IQAC Meeting
Bahona College

Date:02.05.2023 Venue: Room no. 7

Agenda:

1. Discussion on Enrollment
2. Discussion on College Week and Youth Fest
3. Discussion on Add on courses
4. Discussion on Autonomous application
5. Discussion on Academic Calendar
6. Preparation of AQAR 2022-23
7. Bank Account for IQAC
8. Miscellaneous

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/ Decisions
President taking seat	*Dr. Shantana Saikia, Principal I/C, Bahona College*		
Welcome Address	*Dr. Pankaj Bora, IQAC Coordinator, Bahona College*		
Discussion on Enrollment	*1.Dr. Anupam Chanda* *2. Dr. Shantana Saikia* *3. Dr. M. B. Changkakoty* *4. Dr. Mridul Dutta* *5. Dr. Pankaj Bora* *6. Mr. Ajit Kr. Borah* *7. Papori Neog Bora* *8. Dr. Indrani Borthakur* *9.Mrs. Protiva Borah* *10.Mainumoni Saikia* *11. Mr. Digonta P. Gogoi* *12. Dr. Sangeeta Das* *13.Mr. Amarjyoti Bharali* *14. Nilutpal Pagag, G. Sect, BCSU*	*1.Brief presentation by Dr. Anupam Chanda, Asstt. IQAC Coordinator about less number of current student enrolled and urgent need to take measures to increase the student enrollment for the session 2023-24.* *2. Dr. Mridul Dutta urged for preparing banners, videos, etc. for circulation in different schools of Jorhat and Majuli Districts.* *3. Dr. Pankaj Bora requested for a 15 minute admission policy where students will get immediate admission provided they fulfill the admission criteria.* *4. Mr. Ajit Bora mentioned that more emphasis should be given to classes than different celebrations. Also, attendance checking should not be mandatory.* *5. Nilutpal Pagag, G. Sect, BCSU requested to create awareness among the students of Raunapara High School and Island Academy of Majuli District to increase enrollment.*	*Approved.* *Mr. Bikrom Bora along with Dr. Pankaj Bora and SamirRanjan Bora were given the responsibility of video preparation.* *Dr, Sanjoy Mili, Dr. Manash J. Borah, Mr. Digonta P.*

			Gogoi and Ajit Kr Borah volunteered to go to different schools of Majuli District to mitigate the enrollment issue.
Discussion on Academic Calendar and College Week	*1. Dr. Pankaj Bora* *2. Dr. Shantana Saikia* *3. Nilutpal Pagag, G. Sect, BCSU*	*1. Dr. Pankaj Bora, IQAC Coordinator, discussed the academic calendar prepared by Dr. Reema Rabha, Asstt. Coordinator, IQAC for the session 2023-24 and also recommended to organize the College Week partly in three different months to increase students participation.*	*Approved.* *IQAC, Sports Cell and Students Union were given the responsibility to decide about College Week Programs.*
Discussion on Preparation of AQAR	*1. Dr. Pankaj Bora* *2. Dr. Kasturi Goswami*	*1.Dr. Pankaj Bora requested all the existing Criteria Coordinators to collect and submit data to IQAC within June, 2023.* *2. Dr. Kasturi Goswami requested all the departments to collect supporting documents regarding students placement, progression and competitive exam records.*	*Approved*
Discussion on Add on Courses	*1.Dr. Pankaj Bora* *2. Mrs Protiva Borah*	*1.Dr. Pankaj Bora discussed criteria 1.2.1 and 1.2.2 regarding the enrollment of 50% of the total number of students in Add on courses yearwise.* *2. He also requested all the departments to run at least 1 add on course from the next semester (August, 2023) and to prepare and submit details of the add on courses including fees structure and syllabus within 25th May.* *3. Mrs Protiva Bora , HOD, Botany Department mentioned about running a Course on Mushroom Cultivation from the next session.*	*Approved*
Discussion on Autonomous Status Application	*1. Dr. Sangeeta Das* *2.Dr. Pankaj Bora*	*1.Dr. Sangeeta Das, Asstt. Coordinator discussed the eligibility conditions and requirements to apply for the autonomous status of Bahona College.* *2. She also mentioned the various possibilities of being an autonomous college that can be explored to increase the enrollment of the students.* *3. Dr. Pankaj Bora mentioned that Bahona College may apply for autonomous status in the next session (2024-25).*	*Approved.*

Account for IQAC and Cells	*.Dr. Pankaj Bora* *Dr. Manash jyoti Borah*	*IQAC needs a separate PAN card and bank account for its activities*	*Approved*
Remarks from the Chairperson	*Dr. Shantana Saikia* *Principal I/C, Bahona College*	*She urged everyone present in the meeting to work for better enrollment in the upcoming admission.*	
Vote of Thanks	*Dr. Pankaj Bora* *IQAC Coordinator*	*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	