

DARRANG COLLEGE

TEZPUR-784001, DIST-SONITPUR, ASSAM

Minutes of IQAC Meetings



2022.11.03 11:10

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Minutes of IQAC Meeting Held on 08-10-2020

IQAC

Page No:

Date: / /

General Meeting

Date → 08/10/2020.

Agenda → ① Discussion on Preparation of Annual Report
② Any other matter.

1. ~~Prof. [unclear]~~

2. ~~Prof. [unclear]~~

3. ~~Prof. [unclear]~~

4. ~~08-10-2020.~~

5. Dr. Saiful Islam

6. Dr. Gulat Ch Das.

7. Dr. Anjita Sharma Datta.

8. Dr. Sunita Mahanta

9. Dr. Manoj Kr. Hazareika.

1. Chairman suggested that data maintenance and collection should be proper and adequately documented so that the figures tally under various heads.

2. Organising and promoting cultural activities and involving students in various cultural celebrations like Rabha Divas, Silpi Divas by conducting seminars, workshops etc.



Minutes of IQAC Meeting Held on 07-12-2020

General Meeting

Date - 07/12/2020.

- Agenda - i) Orientation Programme for NET Exam (PG Students)
ii) Any other matter.

1. Dr. Phatik Tamuli (Coordinator) - *Phatik*
7/12/20

Members.

1. Manash Kumar Kar _____ *MK* 07/12-2020
2. Abhijit Das _____ *AD* 07/12/2020
3. Sruja Mahanta _____ *SM* 07/12/2020
4. Apila Shaena Dali _____ *ASD* 07/12/2020
5. Dulal Chandra Das _____ *DCD* 07/12/2020
6. Saiful Islam _____ *SI* 7/12/20
7. Manoj Kr. Hazarika _____ *MKH* 7/12

- * Coordinator suggested that there should be ~~two~~ ^{two} technical session of orientation for P.G Students (both science and arts) with the library science faculties for extraction/dissemination of information to students on various aspects of online resources.
- * Orientation classes will be conducted in the P.G classrooms / ^{conference hall} from 10 am onwards, as per the schedule framed.
- * There will be the programme will be of 3 days where 3 sessions will be imparted each day across 3 rooms with different subjects.
- * Resource persons are to be remunerated @ Rs 1500/- per technical session.

Minutes of IQAC Meeting Held on 09-04-2021

General Meeting

Date = 09/04/2021.

② Agenda = Discussion on preparation of 404R.
Any other matter.

1. Dr. Joy Sarkar Hazarika (Principal) (Chairman) -
2. Dr. Phatiks Zanuli (Coordinator) - *with 9/4/21*
3. Abhijit Das - *9/4/21*
4. Dr. Saiful Islam - *9/4/21*
5. Lalal Chandu Das - *9/4/21*
6. Dr. Sucta Mahanta - *9/4/21*
7. Dr. Arpita Shama Nath - *9/4/21*
8. Dr. Manoj Kumar Hazarika - *9/4/21*
- 9.

1. There will be a one-day workshop by Aids Control Society in our college on 24/04/2021 where 2 participants from each college under five districts (Sonitpur, Lakhimpur, B. Chariali, Udalguri, Darrang) will be assembled for interaction and awareness.

2. The college is planning to open up a branch of Birubala Mission to carry out the activities in order under the aegis of IQAC.

3. Particulars of faculty members is planned to be sought for inclusion in the college website under the section "personal profile".

✱

Minutes of IQAC Meeting Held on 29-10-2021

General Meeting

Date → 29/10/2021

Agenda

- ① The general discussion on Academic and Administrative Audit.
- ② Preparation of AQAR 2020-2021.
- ③ Preparation of G-U Annual Report, 2020-2021.
- ④ Conduct of AIDS Workshop.
- ⑤ Any other matters.

Coordinator, IQAC

Abhijit Das

Manas Kar

Dr. Dulal Das

Dr. Saifur Islam

Dr. Sumeta Mahanta

Dr. Anjula Sharma Dahi

— *[Signature]*
— *[Signature]*
— *[Signature]*
— *[Signature]*
— *[Signature]*
— *[Signature]*
— *[Signature]*

- ① The meeting resolved that the Academic and Administrative audit will be conducted yearly on internal basis and ~~will be~~ conducted once in 3 years externally.
- ② It was decided that the AAA report will be prepared audited by either last

Minutes of IQAC Meeting Held on 29-10-2021

Date: / /

week of December or first week of January

- ③ The session to be covered for AAA report is August, 2018 to July, 2021.
- ④ The G-U Annual report will be prepared and due to non-declaration of G-U result, the other particulars of the report except the result aspect will be worked upon.
- ⑤ After the AQAR 2020-2021 will be also be prepared simultaneously or soon after the preparation of G-U Annual Report.
- ⑥ The date of AIDS workshop is scheduled on 23rd November, 2021.

Minutes of IQAC Meeting Held on 21-12-2021

Date. 21/12/2021.

Agenda

- * Working on G-U Annual Report.
- * Discussion on AQAR-2020-21.

Co-ordinator, IQAC	-	<u>Prity</u>
Dr. Manoj K. Hazarika	-	<u>Dr</u> 21/12/2021
Dr. Dulal Das	-	<u>Dr</u> 21/12/2021
Dr. Apika Sharma Nath	-	<u>Dr</u>
Dr. Suresh Mahanta	-	<u>Dr</u> 21/12/2021

The meeting is resolved to work on preparation of AQAR-2020;21.

Final submission of G-U Annual Report, 2021.

Minutes of IQAC Meeting Held on 03-02-2022

Date → 3/2/2022.

Agenda:-

- * Felicitation of our newly appointed Principal of Barrang College cum Chairman of IQAC.
- * Any other matters.

Chairman, IQAC	—	Caitee
Coordinator, IQAC	—	Shikha
Abhijit Das	—	Mr. K. K. Mishra
Manash Kar	—	03-02-2022
Dr. Manoj K. Hazarika	—	3/2/2022
Dr. Smit Das	—	3/2/2022
Dr. Saiful Islam	—	3/2/2022
Dr. Sweta Mahanta	—	3/2/2022
Dr. Apika Sharma Das	—	3/2/2022

- ① The meeting resolved to organise and plan some extensive activities for college including NCC, NSS
- ② Chairman suggested encouragement in research activities
- ③ Chairman further suggested course of action for implementing innovative practices.

Minutes of IQAC Meeting Held on 07-06-2022

Page No. _____

Date / /

Date: 7/6/2022 The weekly IQAC meeting was held today i.e. on 7/6/2022 to discuss the following agenda.

1. Chairman, IQAC → ~~Pratik~~
2. Co-ordinator, IQAC → Skatay → 7/6/22
~~Pratik~~
3. Smt. Ch. Sm. → 7/6/2022
4. Mitharaj Banerjee → 7/6/22
5. Rabinjan Hazarika → 7/6/22
6. Sajendra Dasgupta → 7/6/22
7. Pankaj Hazarika
8. Manish Proton Hazarika → 07/06/22
9. Rajib Kr. Basumatary → 7/06/22
10. Srueta Mahanta → 7/6/22
11. Ananta Bhama Das → 7/6/22.
12. Dilip Sarker → 7/6/22
13. Anamika Das → 7/6/22

Agenda

- i) Feedback System
- ii) Mentor-mentee practice
- iii) Discussion on workshop on "Academic and Administrative Audit".
- iv) Any other matter.

