IQAC Meeting
Bahona College

Date:05.10.2023	Venue: Arts Conference Hall

Agenda:

1. Discussion on Certificate Course for University approval
2. Discussion on Autonomous College Status
3. Discussion on newly formulated Attendance policy
4. Discussion on Preparation of Perspective Plan 2.0
5. AQAR (Annual Quality Assurance Report) preparation
6. Preparation on Registration of Alumni Association
7. Discussion on Future Academic Events
8. Miscellaneous

Attendees:

Actions	Person(/s) taking part	Discussion points	Outcome/ Decisions
President taking seat	*Dr. Submit Chaliha Principal, Bahona College*		
Welcome Address	*Dr. Pankaj Bora, IQAC Coordinator, Bahona College*		
Discussion on Certificate Course for University approval	*1.Dr. Pankaj Bora* *2.Dr. Anupam Chanda* *3. Dr. Sumbit Chaliha* *4. Dr. M. B. Changkakoty* *5. Dr. Mridul Dutta.* *6. Mr. Ajit Kr. Borah* *7. Papori Neog Bora* *8. Dr. Indrani Borthakur* *9.Mrs. Ilaxi Borah* *10.Mr. Amarjyoti Bharali* *11. Dr. Sangeeta Das*	*1.Brief presentation by Mrs. Ilaxi Borah, Assistant Professor, about the increase in the number of certificate courses under different departments and cells under IQAC.*	*Approved.*
Fee structure and Expenditure Guideline	*Dr. Pankaj Bora*	*The key highlights of the decisions are outlined as follows:* ***Fee Structure:*** *General Certificate Course: Rs. 500 per Student*	*Approved.*

		Certificate Courses offered as per MoU: As decided by both the parties in the MoU *Coaching Classes:* *Rs. 200.00 for students and alumni of Bahona College* *Rs. 1000.00 for non-Bahona College attendees* *Security Money: Rs. 300.00 (refundable only if the student attends more than 90% of classes)* ***Expenditure Limits:*** *The course coordinator can spend up to 60% of the fees collected for conducting the courses.* *Remuneration for the Course Coordinator: Maximum Rs. 2000.00* *Remuneration for Support Staff: Maximum Rs. 1000.00 per head* *Remuneration for Teachers: Rs. 500.00 per class* *These decisions are applicable to all existing and forthcoming certificate courses, with the exception of the Computer Application Diploma Course, which will run as it has been. This fee structure and expenditure guideline will be submitted for GB approval.*	
Discussion on Autonomous College Status	*1. Dr. Sangeeta Das* *2. Dr. Submit Chaliha* *3. Dr. Pankaj Bora* *4. Dr. Rofique Ahmed* *5. Mr. Ajit Kumar Borah* *6. Dr. Tousifur Rahman*	*1.Dr. Sangeeta Das, Asstt. IQAC 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.*	*It was decided to form a committee under the leadership of Dr. Rofique Ahmed to see the feasibility of Bahona College to apply for autonomous status.*
Discussion on newly formulated Attendance policy	*1. Mr. Amarjyoti Bharali*	*1.Mr. Amarjyoti Bharali, Assistant Professor, Education Department gave a presentation on the newly formulated Attendance Policy for its approval by the College authority.*	*Approved*

Discussion on Preparation of Perspective Plan 2.0	*1.Dr. Pankaj Bora*	*1.Dr. Pankaj Bora, Coordinator, IQAC discussed about the preparation of the Perspective Plan 2.0*	*Approved and a committee was formed under the leadership of Dr. Indrani Borthakur.*
Discussion on AQAR (Annual Quality Assurance Report) preparation	*1. Dr. Sumbit Chaliha* *2.Dr. Pankaj Bora*	*Dr. Pankaj Borah, IQAC Coordinator mentioned about the formation of AQAR preparation Committee for the preparation of AQAR for the 2022-2023 year.*	*Approved.*
Discussion on Registration of Alumni Events	*.Dr. Pankaj Bora* *Mr. Ajit Kumar Borah*	*Mr. Ajit Kumar Borah discussed the Alumni Registration process in detail.*	*Approved*
Discussion on Future Academic Events	*Dr. Sumbit Chaliha* *Principal, 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	