



Template of Minutes
IQAC Meeting (Joint with Employees)
Bahona College

Date: 28.11.2020 Venue: Teachers' Common Room

- Agenda:
1. Orienting NAAC's assessment procedure
 2. Discussion on the focus areas
 3. Identifying strength and weakness of the college
 4. To discuss assessment related aspects
 5. Website enrichment
 6. Others

Attendees: Dr. P. K. Dutta, Dr. R. Ahmed, Dr. Shantana Saikia, Dr. Sumbit Chaliha, Dr. Aditi Barua, Mr. Lalit Kakoty, Dr. Porinita Bora, Dr. Madhusmita Barua Changkakoty, Mr. Keshab Nath, Dr. Indrani Borthakur, Mrs. Namita Saikia, Dr. Sangita Das, Mrs. Mainu Saikia, Ms. Prativa Bora, Mrs. Ilaxi Bora, Dr. Reema Rabha, Mrs. Sumi Kalita, Mrs. Papori Neog Bora, Mr. Amorjyoti Bharali, Dr. Mridul Dutta, Dr. Sarala Das, Mr. Amarjyoti Debnath, Mr. Bubul Deka, Mr. Sanjai Mili, Dr. Pankaj Bora, Dr. Pankaj Bora, Dr. Fakhrul Islam Laskar, Mr. Vaskar Duerah, Dr. Rafiul Amin Laskar, Dr. Champak Dutta, Mr. Samir Baruah, Mr. Bijoy Baruah, Mr. Diganta Gogoi, Mr. Jayanta Bordoloi, Dr. Bikramaditya Bakalyal, Mr. Bikram Bora, Dr. Parbin Iraqui, Dr. Rupjyoti Saikia, Mrs. Biva Das, Mr. Himangshu Rajbangshi, Mr. Jiten Bora, Mr. Rajen Bora, Mr. Dadhiram Bora, Dr. Gayatree Agni Bora, Mrs. Shyamali Dutta, Mr. Ajit Kr. Bora, Momi Bora, Ripu Kalita, Mr. Pallab Bora, Ms. Kankana Kalita, Mr. Rajib Bora, Mr. Randip Phukon, Rekha Kunwar, Shantana Baruah, Mousumi Sharma, Badan Nath, Mr. Pratap Barua,

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. P. K. Dutta, Principal of the College</i>		
<i>Orienting NAAC's Assessment procedure</i>	<i>Dr. R. Ahmed</i>	<i>NAAC's assessment procedure as per revised guideline has been presented step by step through Microsoft power point.</i>	<i>Interacted and clarified</i>
<i>Discussion on the weightage</i>	<i>Dr. R. Ahmed</i>	<i>Focused light on the points where the college should emphasize in relation to forthcoming NAA's assessment.</i>	<i>Decided that the areas of emphasis need to be identified and a report should be submitted to the college authority within 15 days</i>
<i>Strength and weakness of the college</i>	<i>Dr. S. Chaliha</i>	<i>Stated that the college has some strength such as young and energetic stakeholders, favourable locality, participatory governance, cooperative neighbourhood, obedient and sincere students, presence of several research institutes within the short reach, congenial academic environment situating at the nearness of knowledge city etc. Some weak points of the college is economic backwardness of the feeding area, covid -19</i>	<i>Decided to convert the strength to opportunity and weakness to challenge and then to go ahead with positive mind set.</i>

		<i>created instability and uncertainty, weak internet connectivity and frequent load shading, political instability, absence of proper admission policy on the part of the affiliating university, without having autonomy in curricular and evaluation aspects etc.</i>	
<i>Departmental Profile</i>	<i>Dr. R. Ahmed</i>	<i>Each department needs to prepare an evaluative report and for each department should regularly update its departmental profile. The profile should be uploaded in departmental Google drive.</i>	<i>Agreed</i>
<i>Individual profile</i>	<i>Dr. P. Bora</i>	<i>Each faculty should upload his or her individual profile in a given format and should be uploaded in departmental Google drive.</i>	<i>Agreed</i>
<i>Formation of Data collection team and Technical team</i>	<i>Dr. R. Ahmed</i>	<i>To prepare SSR there should be two teams – one to pursue and guide all the data providing units and other to process all those data and upload.</i>	<i>Agreed. Dr. Aditi Barua has been nominated as the convener of data collection team and Dr. Sumbit Chaliha has been nominated as the convener of technical team. To both team members would be nominated later on consulting with the respective convener.</i>
<i>Document processing</i>	<i>Dr. B. Bakalyal</i>	<i>All the departments, cells under IQAC, office, library etc. should upload assessment related document in a commonly accessible google drive from which the technical team would collect data, process and uplad</i>	<i>Agreed</i>
<i>Formation of Peer team receiving and Assessment Arrangement Team</i>	<i>Dr. R. Ahmed</i>	<i>This team is needed to make all the correspondence with NAAC related to Peer Team visit and all the arrangement during Peer Team's visit in the college. Till to the date of declaring Peer Team visit this team will orient all the students regarding NAAC's assessment, about the functioning and strength of the College</i>	<i>Agreed and Dr. Shantana Saikia has been nominated as convener of this team and members will be nominated later on consulting with her.</i>
<i>Website enrichment</i>	<i>Dr. R. Ahmed</i>	<i>Some features should be added in college website so that SSR components can directly be linked.</i>	<i>Dr. Pankaj Bora has been assigned with this work and he would do that in cooperation with website developers team</i>
<i>Use of Bidyarth Vaban</i>	<i>Dr. P. K. Dutta</i>	<i>The unused part of Vidyarth Vaban should be planned for some constructive work</i>	<i>Decided to draw out a plan</i>

<i>Alumni Association</i>	<i>Dr. R. Ahmed</i>	<i>To make functional alumni employees of the college should initiative.</i>	<i>Assigned this task to Mr. Ajit Kr. Bora</i>
<i>Nominating convener of Employees Development Cell</i>	<i>Mr. Ajit Kr. Bora</i>	<i>As he has been assigned some other works so, convenership of Employees Development Cell should be assigned to some other faculty.</i>	<i>Mr. Diganta Gogoi has been nominated for this assignment</i>
<i>Conclusion</i>	<i>Dr. P. K. Dutta</i>	<i>Thanked all the members for active cooperation</i>	<i>Closure of the meeting</i>
<i>(Signature)</i> Coordinator, IQAC, Bahona College		<i>(Signature)</i> President, IQAC, Bahona College	