



Template of Minutes
IQAC Meeting
Bahona College

Date: 29.11.2017		Venue: IQAC Room	
Agenda: <ol style="list-style-type: none"> 1. Presenting the survey report on adopted village 2. Presenting Students' feedback Report for the Odd Semester 2017 3. Placing budget for the actions under Community Extension Cell 4. Placing students' feedback report for Odd semester 2017 5. Students' feedback mechanism for software development 6. Presenting feedback questionnaire on campus, curriculum, administration, guardian etc. 7. Discussion on the problem and prospects of different communities and cells. 8. New formation of budget 9. Dropout analysis. 			
Attendees: Dr. P. K. Dutta (Principal, Bahona College), Dr. O. S. Ahmed, Dr. Rofique Ahmed, Mr. Prasanta Bordoloi, Sumbit Chaliha, Dr. Gayatri Agni Borah, Mrs. Indrani Barthakur, Dr. Aditi Baruah, Mr. Madhurjya Borah, Mr. Manash Jyoti Bora, Mr. Keshab Nath, Dr. Mrs. Reema Rabha, 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>Presenting minutes of previous sitting</i>	<i>Dr. R. Ahmed</i>	<i>Reviewed</i>	<i>Approved</i>
<i>Progress of IQAC activities</i>	<i>Dr. R. Ahmed</i>	<ul style="list-style-type: none"> • <i>Organizing a workshop in collaboration with Jorhat Press Club has been postponed because not arriving at proper time schedule</i> • <i>Organized workshop on Mushroom Culture on 27th & 28th October 2017</i> • <i>Organized inter-departmental seminar on 6.10.2017</i> • <i>Organized blood donation camp on 30.08.2017</i> • <i>All Assam Poets Meet on 4.09.2017</i> • <i>Awareness programme on superstition and prejudice on 23.09.2017.</i> 	<i>Decided to organize the workshop communicating with All Assam Journalists Society.</i> <i>The sitting advised to increase activities of quality development.</i>
<i>Socio-economic survey in adopted village Moutgaon</i>	<i>Dr. M. J. Borah</i>	<i>A socio-economic survey was accomplished in the adopted village Moutgaon involving students using a pre-designed questionnaire. On the basis of that almost all the socio-economic characters of the village have been sorted out in summary in this report.</i>	<i>On the basis of the findings of the report the sitting has suggested to perform certain programmes under the banner of NCC, NSS and Community Extension Cell in the adopted village collecting funds within the college and from outside sources.</i>

		<i>Here also the strength and weakness of the village have been highlighted.</i>	
<i>Actions in adopted village</i>	<i>Dr. Pankaj Bora and Dr. Manas Jyoti Borah</i>	<i>Stated a series of programmes designed out to be performed in the adopted village and also stated their effort to collect fund.</i>	<i>Suggested that the programmes should be performed preference basis deciding at respective sub-committee keeping the time and money constraint in mind. Also suggested to involve maximum number students without hampering scheduled classes.</i>
<i>Students' feedback</i>	<i>Dr. R. Ahmed</i>	<i>Students feedback report for the year 2016-17 has been placed by stating that it is not a comprehensive one as because two departments of the college have yet not submitted the questionnaires given to be filled up by the students.</i>	<i>The principal of the college, chairing the sitting has instructed those two departments to submit the questionnaire within a week and not to repeat the same in future.</i>
<i>Fund approval under Community Extension Cell</i>	<i>Dr. R. Ahmed</i>	<i>A proposal of fund of Rs. 36,000/- to organize programmes under different cells and committees have been presented.</i>	<i>Out of the IQAC fund the sitting has approved budget of Rs. 15000/- to accomplish the activities in adopted village phase-wise</i>
<i>Fund approval under Academic Development Cell</i>	<i>Dr. Pankaj Bora</i>	<i>A proposal for releasing Rs. 5000/- to organize inter-departmental seminar placed.</i>	<i>Out of IQAC fund Rs. 4000/- has been approved</i>
<i>Development of software about feedback mechanism</i>	<i>Dr. Pankaj Bora</i>	<i>There is a need to develop a software for feedback mechanism to lessen paper use, work load and saving time. Negotiation has been made with Corex, a firm of Guwahati, and the expenditure has been fixed at Rs.35000.</i>	<i>The project has been approved. Decided that out of Rs. 35000/-, Rs. 20000/- will be collected through donation among the employees and the rest would be expended from college fund. It has also been decided that on behalf of IQAC, Dr. Pankaj Bora will coordinate with Corex</i>
<i>Feedback questionnaires</i>	<i>Dr. R. Ahmed</i>	<i>Presented proposed feedback questionnaires on administrative system, campus facilities, evaluation system, curricular etc.; also questionnaires for feedback from employees, guardians/parents, alumni etc.</i>	<i>The sitting has approved those questionnaires with some modifications.</i>
<i>Reporting progress of different cells and committees</i>	<i>Dr. R. Ahmed</i>	<i>Some of the cells and committees have well performed of the activities</i>	<i>The sitting appraised those Cell and Committees and advised other to follow them</i>
<i>Financial budget</i>	<i>Dr. R. Ahmed</i>	<i>There are some complicacies in preparing the financial budget of the college because</i>	<i>Decided that the Budget Committee would re-formulate the structure keeping the</i>

		<i>of unseen head of receipt and expenditure. The matter has been thoroughly reviewed.</i>	<i>unseen heads separate. Also decided that that Budget should be properly framed so that it can reflect facts required time to time.</i>
<i>Dropout</i>	<i>Mr. Mridul Dutta</i>	<i>Presented a drop-out report for three years as assigned by IQAC and it reflects that number of drop out increases gradually, with some more extent in science stream. It has been reviewed that, in Science Stream, some of the students already got admitted shift to other courses. It implies that they get admission in certain science courses just to prepare for other courses and not to create an academic year gap. This happens particularly in non-major programme.</i>	<i>Considering all those things the sitting of today advised to discontinue the admission into non-major course in Science Stream. It should be experimental for few years and the matter should be placed in G.B. of the college.</i>
<i>Membership after superannuation</i>	<i>Dr. R. Ahmed</i>	<i>Some of the learned members of the college have already been retired and some are going to. Their absence creates some sort of vacuum in IQAC mechanism</i>	<i>The sitting has decided that, those members can be sustained in IQAC as academicians.</i>
<i>Closure of sitting</i>	<i>Dr. P. K. Dutta</i>	<i>Expecting more cooperation from all corners, he thanked all the members for active participation in this prolonged sitting</i>	<i>Declared closure of the session</i>
<i>(Signature)</i> Coordinator, IQAC, Bahona College		<i>(Signature)</i> President, IQAC, Bahona College	