



**Template of Minutes
IQAC Meeting
Bahona College**

Date: 27.04.2017		Venue: IQAC Room	
Agenda: <ol style="list-style-type: none"> 1. Reviewing progress of IQAC activities. 2. Reviewing feedback mechanism. 3. Reviewing academic environment of the college. 4. Reviewing budgeting mechanism of the college. 5. Approval of modified departmental profile format. 6. Highlighting academic progress of the college. 			
Attendees: Dr. P. K. Dutta (Principal, Bahona College), Prabin Ch. Saikia (G.B. President), Namita Saikia, Indrani Borthakur, Reema Rabha, Ajit Kr. Borah, Pankaj Bora, Dr. Indira Baruah, Dr. Sumbit Chaliha, Madhurjya Borah, Dr. Porinita Borah, Dr. Bikramaditya Bakalial,.			
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>Placing proceeding of previous meeting and progress of activities as per previous proceeding</i>	<i>Dr. R. Ahmed</i>	<ul style="list-style-type: none"> • <i>Modification of students' feedback report.</i> • <i>BMI report prepared</i> • <i>Inter-departmental Seminar organized</i> • <i>Career Counseling programme organized</i> • <i>Observation of National Science Day at Namkakila Highschool.</i> • <i>The village Moutgaon undertaken as adopted village</i> • <i>Getting approval of two minor research projects sponsored by UGC</i> • <i>Getting approval of two workshops sponsored by UGC</i> 	<i>Appreciated and the proceedings of last meeting approved</i>
<i>Progress of activities as per action plan of (2016-17)</i>	<i>Dr. R. Ahmed</i>	<ul style="list-style-type: none"> • <i>Institutional level seminar on 'Nurture Nature for our Future' on 20.03.2017</i> • <i>Inter-departmental seminar on 23.03.2017 and on 21.03.2017</i> • <i>Career Counseling programme on 20.03.2017</i> 	
<i>Modifying students' feedback mechanism</i>	<i>Dr. R. Ahmed</i>	<i>Some of the faculties objected the formulation of feedback mechanism and so there is need to review the students' feedback mechanism of the college.</i>	<i>Review was made and decided that –</i> <ol style="list-style-type: none"> 1. <i>Students allowed for FB must have at least 60% attendance and 50% marks in end semester exam.</i>

			<p>2. to express the ranks in grade</p> <p>3. the faculty having long leave would not be brought under FB.</p> <p>4. FB to be undertaken once in a semester</p> <p>5. The questionnaire of FB would contain queries in both English and Assamese</p>
Academic environment – students' attendance	Dr. Sumbit Chaliha	<ul style="list-style-type: none"> Increasing attendance of the students. Increasing participation of students in different programmes. 	<p>Decided that –</p> <ul style="list-style-type: none"> Holding sessional exam at the last part of the session. Taking care of completing course stretching classes to full coverage of the semester session. Calculating attendance percentage meant for internal assessment at the last week of semester session
Health care	Dr. Bikramaditya Bakalial	<ul style="list-style-type: none"> BMI study completed for 346 students – 198 boys and 148 girls. 35% are underweighted – 40% girls and 27% boys. 	<ul style="list-style-type: none"> Approved the report. Decided to take follow up action. Decided make comprehensive BMI study next time.
Website re-structuring	Dr. Pankaj Bora	<p>The college needs an integrated website. To avail website facilities it also needs better internet connectivity. There is a fund Rs.50,000/- provided by the UGC to improve internet facility in the college.</p>	<p>Decided that after improving internet facility, the matter of website restructuring will be undertaken making new contract. Dr. Sumbit Chaliha, Dr. Bikramaditya Bakalial and Mr. Pankaj Borah have been asked to trace out the provisions improving internet facility and to make a report within 15 days.</p>
Community extension services	Mr. Manash Jyoti Borah	<p>Extended community services to a new village.</p>	<p>Moutgaon has been newly undertaken as adopted village in which a socio-economic survey to know its status.</p>
Research & Consultancy	Dr. Indira Baruah	<p>A sloth noticed in the activities of research and consultancy during the last academic session and seems to be reactivated with the release of funds for two minor research projects and two workshops by the UGC. The Convener Dr. I. Barua is going to retire and as such there is need to nominate a new holder to this capacity.</p>	<p>Dr. Gayatri Agni Borah and Dr. Shantana Saikia have been nominated as new joint conveners of Research and Consultancy Committee and take charge just after the retirement of Dr. Indira Baruah on 31st July 27.04.2017.</p>