* A committee has been constituted for designing feedback form (to highlight the curriculum aspect) with the following members.
→ Dr. Srueta Mahanta
- Dr. Dilip Sarker
- Dr. Anamika Das.

* Discussion on final formulation of guidelines

Minutes of IQAC Meeting Held on 07-06-2022

for practising mentor-mentee system in departments.

- * Responsibility of Fbx (for Workshop on 14-06-2022) is assigned to Dr. Manash P. Hazarika and Rajib Basumatary.
- * The guests will be felicitated with phullam gamusa (kua gamusa), memento and bouquet.

Statatya
7/6/22



Minutes of IQAC Meeting Held on 16-06-2022

IQAC Meeting
16-06-22

Page No.

Date: / /

Date: 16/06/2022

The weekly meeting of IQAC was held on 16/6/22

to discuss about the Seven Criteria of NAAC.

1. Curricular aspect

2. Teaching, Learning and Evaluation

3. Research, Innovation and Extension

4. Infrastructure and Learning Resources

5. Student Support and Progression

6. Governance, Leadership and Management

7. Institutional Values and Best Practices

Members Present —

1. Palashmoni Daitia - Chairman

P. Daitia
16/6/22

2. Dr. Swapnatee Kalaty - coordinator

S. Kalaty
16/6/22

3. Dr. Pankaj Hazarika - Member

P. Hazarika
16/6/22

4. Dr. Kalyendra Hazarika - Member

K. Hazarika
16/6/22

5. Dr. Deba Chandra Das - Member

D. Das
16/6/2022

6. Dr. Anamika Das

A. Das
16/06/22

7. Rajib Kr. Basumatary

R. Basumatary
16/06/22

8. Dr. Manash Proton Hazarika

M. Proton
16/06/22

9. Dr. Rabinobro Hazarika

R. Hazarika
16/06/22

10. Dr. Chittaranjan Basumatary

C. Basumatary
16/06/22

11. Dr. Anpita Sharma Dahi

A. Sharma
16/06/22

Minutes of IQAC Meeting Held on 21-06-2022

The weekly IQAC meeting was held on 21/06/22.
Discussion: Formation of metrics table and printing
for departmental data base collection.

Signatories:

1. Palashmoni Daiti
2. Swapnalee Khaty
3. Dr. Anamika Das.
4. Satyendran Hazarika.
5. Sneha Mahanta
6. Parikaj Hazarika
7. Apurba Bhawan Naik.

Daiti
21/6/22

All the members were assigned their with their respective responsibilities. They were asked to collect the relevant material from the departments in the prescribed format. Specially the progression and placement part has to be done seriously.

Statat
16/6/22



Minutes of IQAC Meeting Held on 23-06-2022

IQAC Meeting (23/06/22)

Page No:

Date 23/06/22.

Discussion: The meeting was held to discuss the following agenda.

1. Certificate Course and Add On Course
2. Induction programme and Orientation Programme

Signatories: * Pratik (Principal)
23/6/22

1. Swapnalee Kakaty (IQAC Coordinator)
2. Apurva Sharma Das
3. Dr. U. Das.
4. Pankaj Hazarika
5. Satyendra Hazarika.
6. Suceta Mahanta
7. Dr. Manoh P. Hazrik.
8. Rajib Kr. Basumatary
9. Abhitaranjan Barua 23/6/22
10. Dr. Anamika Das.

- ① Discussion on introduction of add-on courses and certificate courses. The departments will be oriented on the same.
- ② Conduct of induction programmes/orientation program in every department at the beginning of the session.
- ③ There will be career counselling sessions for 6th Semester students in all departments.
- ④ Framing of code of conduct in college and embellishing it in college buildings for awareness among teachers and students.

Minutes of IQAC Meeting Held on 01-07-2022

A weekly meeting is held on 01/07/2022 at 3.30 PM to discuss the progress of IQAC activities.

Agenda : 1. Review of plans of IQAC
2. Any other matters

Members present :

1.	Swarnalee Kalaty - co-ordinator	Skatay
②	Anamika Das - Member	1/7/22
③	Pankaj Hazarika - do -	01/07/22
④	Satyendra Hazarika - do -	01/07/22
⑤	Sitip Sinha - do -	01/07/22
⑥	Mrs. Haranjan Das - Asst. coordinator	01/07/22
⑦	Manish P. Hazarika - Member	01/07/22
⑧	Rohini Hazarika - Member	01/07/22
⑨	Sneha Mahanta	01/07/22
⑩	Sulal Ch. Das - Member	01/07/22

① Discussion on matter relating to providing details of information and documents of people involved as question setter, it has been decided that everything will be regulated as per NAAC format. As such revealing confidential information does not arise.

② The IQAC committee has decided to make a visit to the departments before Durga Puja (a tentative date will be fixed later on) to

Minutes of IQAC Meeting Held on 01-07-2022

access the action taken by the respective departments like carrying out of induction programme of students and other relative activities by the departments of the college.

- ⑤ For managing the data collected from various departments, a technical assistant of IQAC may be appointed by the authority.
- ⑥ The committee has also decided to initiate a soft-skill workshop for faculty members and non-teaching staff of the college to upgrade the ICT related technical skills of the people concerned.
- ⑦ The committee of IQAC has decided to bring to the notice of the authority for providing a hygienic environment in the college ^{campus} with proper toilet facilities and other requisite refreshment facilities.
- ⑧ Regarding landscaping of college campus with trees and plants, a survey of the backyard of the boys hostel is to be initiated and suitable plants and trees may be planted after thorough survey of the area. Responsibility of survey of the proposed land will be taken up by Dr Lakindra Hazarika and Dr Shitranjan Shitranjan Barua.
- ⑨ Steps will also be taken accordingly

Minutes of IQAC Meeting Held on 01-07-2022

Date / /

to bring & convert to green energy.
Discussion with authority will be held regarding this matter to bring solar energy in the college campus.

- ⑧ The committee has decided to initiate steps to do rain water harvesting in the college. Proposal will be sent to the authority regarding this matter.
- ⑨ The committee ~~has~~ shall take steps to activate the grievance cell by the start of the new session in college.
- ⑩ Work of ISO certification is in progress.
- ⑪ Format of Feedback of students ~~are~~ prepared and uploaded in college website.

Statika
1/7/22



Minutes of IQAC Meeting Held on 08-07-2022

8/7/2022

Date / /

A weekly meeting is held on 8/7/22 at 3.30 pm to discuss the following agenda

1. Certificate Course
2. MoU's, collaboration, linkage
3. Financial support for the programmes
4. Awards and recognitions
5. Appointment of a Counselor
6. Any other Matter.

Members present in the meeting

1. Palashmoni Daiti - Daiti
2. Swapnalee Kataty - Kataty
3. Anpala Sharma Das - ~~for 08/07/22~~
4. Satyendra Kumar Das - ~~08/7/22~~
5. Lipi Sarma - Daiti 8/7/22
6. Aniket Das - ~~08/07/22~~
7. ~~Das~~ - ~~08/7/2022~~
8. Rajib K. Basumaty - ~~08/7/22~~
9. Manish Pratik Hazarika - ~~08/9/22~~
10. Anamika Das - ~~08/07/22~~
11. Susha Mahanta - ~~08/7/22~~
12. Pooja Kumar - ~~08/7/22~~

Minutes of IQAC Meeting Held on 08-07-2022

- ① On the above agendas a meeting with Principal cum Chairman of IQAC was held. Assurance was given to do the needful.
- ② A proposal for conduct of mental health programme or awareness campaign through Women's Forum (DCWF) was initiated.
- ③ Requirements for ISO certification is discussed.
- ④ Chairman put forward proposal for adoption of schools in neighbourhood community for carrying extension activities.

