of IQAC team	*Dr. Pankaj Bora, IQAC Coordinator*		
Discussion on upcoming NAAC assessment	*1.Dr. Pankaj Bora* *2.Dr. Shantana Saikia* *3.Dr. Rofique Ahmed* *4.Dr. Adity Bezbaruah* *5.Dr. Sangeeta Das* *6.Dr. Anupam Chanda* *7.Mr. Mrinmoy Bora* *8. Dr. Sumbit Chaliha* *9.Dr. Parinita Borua*	*Brief presentation on SSR by Dr. Pankaj Bora, IQAC Coordinator.* *HODs from Department of English, Economics, Statistics, Physics and Chemistry share their opinion and views on the SSR.* *Discussion on SSS and Student representative Mr. Mrinmoy Bora shared his views on it.* *Dr. Sangeeta Das, Convener, SGRC, IQAC explained about the students grievances received and mitigated so far.*	*Approved*

Discussion on Perspective Plan 2.0	*1.Mr. Bikrom Bora Asstt. Proff., History Dept.* *2.Dr. Rofique Ahmed* *3.Dr. Pankaj Bora* *4.Dr. Reema Rabha* *5.Dr. M. B. Changkakoty* *6. Dr. Omar S Ahmed, Advisor, IQAC.*	*1. Gave presentation on the Perspective Plan 2.0 prepared.* *2. Dr. Omar S Ahmed, Advisor, IQAC suggested on the publication of research papers on high impact factor journals and to create awareness among the faculties on Patenting especially among the science faculties.* *3. Dr. Rofique Ahmed, Advisor IQAC suggested about the reflection of the Perspective Plan and institutional distinctiveness in the Master Plan of the college.* *4. Dr. Pankaj Bora, IQAC Coordinator suggested about the adoption of the best practice "Mission on Computer Literacy" in adopted villages.* *5. Dr. Reema Rabha, suggested about a computer literacy survey through Women Cell of the college in this regard.* *6. Dr. Rofique Ahmed opined that it should be limited to a particular section of the society.* *7. Dr. M. B. Changkakoty suggested about classes on competitive exams for the students by college faculties*	*To be finalised in a month and approved only after opinion from all the departments.*
Setting Action Plan for 2022-23 and approval of Academic Calendar	*1.Dr. Pankaj Bora,* *2.Dr. Rofique Ahmed*	*1. Setting up of Institutional Incubation and Innovation Centre, Asomiya Bhasha Sahitya and Gabeshona Kendra, College opening Day, Cell on Entrepreneurship, Revival of Female NCC wing, Introduction of Certificate courses on different aspects, etc.*	*Approved*
Discussion on decreasing enrollment and high dropout rate	*1.Dr. Pankaj Bora* *2.Dr. Rofique Ahmed* *3.Mr. Manah J. Bora*	*1. Discussion on various reasons for decreasing enrollment and high drop out rate was done.* *2. Dr. R. Ahmed suggested for print media advertisement to increase enrollment.* *3. Dr. P. Bora suggested for the use of electronic media for increasing enrollment.* *4. Dr. Manash J. Bora suggested about the felicitation of the passed out students from the adopted villages to motivate them towards taking admission at Bahona College.*	*Approved*
Discussion on ASHA Day	*Dr. Pankaj Bora* *IQAC Coordinator*	*1. He discussed about starting an Annual STaff Harmony and Apprissal Day in the college*	*Approved.*
Discussion on Creating Corpus Fund for Research Activities	*Dr. Pankaj Bora* *IQAC Coordinator*	*1. He requested the Research and Consultancy Cell under IQAC to chalk out a plan to create a corpus Fund for Research in the College.*	*Approved*

Discussion on Preparation of Annual Report 2021-22	*Dr. Pankaj Bora IQAC Coordinator*	*1. Already existing CCs and the members were requested to collect data and prepare the AQAR report for 2021-22.*	
Miscellaneous: Problems of Hostels, College Song	*Dr. Pankaj Bora Coordinator, IQAC Dr. Indrani Borthakur Dr. Shantana Saikia*	*Various hostel problem like drinking water scarcity, etc. were discussed to solve the problems. Dr. Indrani Borthakur, HOD, Education Department was appreciated for the college song with her support in cash and kind.*	*Approved*
Remarks from the Chairperson	*Dr. P.K. Dutta Principal, Bahona College*	*He urged everyone present in the meeting to consider the college as their own and to work for the better performance in the upcoming NAAC assessment.*	
Vote of Thanks	*Dr. Pankaj Bora Coordinator, IQAC, Bahona College*	*He thanked all the members present in the meeting for their active participation and valuable suggestions provided.*	*Declared end of the session.*
(Signature) Coordinator, IQAC, Bahona College		*(Signature)* Chairperson, IQAC, Bahona College	