<i>Cultural development</i>	<i>Mrs. Namita Chutiya</i>	<i>There is need to make Cultural Development Cell more active and suggested for more activities along with funds</i>	<i>Decided to submit the programmes along with tentative budget to IQAC. The programmes found financially viable within the limit of IQAC fund will be taken to action</i>
<i>Health care</i>	<i>Dr. Bikramaditya Bakaliyal</i>	<i>Because of faculty shortage Health Care Cell is not as functional as expected. So, the Cell should better function collaborated with NSS and Bahona Science Society.</i>	<i>Approved the collaborative effort</i>
<i>Employees development</i>	<i>Dr. Pankaj Bora</i>	<i>Proposed one programme for the development of office employees. Also proposed for organizing seminar at local basis on the topics such as Food Security, Demonetization etc.</i>	<i>Proposals approved</i>
<i>Dissemination</i>	<i>Mr. Prabin Chandra Saikia</i>	<i>Suggested to have more publication of research articles by the faculties. Also noticed less publication of college news in daily papers.</i>	<i>Regularity in the publication of college news is asked to monitor by the IQAC coordinator. A workshop is suggested to design and organize in collaboration with Journalist's organization.</i>
<i>Short term courses for self-employment of the students.</i>	<i>Mr. Prabin Ch. Saikia</i>	<i>Called for the consideration of short term courses for self-employment of the students.</i>	<i>Decided to introduce such courses time to time keeping compatibility with the availability of fund.</i>
<i>Allocation of fund</i>	<i>Dr. Rofique Ahmed</i>	<i>Drew attention to fund to run IQAC activities.</i>	<i>The president, the principal of the college assured Rs.50000/- to count under the head of IQAC.</i>
<i>Students' support</i>	<i>Mr. Ajit Kr. Bora</i>	<i>The existing amount and criteria of selection seem to be inconsistent and needs modification</i>	<i>Suggested to make a modification report in cooperation with Students' Support and Progression Cell</i>
<i>Format of departmental profile</i>	<i>Dr. Rofique Ahmed</i>	<i>There is need of modification of the format of departmental profile specially shortening the page number.</i>	<i>Dr. O. S. Ahmed, Dr. Sumbit Chaliha, Dr. Bikramaditya Bakaliyal have been assigned the responsibility of format modification and submit it within 15 days.</i>
<i>Vision and Mission</i>	<i>Dr. Rofique Ahmed</i>	<i>NAAC Peer team suggested for re-formulation of vision and mission of the college. So, the members are requested to consider matter.</i>	<i>Decided that the vision and mission of the college have been defined considering the age and socio-economic condition of the nation. So, there is no necessity to reformulate it.</i>

<i>Academic master plan</i>	<i>Dr. Rofique Ahmed</i>	<i>Along with the physical master plan there is necessary to develop an academic master plan.</i>	<i>A committee has been formed comprising of the convener of Academic Development Cell, President of GB of the College, Principal of the college, Mr. Ajit Kr. Borah and Dr. Sumbit Chaliha and asked this committee to frame the academic plan within three months.</i>
<i>Mentoring system</i>	<i>Mr. Prabin Ch. Saikia</i>	<i>There is need to systematize the recording of whats app mentoring.</i>	<i>Employees Development Cell has been assigned to organize a workshop on whats app mentoring and recording among the employees.</i>
<i>Book donation</i>	<i>Dr. Rofique Ahmed</i>	<i>To popularize book donation and to have more use of Book Donation container, there is need to organize a programme of book donation along with any other programme of the college.</i>	<i>The proposal has been approved.</i>
<i>Academic status</i>	<i>Dr. Rofique Ahmed</i>	<i>Comparing the sixth semester results of the college with neighbouring ones it has been noticed that though there was down trend of academic achievement of the college during the years after introduction of semester system, recent years seem to recover. Introduction of CBCS is expected to hurt the academic achievement again.</i>	<i>Decided to take necessary care to sustain academic achievement when CBCS introduced.</i>
<i>Nomination of member</i>	<i>Dr. Rofique Ahmed</i>	<i>There is need to nominate one member to IQAC in place of the retirement of Mrs. Pranoti Duara.</i>	<i>Ms. Reema Rabha has been nominated.</i>
<i>Closure of the sitting</i>	<i>Dr. P. K. Dutta</i>	<i>Expected regular sitting of the Cell and full involvement of the faculties in IQAC functioning</i>	<i>Declaration of the end of the sitting</i>
<i>(Signature)</i> Coordinator, IQAC, Bahona College		<i>(Signature)</i> President, IQAC, Bahona College	