Stakaty
8/7/22



Minutes of IQAC Meeting Held on 12-08-2022

12/8/2022

3-30

Page No

Date / /

The weekly meeting is held today at 3-30 pm to discuss the following agenda.

1. Review of the undertaken activities
2. ICSSR National Seminar
3. New plan for the session
4. Any other matter

The members present

1. Swapnalee Kakoty Coordinator Skatoty
2. Parbaty Hazarika PH
3. Robinom Hazarika RH 12/08/22
4. ~~Shikharj Barua~~ ASST. coordinator SB 12/08/22
5. Dilip Saikia DS 12/08/22
6. Manas P. Hazarika (Mk) Mk 12/08/22
7. Salyndom Hazarika (SH) SH 12/08/22
8. Rajib Kumar Basumatary RK 12/08/22

Minutes:-

1. Dr. Dilip Saikia expressed that the preparation of a list of different committees is required from the administration.
2. Dr. Manas Hazarika has expressed that there should be a copy of each notice of any new committee formed.
3. Rajib Basumatary has been given the responsibility to prepare a notice of R/O/STC of faculty members along with the format for submission of the same.

Minutes of IQAC Meeting Held on 12-08-2022

4. The ICSSR-sponsored national seminar's sub-committee constituted by the principal has been handed over to the coordinator IQAC by Dr. Satyendra Hazarika.

Satya
Coordinator, IQAC
12/8/22



Minutes of IQAC Meeting Held on 01-09-2022

1/9/2022

Date: / /

Weekly meeting held on today i.e. on 1/9/22 was attended by the following members to discuss the following agenda.

- Agenda:
1. Format for the Dept profile
 2. Add on/certificate course
 3. Institutional values and best practices
 4. Any other matters

Members present:

1. Poojyoti Daidi Daidi 1/9/22
2. Dr Swapnalee Kataty Kataty 1/9/22
3. Parkey Zingirani [Signature] 01/09/22
4. Susela Mahanta [Signature] 1/9/22
5. Anitharaja Same [Signature] 01/09/22
6. Manish Pratik Hazarika (MKL)
7. Dilip Saikia [Signature] 01/09/22
8. Rajib Kr. Bosumatary [Signature] 01/09/22
9. Ranjan Hazarika [Signature] 01/09/22
10. Anamika Das [Signature] 01/09/22
11. Satyendra Hazarika [Signature] 01/9/22
12. Anjali Shama Nair [Signature] 01/09/22
14. Deepal Ch. Das [Signature] 1/9/2022

The meeting unanimously agreed on preparing a format for filling up the Department profile.

The meeting discussed about the need of introducing Add on/certificate course from this year only. So it was suggested that each Dept should offer at least

Minutes of IQAC Meeting Held on 01-09-2022

one certificate course. The syllabus for the course has to be approved by the Academic Council of the College.

There was lot of discussion on Institutional Values and best practice. It was decided in the meeting that community outreach programme done by the college could be a best practice along with the practice of green campus initiative.

Skatya
11/9/22



Minutes of IQAC Meeting Held on 08-09-2022

8/9/22 (Thursday)

Date: / /

A weekly meeting is held on 8/9/22 to discuss the following agenda.

1. Review of the undertaken project of IQAC
2. Fixing the date of a meeting with the faculty members
3. Any other matter.

The members present. -

1. Swapnalee Kakaty - coordinator *Skakaty 8/9/22*
2. Pankaj Hazarika - *P.H. 8/9/22*
3. Shikharaj Barua *Shikharaj 8/9/22*
4. Sagar Ch. Das *Sagar 8/9/2022*
5. Anamika Das *Anamika 8/9/22*
6. Rabinraj Hazarika *R.H. 8/9*
7. Manash P. Hazarika *M.H. 8/9/22*
8. Seeta Mahanta *Seeta 8/9*

The above agendas were discussed and the following views were presented and accepted by the members -

- ① The workshop on ICT which was previously discussed by the members of IQAC and ~~was~~ decided that the training would be provided by TLC centre of Tezpur University's has finally been approved and TLC centre of Tezpur University have given their consent to the

Minutes of IQAC Meeting Held on 08-09-2022

proposal.

- ③ A talk on different aspects relating to publication in journals for facilitating research environment will be undertaken at the initiative of IQAC. It was unanimously decided that Dr. Chittarangan Barua will deliver the talk.
- ④ The core values of the college were discussed and sorted out for approval in a general meeting of ~~teachers~~ Daringang College teachers headed by the Principal.
- ⑤ It was decided by IQAC that teachers will have to register themselves in IRINS and BIDWAN portals.
- ⑥ Add on courses to be started by the institution were discussed and the same will be placed before a general meeting of the college teachers.
- ⑦ It was also decided that a one day workshop on IPR in the month of October will be held. The responsibility has been entrusted to Manas Pratim Hazarika to chalk out the framework and the resource person to be invited to the program.

Staty
coordinator, IQAC



Minutes of IQAC Meeting Held on 19-09-2022

The weekly meeting of IQAC is held today, i.e. on 19/9/22 to discuss the following agenda.

1. Preparation for Staff meeting
2. Comprehensive core institutional values
3. Best practices suggested by IQAC
4. Distribution of certificate and Kit of ICSSR ^{sponsored} National Seminar
5. Plans to be adopted
6. Any other matter

Members Present

1. Swapnalee Kataty coordinator Skataty
2. Susha Mahanta Susha
3. Satyendra Hazare Satyendra 19/9/22
4. Mithrasaja Barua, Asst. Coordinator Mithrasaja 19/9/22
5. Sural C. Das Sural
6. Dilip Sarma (Member)
7. Dr. Manish Potim Hazarika (MHA) Manish
8. Lakshmi Hazarika Lakshmi
9. Rajib Kr. Barumati Rajib 19/9/22
10. Anpita Sharma Dahi Anpita 19/9/22

Minutes:-

1. After a minor revision suggested by members of IQAC, the 'Individual Faculty Profile' format has been approved for the college website.

Minutes of IQAC Meeting Held on 19-09-2022

2. The days celebrated by Darrang college has been discussed

3. The Core values and best Practices have been discussed → Quality Education, Social Responsibilities & Extension, Accountability & transparency, Accessibility, Ethics & dignity.

4. Best Practices discussed → (1) Gender Sensitization
(2) Blood donation & vaccination, (3) Environment and Health awareness, (4) Clubs and Association, (5) Collaboration

(5) Plans to be adopted :-

(1) ICT Workshop

(2) IPR Workshop

(3) Workshop on gender equity & gender budgeting

The meeting concluded by thank by the coordinator - IQAC

Skatly
Coordinator, IQAC



Minutes of IQAC Meeting Held on 23-09-2022

The weekly meeting is held on 23/9/22 to discuss the following agenda.

