



Template of Minutes
IQAC Meeting
 Bahona College

Date: 10.11.2018 Venue: IQAC Room

- Agenda:
1. Discussion of action plan for the year 2018-19
 2. Placing students' feedback report
 3. Identifying healthy practices of the college
 4. Review and approval of AQAR 2017-18
 5. Placing BMI report 2018 (odd semester)
 6. Discussion on the preparation of NAAC's assessment in 2020
 7. Work assignment to different Cells and Committees
 8. Any other topic with due permission of the chairman

Attendees: Dr. P. K. Dutta (Principal, Bahona College), Dr. Pabitra pran Goswami (President, GB), Dr. Rofique Ahmed, Mr. Jiten Nath, Mr. Prasanta Bordoloi, Dr. Sumbit Chaliha, Dr. Pankaj Bora, Mr. Ajit Kr. Bora, Ismile Ali, Dr. Manas Jyoti Bora, Mr. Mridul Dutta, Dr. B. Bakaliyal, Dr. Aditi Baruah, Dr. Shantana Saikia, Dr. Indrani Barthakur, Mrs. Namita Saikia, Dr. Parinita Borah, Dr. Sangita Das, Mr. Ranjit Pegu, Mr. Jayanta Bordoloi, Mr. Rajen Chandra Bora.

Actions	Person(/s) taking part	Discussion points	Outcome/Decisions
<i>President taking seat</i>	<i>Dr. P. K. Dutta, Principal of the College</i>		
<i>Stating objectives of the meeting</i>	<i>Dr. R. Ahmed, Coordinator, IQAC</i>		
<i>Presenting minutes of previous sitting</i>	<i>Dr. R. Ahmed</i>	<i>Reviewed</i>	<i>Approved</i>
<i>Steps taken on the basis of previous sitting / Progress report</i>	<i>Dr. R. A. Ahmed</i>	<p><i>As per decision of previous sitting, IQAC has organized a workshop on the theme 'journalism and employability' in collaboration with Jorhat District Working Journalists Association on 5th and 6th February 2018. Other programmes organized are-</i></p> <ol style="list-style-type: none"> <i>1. Workshop on the preparation of seminar papers on 18.08.2018</i> <i>2. Blood donation camp on 28.08.2018</i> <i>3. Music and literary competition 5.11.2018</i> <i>4. Inter-departmental students' seminar on 15.09.2018</i> <i>5. Orientation programme on employment opportunity on 22.09.2018</i> <i>6. Inter-college debating competition on 13.10.2018</i> 	<i>Thanked the effort</i>

<i>Smart Class</i>	<i>Dr. Pabitra Pran Goswami</i>	<i>There is necessity increase digital class room.</i>	<i>Resolved that at least two smart classroom will be developed in ensuing academic year.</i>
<i>Use and preservation of LCD Projector</i>	<i>Dr. Pankaj Borah</i>	<i>Though there is no smart class room in proper sense, yet recently four classrooms have been equipped with. There is necessity to use and preserve those LCD projectors which have already been erected in four class rooms.</i>	<i>Decided that the department to whom the digital class room has been allotted, it need take responsibility of the use, maintenance and preservation of the LCD projectors.</i>
<i>Provisions for physically handicapped students.</i>	<i>Dr. R. Ahmed</i>	<i>The college should have some extra facilities to physically handicapped students such as purchasing wheel chair etc.</i>	<i>Principal in chair states that ramps have been attached in certain building constructed recently. Also assured that two wheel chairs will be purchased as proposed.</i>
<i>Orientation to social issues.</i>	<i>Mr. J. Nath</i>	<i>Some provisions should be undertaken to orient the students with social issues.</i>	<i>Decided that this issue will be added in weekly assembly of the college.</i>
<i>Field survey and report making</i>	<i>Dr. R. Ahmed</i>	<i>To orient the students report preparation on the basis of field survey should be undertaken by each department of the college</i>	<i>This proposal has been supported by all the members of the sitting.</i>
<i>Organizing parents and alumni meet</i>	<i>Dr. R. Ahmed</i>	<i>An alumni meet and a parent-teacher meet should organized once in a semester session both at departmental and college level. Parents and alumni feedback can also be recorded on those occasions.</i>	<i>This proposal has been supported by all the members of the sitting.</i>
<i>Remedial class</i>	<i>Dr. R. Ahmed</i>	<i>In every semester each department should maintain a register and photo documents on remedial classes.</i>	<i>Approved by the sitting</i>
<i>Continuity of same roll number over the semesters.</i>	<i>Mr. P. Bordoloi</i>	<i>To get rid of some inconvenience in record maintenance in the office students' roll numbers should have continuity over the years.</i>	<i>Responsibility has been assigned to Mr. J. Kr. Nath and Mr. P. Bordoloi to look over the viability of the proposal and to make report within a week.</i>
<i>College prospectus</i>	<i>Rajen Borah</i>	<i>Covering information regarding library in details the prospectus should be more informative and developed.</i>	<i>Approved by the sitting</i>
<i>Teacher exchange</i>	<i>Dr. Porinita Borah</i>	<i>The departments should go for teacher exchange programmes with neighbouring colleges with own authority and strategy</i>	<i>Approved by the sitting</i>

