IQAC Meeting
Bahona College

Date:29.04.2024	Venue: Arts Conference Hall

Agenda:

1. Discussion on AQAR 2022-23
2. Discussion on Academic Calendar
3. Discussion on opening of IQAC Bank Account
4. Discussion on Preparation of Action Plan for 2024-25
5. Discussion Preparation of College Prospectus for 2024-25
6. Miscellaneous

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 AQAR 2022-23	*1.Dr. Pankaj Bora* *2.Dr. Sumbit Chaliha*	*1.Brief presentation by Dr. Pankaj Bora, Assistant Professor, about the different criteria.* *Dr. Submit Chalika, Principal asked about reverification of data in 5.2.2 (Student Progression) criteria; 5.4 (Alumni engagement); 6.3.2 (Financial assistance provided to Faculty members) and in 6.4.2.1 (Total Grant received by the college). Also in Criteria 3,*	*Approved.*
Discussion on Academic Calendar	*1.Dr. Pankaj Bora* *2.Dr. Submit Chaiha* *3. Mrs Ilaxi Borah* *4. Dr. Anupam Chanda* *5. Dr. Sarala Das*	*Brief presentation by Dr. Pankaj Bora about the academic calendar prepared by Mrs Ilaxi Borah.*	*Approved at IQAC and will be submitted to the Academic Monitoring Committee.*
Discussion on opening of IQAC and Community Extension Cell Bank Account	*1. Dr. Submit Chaliha* *2. Dr. Pankaj Bora*	*Dr. Pankaj Bora discussed the opening of an IQAC Bank Account to carry out the different activities under IQAC.* *He also discussed the opening of Community extension cell account with the following key points:* *1. A new society has been formed today to carry on different extension and research support activities at Bahona College with the name- Community Extension Society, Bahona College* *2. The IQAC Coordinator will be the President and the Sr. Convener of the Community*	*Approved.*

		Extension and Consultancy Service Cell will be the Secretary of the society. *3. A new account will be opened for the Community Extension Society, Bahona College* *4. Secretary will apply for a PAN card for the Community Extension Society, Bahona College5. The society will have the following stamp seals-* *A. Round Seal: Community Extension Society, Bahona College* *B. President, Community Extension Society, Bahona College* *C. Secretary, Community Extension Society, Bahona College* *5. Account will be jointly operated by President and Secretary and Ledger will be maintained by Joint convener of the Community Extension and Consultancy Service Cell, IQAC*	
Discussion on Preparation of Action Plan for 2024-25	*1. Dr. Submit Chaliha* *2. Dr. Pankaj Bora* *3. Mrs Ilaxi Bora* *4. Mr. Bhaskar Dowarah*	*1.Dr. Pankaj Bora discussed organizing 2 National Seminars, 2 teacher training Workshops, hands-on-training programs for students, Internship programs for students.* *2.Dr. Submit Chaliha, Principal asked all Departments to prepare and submit the same.* *3. Mrs. Ilaxi Bora mentioned about increasing the number of certificate courses offered by the college.* *4. Mr Bhaskar Dowarah mentioned opening of few Vocational courses under FYUGP for the students.* *5. Dr. Submit Chaliha, Principal asked to open vocational courses on Vermicomposting (Led by Dr. Manash J. Bora); Pisciculture; Electrical wiring, etc.*	*Approved*
Discussion on the College Prospectus for 2024-25	*1.Dr. Pankaj Bora* *2. Dr. Submit Chaliha*	*Dr. Pankaj Bora gave a presentation on the ongoing Prospectus for 2024-25.*	*Approved after few modifications*
Miscellaneous	*Dr. Submit Chaliha*	*Dr. Submit Chaliha, Principal requested all faculty members to engage themselves in various academic activities such as Research project proposal preparation, publication of papers, books, etc.*	
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	