Agenda

1. Review of the meeting held with faculties
2. Any other matter

Members present

1. Dr Swapnalee Kakaty coordinator - Skatky

2. Dr. Pankaj Hazarika - PH

3. Dalal Ch. Das. DD 23/9

4. Rabindra Hazarika RH

5. Arijit Sainia - Member - Arijit

6. Shitanga Barua (Asst coordinator) SB 23/9/22

7. Dr. Manish Probin Hazarika (MPH)

8. Rajib Kr. Basumatary (RB) 23/9/22

9. Dr. Anamika Das. (AD)

10. Dr. Satyendra Hazarika SH

Minutes-

1. Discussion on student progression (Dept. should record the student progression properly and submit it to IQAC as per requirement).

Minutes of IQAC Meeting Held on 23-09-2022

- ②. Formation of IQAC as per NAAC guidelines
- ③. Verification of AAA report and Inclusion Program Report. (notice will be send to those Dept. who have not yet submitted the AAA report to IQAC).
- ④. Involvement of IQAC (outside stakeholder) for deciding best practices and core values of the institution.
- ⑤. fixing Do's and Dont of the college and fixing the board in a proper place.
- ⑥. Best Practices (suggestion) -
 - Ⓐ Vaccination and Blood Donation Health Camp.
 - Ⓑ Gender sensitization.
 - Ⓒ Health and Environment Awareness
 - Ⓓ. Enhancement of Academic Collaboration with reputed Institution.
- ⑦. IPK workshop proposed on 29th October, 2022.

Shakati
Coordinator, IQAC



Minutes of IQAC Meeting Held on 14-10-2022

The weekly meeting of IQAC is held today to discuss the following matter.

1. Review of the activities
2. Fixing date for IPR talk and Dr Chittaranjan Barua's Talk
3. plan to be undertaken
4. Any other matter

Members to present

1. Palashmoni Das - ~~Chair~~
- 1) Swapanalee Kalita - ~~Secretary~~ ^{14/10/22} coordinator
2. Partha Pratap Hazarika
3. Gopal Ch. Das
4. Chittaranjan Barua - (Asst. coordinator) ~~Sec~~ ^{4/11}
5. Satyendra Hazarika - ~~IPR~~ (member)
6. Anamika Das
7. Manish Pratim Hazarika (IPR).
8. Sushila Mahanta

Minutes

1. A talk on "Research Paper Writing" for the interested faculty members will be held on 21st October, 2022 at 1:30 PM.
2. An IPR Workshop would be held on 28th October (tentative) by IQAC; Resource Person Prof. Pritam De V, Tezpur University.
3. Teachers' Feedback has been prepared by Dr. Anamika Das and submitted to IQAC.



Satya
Coordinator, IQAC

Minutes of IQAC Meeting Held on 21-10-2022

The weekly meeting of IQAC is held today, i.e. on 21/10/2022, to discuss the following agenda.

1. FDP on Intellectual Property Rights.
2. Any other matters.

Members present.

1. Swapnalee Kataty - coordinator *Stakati* 21/10/22
2. Dr. Parthaj Hazarika - Member *PH* 21/10/22
3. Dr. Jayendra Hazarika - Member *JH* 21/10/22
4. Dr. Chittarajan Baruah - Asst. Coordinator *CB* 21/10/22
5. Dr. Anamika Das - Member *AD* 21/10/22
6. Dr. Dilip Sircia - Member - *DS* 21/10/22
7. Dr. Srujan Mahanta - Asst. Coordinator *SM* 21/10/22
8. Dr. Anjali Kumar Nair - ~~Asst~~ Member *AN* 21/10/22
9. Rajib Kr. Basumatary *RB* 21/10/22
10. ~~Dr. A. S.~~ 21/10/2022 *AS*

Minutes.

- ①. Regarding IPR Workshop - As the end semester exam is going to be held on November, 2022, so instead of FDP, a Workshop is suggested on IPR for the session 2022-2023. Accordingly communication is done with IPR cell, Tezpur University.
- ②. In the upcoming session a FDP on "IPR" will be organised as discussed in the meeting.

Minutes of IQAC Meeting Held on 21-10-2022

- (10). A proposal was suggested by Chittaranjan Barua to interact with the IQAC coordinator of ^{those} colleges which have been awarded with A or A+ grade by NAAC.

Skataty
Coordinator, IQAC

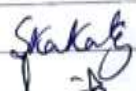




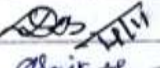
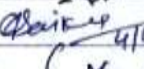

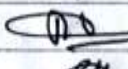

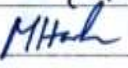


Minutes of IQAC Meeting Held on 04-11-2022

The weekly meeting of IQAC is held today at 3-30 pm. to discuss the following matters of

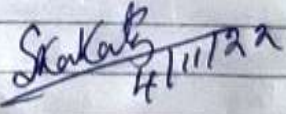
1. Analysis of ABAR (last year)
2. Reviews of the activities

The members present.

- | | | |
|----------------------------|--|---------------------|
| 1. Swapnalee Kakaty |  | (Coordinator) |
| 2. Anamika Das |  | (Member) |
| 3. Anpita Kaena Das |  | (Member) |
| 4. Smita Mahanta |  | (Asst. Coordinator) |
| 5. Chittaranjan Barua |  | (Asst. Coordinator) |
| 6. Dulat Ch. Das |  | Member |
| 7. Bilip Seicica |  | Member |
| 8. Rajib Kr. Basumatary |  | (Member) |
| 9. Pankaj Hazarika |  | (Member) |
| 10. Satyendra Hazarika |  | (Member) |
| 11. Dr. Manish P. Hazarika |  | (Member) |
| 12. Dr. | | |

Minutes - ①. Discussion on last year ABAR report is done. Accordingly plannings are prepared to submit the ABAR of this year in due time.

② All the members are assigned the responsibility to collect their respective data.


4/11/22



Minutes of IQAC Meeting Held on 11-11-2022

The weekly meeting of IQAC is held today at 3-30 pm to discuss the following matters

1. Analysis of AQAR (last year)
2. Extension activities
3. Any other matter

The member present

1. Swapnalee Kakaty 
2. Ranraj Hazare 
3. Sneha Mahanta 
4. Chittaraja Barua 
5. Rubindran Hazare 
6. Seljendra Hazare 
7. Anamika Das 
8. Dinal K. Das 
9. Rajib Kr. Basumaty 
10. Manish P. Hazare 

The meeting analyzed last year's AQAR 2021-2022. The AQAR was not up to the mark. So members decided to put more efforts to make academic activities more vibrant along with community engagement activities

The meeting assigned the responsibility

Minutes of IQAC Meeting Held on 11-11-2022

of Innovation Eco System to Dr Chittaranjan Barua, Dr Rabindra Hazarika, Dr Uttam Barua, Dr Girin Saikia, and Dr Kishore Sekar.

It was decided in the meeting that a gender sensitization programme would be organised in Bahbari, Deokachubari village on 21/11/2022.

It was decided in the meeting that MOU will be signed with Texpur College and Rangapara College to undertake Teacher Exchange programme.

Stuti
Coordinator, IQAC

11/11/22



Minutes of IQAC Meeting Held on 25-11-2022

25/11/2022

Time: 3 - 30 PM

The weekly meeting is held today to discuss the following agenda.