		<i>within the students academic and co-curricular range</i>	
<i>Students and teachers' Diary</i>	<i>Dr. Rofique Ahmed</i>	<i>To have record on students mentoring and progress faculty and students diaries should introduced.</i>	<i>Both have been approved to introduce from next semester session.</i>
<i>Campus development</i>	<i>Dr. R. Ahmed</i>	<i>For greenery of college campus repeatedly it has been placed about rain water harvesting, garbage management, installation of solar energy point.</i>	<i>The principal, in chair assured these things to do as early as possible</i>
<i>Students feedback report 2017-18 (odd)</i>	<i>Dr. R. Ahmed</i>	<i>Presented the students' feedback reports on campus, administration, curriculum, assessment, faculty etc.</i>	<i>Approved and decided that in case on students' feedback on faculty, instead of individual ranking, provisions should be made for grading.</i>
<i>Identification of best practices</i>	<i>Dr. R. Ahmed</i>	<i>There are some best practices internalized in the college. Among them two best practice should be identified in particular so that they can reflect best culture of the college</i>	<i>The Principal of the college, Mr. Prasanta Bordoloi, Dr. Sumbit Chaliha and Dr. Shantona Saikia have been assigned responsibility make identification of the best practice and to submit a report within fifteen days.</i>
<i>Website re-structuring</i>	<i>Dr. R. Ahmed</i>	<i>It is very much urgent re-structure the college website before making correspondence with NAAC for assessment of cycle 3</i>	<i>The principal in chair said that proper party for fresh website should be communicated and make agreement as soon as possible.</i>
<i>Placing BMI report</i>	<i>Dr. R. Ahmed</i>	<i>The BMI report for the year 2018 (odd) have placed – showing percentage of students category wise – normal, underweight, over weight and obsess and expects to make health counseling for students of non-normal categories.</i>	<i>The report and counseling decision have been approved</i>
<i>Health card provisions</i>	<i>Dr. Pabitra Pran Goswami</i>	<i>Health card provisions should be made for the students at the time of admission</i>	<i>Responsibility has been assigned to Dr. Bikramaditya Bakaliyal and Jayanta Bordoloi to make enquiry of the matter and to report within a month.</i>
<i>Work assignment to different Cell and Committees</i>	<i>Dr. R. Ahmed</i>	<i>Each committee and Cell should organize at least two programmes in forthcoming semester session</i>	<i>After through discussion, the sitting has suggested the following programmes to be performed by different committees and cells within defined time period.</i> <ol style="list-style-type: none"> 1. Academic Development Cell <ol style="list-style-type: none"> a. Interdepartmental Seminar b. SWOC in Academic field 2. Committee on curricular Aspects <ol style="list-style-type: none"> a. Survey on curricular strength and

			<p>weakness of current degree courses</p> <p>b. A workshop on better curricular transaction.</p> <p>3. Committee on Research and consultancy</p> <p>a. A workshop on research methodology</p> <p>b. A project orientation programme / publication of a research article collection.</p> <p>4. Employees Development Cell</p> <p>a. Workshop on professional development of office staff.</p> <p>b. At least three dissemination programme of teaching faculties.</p> <p>5. Placement Cell</p> <p>a. At least two placement programme among 6 semester students.</p> <p>b. At least one orientation programme to 2nd semester students on competitive exam.</p> <p>6. Community Extension Cell</p> <p>a. At least two off campus programme</p> <p>b. One training/workshop involving all the villages under extension care.</p> <p>7. Students Support & Progression</p> <p>a. One survey on degree students to identify merit cum mean status of the students.</p> <p>b. Formulating provisions of taking extra measures for weak and advanced students.</p> <p>8. Health Care Centre</p> <p>a. At least one off-campus programme</p> <p>b. At least one in-campus programme involving degree students.</p> <p>c. Preparing report health and hygiene status of the college.</p> <p>9. Budget & Resource Management</p> <p>a. Preparing Annual Budget</p> <p>b. Preparing Report for optimal use of physical resources of the college.</p> <p>10. Sports Development Cell</p> <p>a. Training or workshop on any two sports events.</p> <p>b. Preparing a report on sports calibrate of the students.</p> <p>11. Cultural Development Cell</p> <p>a. Observing the anniversary of great personalities</p> <p>b. Holding workshop on training on any two cultural events.</p> <p>12. Employees Grievance Redreassal Cell</p> <p>a. Holding orientation programme gender sensitivity among the employees</p> <p>b. Preparing 6 months on employees grievance</p> <p>13. Students Grievance Redreassal Cell</p> <p>a. Holding orientation programme on gender sensitivity among students.</p> <p>b. Preparing 6 months on students grievance</p>
Presenting SWOC	Dr. R. Ahmed	The SWOC has been presented and reviewed	Approved by the sitting
College Bulletin and Magazine	Dr. Shantana Saikia	Drawn attention not to publish college magazine and college bulletin regularly	Stated that the matter not covered under IQAC but Students' Union and Teachers Unit respectively. Yet the coordinator would discuss the matter with respective secretaries.
Format of Departmental profile.	Dr. Shantona Saikia	There is need to modify the format of departmental profile	Dr. S. Saikia has been assigned the responsibility to make report on the modification points of the format within one month.

<p><i>Cleanliness of arts building</i></p>	<p><i>Dr. R. Ahmed</i></p>	<p><i>As the college has less support staff than required to maintain cleanliness of arts block, as per the will of faculties of arts department a person should be appointed in formally, payment of whom will be made through collection of contribution from the faculties, minimum Rs. 100.</i></p>	<p><i>Get approved.</i></p>
<p><i>Closure</i></p>	<p><i>Dr. P. K. Dutta</i></p>	<p><i>He thanked all the members for good suggestions and positive thinking also expects the same in future</i></p>	<p><i>Declared end of the session.</i></p>
<p><i>(Signature)</i> Coordinator, IQAC, Bahona College</p>		<p><i>(Signature)</i> President, IQAC, Bahona College</p>	