Agenda:

1. IPR Programme
2. Progress of the activities
3. Certificate course
4. Any other matters

Members present in the meeting:

1. Patsimoni Baidi *Baidi*
2. Swapnatee Khaty *Swataty*
3. Paranjit Hazarika *PH*
4. Satyendra Hazarika *SA*
5. Anamika Das
6. Sural Ch. Das. 25/11/2022 *SD*
7. Rubindom Hazarika *RH*
8. Nittoraja Basu *NB*
9. Apita Sharmar Das *AS*
10. Susha Mohanta *SM*
11. Bilip Jena *BJ*
12. Dr. Manish D. Hazarika *MH*
13. Rajib K. Basumaty *RK*

Minutes of IQAC Meeting Held on 25-11-2022

The meeting was held on 25/11/2022 to discuss about holding a programme of on Intellectual Property Right immediately. It was brought to the notice that Dept of Political Science already proposed such a Seminar. So IQAC will collaborate a Seminar on IPR with Political Science Dept on 10/12/2022 on the occasion of International Human Rights Day.

The members let the meeting know about their activities as assigned.

The meeting expressed concern about not having progress about certificate course. Students' enrollment is pathetic. So a new mechanism has to be adopted for the purpose.

Swapnalee Kataty
Coordinator, IQAC

25/11/22



Minutes of IQAC Meeting Held on 09-12-2022

The weekly meeting of IQAC is held today i.e. on 09/12/2022 to discuss the following agenda.

1. Discussion about AQAR
2. Activities to be carried out immediately
3. Any other matters

The Members Present :

1. Swapnakee Kalaty (Coordinator) *SKalaty*
2. Anamika Das
3. Sruja Mahanta
4. Dr. Chittaranjan Das *DC*
5. Rajib Jit. Basumatary *RJB*
6. Pankaj Hazarika *PH*
7. Sunita Ch. Das *SCD*

1. The meeting discussed on the AQAR and based on the previous AQAR various activities to be undertaken has been pointed out.

2. The meeting resolved to acquire new Sanitary pad vending machines for installation in girls common room and girls hostel.

3. The meeting also discussed on ecofriendly disposal of sanitary pads and proposed to install sanitary pads incinerator machine in girls hostel.

4. Dr. Pankaj Hazarika discussed on upgradation of college canteen and suggested to let a party to run the college canteen by providing quality food.

Minutes of IQAC Meeting Held on 09-12-2022

5. Dr. Chittorajan Baruah discussed on the rain water harvesting in the college campus.

6. The meeting also discussed on new guidelines of NAAC assessment and reconstruction of IQAC, issued by Govt. of Assam. Accordingly following seven (7) committees have been constituted to meet the seven (7) criteria of NAAC -

1. Curricular Aspects

- Members:
- i) Dr. Akhil Baruah
 - ii) Dr. Satyendra Hazarika
 - iii) Dr. Mira Satta
 - iv) Dr. Mukul Saitia

2. Teaching, Learning and Evaluation

- Members:
- i) Dr. Dulal Ch. Das
 - ii) ~~Prof. Debraj Sharma~~
 - iii) Dr. Arpita Sharma Nath
 - iii) Sampurna Khound.

3. Research, Innovation and Extension

- Members:
- i) Dr. Uttam Baruah / Dr. Bipin Saitia
 - ii) Dr. Chittorajan Baruah
 - iii) Dr. Anamika Das
 - iv) Dr. Manash Pratim Hazarika
 - v) Dr. Laba Handique

4. Infrastructure and learning resources

- Members:
- i) Dr. Panikaj Hazarika
 - ii) Prof. Harendra Nath Morang
 - iii) Prof. Manash Tyoti Patgiri
 - iv) Rajib Kr. Basumatary

5. Student support and Progression

- Members: i) Dr. Shyamalima Chowdhury

Minutes of IQAC Meeting Held on 09-12-2022

Date: 09/12/2022

- ii) ~~Dr. Ashish Saikia~~ Prof. Debraj Sarma
- iii) Dr. Rabindra Hazarika
- iv)

6. Governance, Leadership and Management

Members: i) Dr. Sweta Mahanta

ii) ~~Dr. Prof. Kuloam Miki~~

iii) Prof. Satyadip Goswami

iv) Dr. Manash Protim Hazarika

7. Institutional values and best practices

Members: i) Dr. Arundhati Deka Nath

ii) Dr. Swapnali Kakoty

iii) Dr. Himanee Bordoloi

Kakoty
Coordinator, IQAC

9/12/22



Minutes of IQAC Meeting Held on 16-12-2022

The weekly meeting of IQAC is held today on 16/12/2022 to discuss the following matter.

1. Discussion on AQAR
2. plans to be carried out before Winter Break
3. Any other matters

Members present

1. Swapnalee Kakaty coordinator *Skatky*
2. Anamika Dns. *A 16/12/22*
3. Dilip Sarbia - Member - *Dilip 16/12/22*
4. Dulal Ch. Das Member *Dulal 16/12/2022*
5. Pabitra Pratik - Principal *Pabitra 16/12/22*
6. Parkey Hazare - Member *Parkey 16/12/22*
7. Satyendra Hazare - Member *Sat 16/12/22*
8. Shikharaj Das *Shikharaj 16/12/22*
9. Sunita Mahanta *Sunita 16/12/22*
10. Ananta Bhama Nali - Member *Ananta 16/12/22*

Minutes of IQAC Meeting Held on 16-12-2022

* Minutes of the meeting / IQAC / dated 16/12/22 Date: / /

* Today's meeting on 16/12/22 had discussed on the visit to the adopted village on 23/12/22 on a confirmed program to be undertaken with the community.

* The idea of an MOU with Terapan college was raised by Principal sir in the meeting, which is expected to be signed during end of the year 2022.

* Departmental extension programme was discussed in the meeting today. The department of Political sc. have started an internship programme as stated by Prof. M. Patgiri of the department himself, who was attending today's meeting in connection to the adopted village visit.

* Discussion on various parameters of AQAR is taken place in the meeting, covering various issues like financial audit, grant of fund, various activities undertaken under IQAC banner.

* A discussion on Girl child day Programme was discussed in today's meeting on the day of 24/01/23. Celebration of the day as an extension programme was discussed in the meeting.

(National Girl child day). Museon Char. Ali Girls School is identified in the meeting today for the programme.

Statatg

Coordinator, IQAC

16/12/22

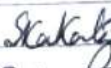

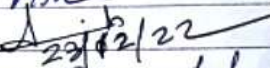
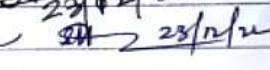


Minutes of IQAC Meeting Held on 23-12-2022

The weekly meeting of IQAC is held today at 10-30 am to discuss the following Agenda.

Agenda:

1. Review of the AQAR Report
 2. Certificate Course
 3. Any other matters
 4. Discussion on DCTU National Seminar
- Members present

1. Swapnales Kakaty 
2. Pankaj Bhargava 
3. Mithunaji Barua 
4. Sujata Mahanta 
5. Ratindran Haggilder 
6. Manoh P. Hazarika 
7. Anurita Das. 
8. Satyendra Hazarika 
9. Kanchandika 23/12/22

- The meeting reviewed the AQAR 2021-2022 and once again it was unanimously decided that we need to work on weak areas.

The matter of the Certificate Course is discussed again as the scenario remains same. Once again it was suggested that respective departments would again take initiative to motivate students.

The meeting also discuss about the theme for the DCTU National Seminar.

Minutes of IQAC Meeting Held on 23-12-2022

Discussions have been made to open a yoga centre and a centre for Sattriya Dance at the college campus.

The meeting also reviewed the preparation for NEP implementation from the session 2023.

Shakalya
23/12/2022



Minutes of IQAC Meeting Held on 27-01-2023

The weekly meeting of the IQAC is scheduled today, i.e. on 27/01/2023, to discuss the following agenda.

Agenda:

1. ASAR related matters
2. Fixing a date for Community Service
3. Projects to be assigned for the new session
4. Any other matters

Members Present:

1. Swapnatee Kakaty coordinator Skakaty 27/01/23
2. Susha Mahanta 27/01/23
3. Smita Ch. Das 27/01/2023
4. Anurupa Das 27/01/23
5. Shaktirajam Das 27/01/23
6. Manish P. Hazarika 27/01/23
7. Satyendro Hazarika 27/01/23
8. Rajib Kr. Barumaty 27/01/23

Minutes-

- ① The meeting reviewed the progress of ASAR and planned to submit ASAR in the month of February, 2023.

Minutes of IQAC Meeting Held on 27-01-2023

②. It was decided in the meeting to publish a book related to the student project or dissertation report.

③. All the departments were assigned the ~~task~~ task to carry out extension activities in the adopted village.

④. Plantation programmes is finalized on the World Environment Day of adopted village.

⑤. Dr. Satyendra Hazarika was given the responsibility to carry out a survey in the adopted village to mitigate flood.

⑥. Dr. Anamika Das was given the responsibility to carry out a socio-economic survey in the adopted village.

Statika
27/1/23





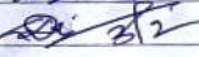


Minutes of IQAC Meeting Held on 03-02-2023

The weekly meeting of IQAC is held today, on 03/02/2023 to discuss the following agendas.

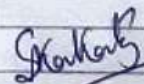
1. Review of the assigned tasks in the respective committees
2. Discussion about the programme to be held on 8th February.
3. Any other matters.

Members present:

1. Swapnalee Khaty coordinator 
2. Parraj Hazaria Member 
3. ~~Dr. Mahanta~~ 
4. Salyendra Hazaria 
5. ~~Dr. Ch. Das~~ 

Minutes -

- ① - Discussions were made to organize a FDP or workshop related to NEP-2020 implementation.
- ② - Harendra Nath Morang was assigned the task to carry out plantation work in the college campus on the occasion of World Environment Day.



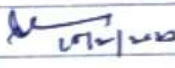

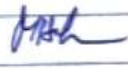
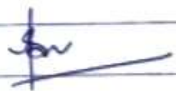


3/2/23



Minutes of IQAC Meeting Held on 10-02-2023

The weekly meeting of IQAC is held today, on 10/02/2023 to review the progress of the seven criteria committees. The committees are working on the data collection to fill up the AQAR. The meeting discussed the pros and cons of the action plan of the particular period.

The Members present -

1. Dr. Swapnalee Kakaty Coordinator 
2. Dr. Pardeep Hazarika Member 
3. Dr. Chittadeja Basu Asst coordinator 
4. Dr. Bipin Saikia - Member - 
5. Dr. Manash P. Hazarika - Member - 
6. Dr. Anjali Sheena Das - Member 
7. Dr. Dulal Ch. Das - Member 

Minutes of IQAC Meeting Held on 10-02-2023

Minutes-

- ① All the members of the respective criteria highlighted about the progress of work.
- ② In the discussion, it was observed that Academic and Administrative Audit by external member was not done yet. So, it is decided to conduct AAA in the month of June, 2024.
- ③ Committees were formed to conduct green audit, gender audit, energy audit.
- ④ Guidelines were streamlined for gender audit, green audit and energy audit.

Shatabdi
10/2/23



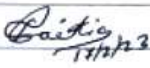

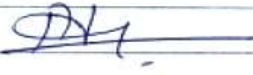

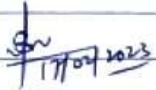
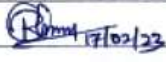
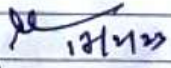

Minutes of IQAC Meeting Held on 17-02-2023

The weekly meeting of IQAC is held today on 17/2/2023 at 3-30 pm to discuss the following agenda.

Agenda:

1. Certificate / Add on course
2. Extension activities in the adapted village
3. Departments not submitting the document on time
4. Progress of AQAR
5. Any other matters

Members present

1. Palashmoni Daitia  17/2/23
2. Swapnalee Kalaty 
3. Pankaj Hazarika 
4. Dr. Manish P. Hazarika 
5. Dr. Anjita Sharma Devi  17/02/2023
6. Rajib Kumar Basumatary  17/02/23
7. Dr. Chittaraja Barua  18/2/23
8. Dr. Sweta Mahanta  17/2

Minutes of IQAC Meeting Held on 17-02-2023

Minutes -

- ①. The meeting reviewed the progress of add. and certificate course.
- ②. Planning is done to carry out the extension activities in the adopted village.
- ③. Notice is circulated to all department to provide details of faculty participation in various FIP, FDP etc.

Statika
17/2/23



Minutes of IQAC Meeting Held on 03-03-2023

3/3/2023

Page No.

Date / /

The weekly meeting of the IQAC is held today on 03/03/2023 to discuss the following agenda.

1. Hurdles in submitting the AQAR
2. The roles of the Seven Criteria Committee
3. Women Day's programme
4. programmes for student and faculty enhancement
5. Any other matter

Members present in the meeting

1. Swapnalee Kakaty	Coordinator	Skakaty
2. Pankaj Hazarika	Member	PH
3. Abhinav Bhow	Asst. coord.	2/3/23
4. Dr. Dipika Ghosh Deka	Member	
5. Ujjwal Saini	Member	
6. Anamika Das	Member	
7. Satyendra Hazarika	Member	
8. Ratindran Hazarika	Member	
9. Palashmoni Das	Principal (Chairman)	Das

The meeting discussed the difficulties faced while filling up the

- ① It was decided in the meeting that very soon FDP on Intellectual Property Rights and Research Methodology will be organised for the students.

Minutes of IQAC Meeting Held on 03-03-2023

②. Dr. Manash Prasad Hazarika was assigned the responsibility to conduct workshop related to Intellectual Property Rights.

③. Dr. Chittaranjan Baruah was assigned the responsibility to conduct workshop related to "Research Methodology."

Skataty
3/3/23



Minutes of IQAC Meeting Held on 17-03-2023

17/3/2023

Date: / /


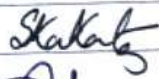



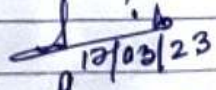

The weekly meeting was held today to discuss the following matter.

1. Rules and Regulation for add on / certificate course
2. plans to be carried out in the adopted village
3. Making MoU's functional.
4. Any other matters

5.

6.

Members Present

1. Palesmoni Daidia 
2. Swapnalee Kerkaty coordinator 
3. Pankaj Hazarika 
4. Sweta Mahanta 
5. Dr. Anjita Sharma Das 
6. Dr. Anamika Das 
7. Dr. Rabinjan Hazarika 

Minutes of IQAC Meeting Held on 17-03-2023

Minutes -

- ①. To make all the MoU functional, one faculty member is assigned for each MoU. to carry out the respective work.
- ②. Guidelines for Add on and certificate course is finalized in the meeting.
- ③. The meeting reviewed the progress of survey work going on in the adopted village for flood control.

Stakata
17/3/23



Minutes of IQAC Meeting Held on 31-03-2023

31/03/2023

Page no.:

Date: / /

The weekly meeting is held today to discuss the following agenda

1. Feedback Forms
2. Student Support mechanism
3. Industry Linkage
4. Collaboration with other agencies
5. Any other matter

Members present

Swapnalee Kataraj

Kataraj

Pratik J. Desai

Pratik

Chittaraja Baruah

Chittaraja 31/3/23

Satyendra Hazarika

Satyendra 31/3/23

Sweta Mahanta

Sweta 31/3/23

Ramiroj Hazarika

Ramiroj

Hanish Pratim Hazarika

Hanish

Minutes of IQAC Meeting Held on 31-03-2023

Minutes -

- ①. The meeting reviewed how feedback system of the college can be made more effective and functional.
- ②. Anamita Das was given the responsibility to prepare a draft of feedback form and submit it to IQAC at the earliest.
- ③. Points to be included in the feedback form was highlighted by Sweta Mahanta.

Skakaly
31/3/23



Minutes of IQAC Meeting Held on 21-04-2023

21/04/23

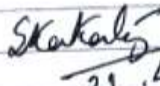
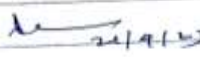
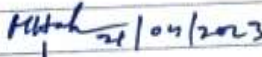
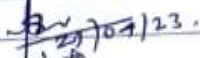
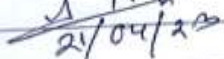
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The weekly meeting was held on 21/4/23 to discuss the following agenda.

1. Outreach programme
2. Certificate course
3. Extension activities
4. Activities of Seven Criteria Committee
5. Any other matter

Members present:

1. Swapnalee Karky  21.4.23
2.  21/4/23
3. Shitanshu Bera
4. Manash Probin Hazarika  21/04/2023
5.  21/04/23.
6.  21/04/23

Minutes of IQAC Meeting Held on 21-04-2023

Minutes-

- (i). In the meeting discussions were made to open the vermicompost production centre and Mushroom cultivation and Training Centre.
- (ii) Rajashree Bondoloi and Bidyut Das was assigned the responsibility for Mushroom Cultivation and Training Centre.
- (iii). In ~~the~~ the meeting discussions were also made on how NAAC seven criteria committee will work for various NAAC related activities.

Katary
22/4/23



Minutes of IQAC Meeting Held on 24-04-2023

24/04/2023

Page No:

Date: / /

An emergency meeting of IQAC is held today, i.e. on 24/4/2023 to discuss the following agenda.

Agenda:

1. Reconstitution of Seven criteria committee
2. Activities in the adapted village.

Members present:

1. Swapnalee Kakaty Skakaty
2. Pankaj Hazarika Pk
3. Satyendra Hazarika SH
4. Shikha B S
5. Manab Pratik Hazarika (Mikah)
6. Manashjyoti Padgiri (Mashim)
7. Anamika S.M. asj0423

Minutes of IQAC Meeting Held on 24-04-2023

Minutes -

- ① NAAC seven criteria committee is reconstituted by reshuffling the faculty members for better functioning of each criteria.
- ②. To celebrate the World Environment Day, 2023, in the adopted village, Mannshiyoti Patgini was assigned the responsibility.
- ③. It was decided in the meeting to carry out plantation programme and to organize a art competition in the adopted village on World Environment Day.

Secretary
24/4/23



Minutes of IQAC Meeting Held on 12-05-2023

12/05/2023

Date: / /

The weekly meeting of IQAC is held on 12/5/2023 to discuss the following agenda.

1. Upcoming FDP
2. Progress of the seven criteria committee
3. Any other matters

Members present.

1. Swapnalee Kerkaty Skakaty 12/5/23
2. Sweeta Mahanta Sweta 12/5/23
3. Salyindha Hazarika SA 12/5/23
4. Dr. Manoh P. Hazarika Mhah 12/5/23
5. Pankaj Hazarika PA 12/5/23
6. Nishwanja Barua N 12/5/23
7. Rabindra Hazarika R 12/5/23
8. Anamika Das 12/05/23

Minutes of IQAC Meeting Held on 12-05-2023

Minutes -

- ① In the meeting, it was decided to organise a FDP on "Use of ICT tools in Teaching Learning Process" by IQAC in collaboration with Teaching Learning Centre, Terapan University.
- ② Notice related to the above mentioned event is circulated to all the department to maximize the participation of faculty members.

Skatary
12/5/23



Minutes of IQAC Meeting Held on 19-05-2023

19/5/2023

Dr. Rabin Hazarika
IQAC
(NIZ-Bishwan) - 7533

The weekly meeting of IQAC is held today, i.e. on 19/5/2023 to discuss the following matters.

1. Policy framing for different plans and programmes
2. planning for the FDP on 23rd May
3. Activities of the Seven Criteria Committee
4. Any other matters

Members present -

1. Swapnali Kakaty
2. ~~Mitharaja Barua~~ 19/5/23
3. ~~Rabin Hazarika~~ 19/5/23
4. Satyendra Hazarika 19/5/23
5. Ananika Das 19/5/23
6. Manash Pratim Hazarika - 19/5/23
7. Swida Brahanla 19/5/23
- 8) ~~Pankaj Hazarika~~ 19/5/23

The meeting started off with the first agenda - ① Policy framing for different plan and programme. The required policy framing in areas discussed are -
1) Policy on adopted village: in-depth analysis was taken place on the policy framing and accordingly the policy was documented by Dr. Rabin Hazarika.
2) Policy of Book-Bank and used book was also discussed in today's meetings. The members suggested that it should be developed in a way to fulfil the need of these needy students.

→

Minutes of IQAC Meeting Held on 19-05-2023

The FBP on 'e-learning' which is proposed to be held in 23/5/23 was also discussed in today's meeting. The programme is to be conducted in the library building. The invited resource person ~~Dr~~ Birendra Paul, Librarian, Kollabor College will deliver on e-learning. Responsibilities are assigned to members for successful completion of the programme.

Sakati
19/5/23



Minutes of IQAC Meeting Held on 02-06-2023

2/6/2023

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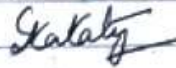
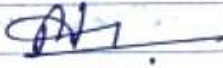
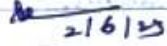

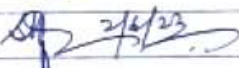


Date: / /

The weekly meeting of IQAC is held today i.e. on 02/06/2023 to discuss the following agenda.

Agenda:

1. Discussion about 5th June Programme
2. Progress of the Seven Criteria Committee
3. Any other matters

Members Present:

1. Swapnalee Kakaty coordinator 
2. Pankaj Hazarika 
3. Dr. Chittaranjan Basu 
2/6/23
4. Suela Mahanta 
4/6/23
5. Satyendra Hazarika 
2/6/23
6. Anjali Sharma Datta 
02/06/23
7. Rabinandan Hazarika 
02/06/23

Minutes of IQAC Meeting Held on 02-06-2023

Date: / /

Minutes -

- ①. Discussions were made to carry out the World Environment Day Programme in the adopted village smoothly.
- ②. Dr. Pankaj Hazanika was given the responsibility to buy saplings for the above mentioned programme.
- ③. It was decided in the meeting that very soon a meeting with all seven criteria committee members will take place in presence of principal to find out how college will proceed for NAAC 4th Cycle Accreditations.

Sk. Kalyan
2/5/23



Minutes of IQAC Meeting Held on 09-06-2023

09/06/2023

Page No:

Date: / /

The weekly meeting is held today i.e. on 9/6/2023 to discuss the following agenda:

Agenda:

1. FDP under TLC
2. Progress of Seven Criteria Committee
3. Any other Matters

Agenda:

Members Present

- | | |
|---------------------------|-------------------------|
| 1. Swapnalee Kakaty | <u>Skatay</u> |
| 2. Salyendra Hazarika | <u>SAZ</u> |
| 3. Manash Probir Hazarika | <u>MH</u> |
| 4. Jyoti Bharna Deka | <u>J.D.</u> |
| 5. Ananika Das | <u>A.D.</u> |
| 6. Sujata Mahanta | <u>S.M.</u> |
| 7. Rabindev Hazarika | <u>R.H.</u> |
| 8. Pankaj Hazarika | <u>P.H.</u> 09/06/2023. |

The Action Taken:

- ① Letters seeking participants for FDP are sent to the different colleges
- ② ~~Deciding~~ ^{In} the course of the discussion, it was

Minutes of IQAC Meeting Held on 09-06-2023

decided in the meeting to —

- (a) Appoint a sports officer / i/c
- (b) Renovation of gym
- (c) Starting a running and cycling club
- (d) To organise an All Assam Badminton championship this year.

~~(e)~~

Skakati 9/6/23



Minutes of IQAC Meeting Held on 23-06-2023

23/06/2023

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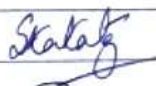

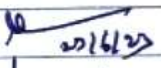
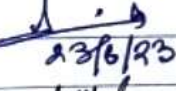
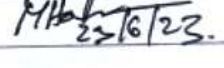
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The weekly meeting of IQAC is held on 23/6/23 to discuss the following agenda.

Agenda :

1. planning for the new academic session 2023-24
2. proposal to be submitted to the Deputy Commissioner
3. Any other matters

Members present :

1. Swapnalee Kataria 
2. Smita Mahanta 
3. Mithasaja Barua 
4. Anamika Das 
5. Manish Robin Hazarika 

Minutes of IQAC Meeting Held on 23-06-2023

Minutes -

Date / /

①. Planning related to conduct Orientation Programme for newly admitted student is done. It was decided in the meeting that orientation programme will be held in the first week of August departmentally and centrally.

②. Survey Report related to food control in the adopted village was submitted to IQAC by Satyendra Hagarika.

It was also decided in the meeting that this survey report will be submitted to Deputy Commissioner, Sonitpur for further action.

Skankar
23/6/23



Minutes of IQAC Meeting Held on 18-08-2023

18/8/2023





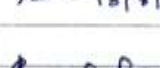
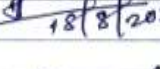


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Date: / /

The weekly meeting of IQAC is held today to discuss the following agenda.

1. Progress of the plans already devised
2. Any other matters

Members Present

1. Swagnalee Kataty 
2. Sweta Mahanta 
3. Anpita Shaema Datta 
4. Anitharajan Baruah 
5. Rabinam Hazarika 
6. Satyendra Hazarika 
7. Manohar Hazarika 
8. 

① National Sports Day to be celebrated on 29th Aug, 2023 by taking out a ^{community run} ~~marathon~~ from Darrang College across the town subject to Principal (claimants) permission.

② Sponsorship will be taken for funding friendly Women Volleyball matches between Darrang College, and Tezpur College & ^{Girls College} (Boys and girls). Sports secretary with Teacher Incharge will be commu-
nicated under the charge of this event.

Minutes of IQAC Meeting Held on 25-08-2023

The weekly meeting of IQAC is held today, i.e. on 25/8/2023 to discuss the following agenda.

Agenda:

1. Workshop/Seminar on IPR
2. National Seminar
3. Activities to be carried out by the Department
4. Proposal for a canteen
5. Any other matters

Members Present:

1. Swapnalee Kakaty Kakaty
2. Chittaranjan Baruah 25/8/23
3. Apika Bhawan Das 25/8/23
4. Paranjay Ghosh [Signature]
5. Satyendra Hazarika SH 25/8/23

A Seminar on IPR will be held on 9th September. A Committee will be constituted for this purpose.

National Seminar without proper infrastructure is not possible. Hence still

Minutes of IQAC Meeting Held on 25-08-2023

IQAC will organize a National Seminar
The topic will be decided soon.

Stakab



Minutes of IQAC Meeting Held on 01-09-2023

01/09/2023





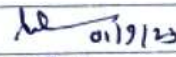


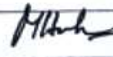
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The weekly meeting of IQAC is held today to discuss the following agenda.

1. Discussion on pending works.
2. Planning for the next two months
3. Arrangement for the IPR Seminar
4. Any other matters

Members present

1. Swapnalee Kakaty 
2. Sweta Mahanta 
3. Robinom Hazarika 
4. Dipita Sharma Datta; 
5. Dhritasranya Baruah  01/9/23
6. Parkej Hazarika  07/9/23
7. Sabyendra Hazarika  01/9/23 (5.10 PM)
8. Harsh P. Hazarika  1/09/23

Minutes of IQAC Meeting Held on 01-09-2023

Minutes of the meeting -

- (i) Responsibility for the IPR Seminar was given to Manish Protim Hazarika.
- (ii) The meeting reviewed the various outreach programs carried out in the adopted village by various department. The departments were informed to submit a report along with Geotag photographs to IQAC.
- (iii) The meeting reviewed the progress of the feedback form.
- (iv) Dr. Manish Protim Hazarika was given the responsibility as a Resource Person to carry out a programme on how to make video tutorial class.

Stakab



Minutes of IQAC Meeting Held on 22-09-2023

The weekly meeting of IQAC is held today to discuss the following agenda.

1. Activities of the seven criteria
2. MOUs
3. Any other matter

Members present

- | | |
|-----------------------|------------|
| 1. Swapnalee Karkaty | SKK |
| 2. Sweta Mahanta | SM |
| 3. Anipita Sarma Nath | AN |
| 4. Parag Hazarika | PH |
| 5. Manish P. Hazarika | MH |
| 6. Nitharajan Barua | NB 22/9/23 |
| 7. Rabinjan Hazarika | RH 22/9/23 |
| 8. Satyendra Hazarika | SH 22/9/23 |

The IQAC member of Criterion 1 Dr Satyen Hazarika informed the meeting that no meeting was held recently and a meeting was being scheduled next day. Accordingly actions will be planned.

Dr Anipita Sarma Nath, IQAC member of the Criterion 2 informed that their team already visited all the departments. Some of the

Minutes of IQAC Meeting Held on 22-09-2023

Departments have kept the records well. But most of the departments wanted a consolidated list of the activity/record to be maintained from the IQAC.

Representing Criterion 3 Dr Chittaranjan Bahna expressed worry for not having sufficient Research papers. The college has only 3 Research projects which is not ~~is~~ satisfactory for a big college like Barrang College. Students projects were not submitted by many departments. It was suggested that the link is to be shared for the project work. It was suggested that once again a notice has to be served for Research papers and Research project. It is a matter of concern that the research journal of college also doesn't get article.

Dr Pantaj Hazarika an IQAC member in the Criterion 4 said that infrastructure in college is still having problems. ICT fees are to be installed in many classrooms. A proper budget has to be prepared. Cycle stand is yet to be constructed. College needs a Day Care center and a Youth Wellness Hud. The New Space for this can be acquired in the New building.

Dr Sweta Mahanta on behalf of the Quality Committee informed that no meeting of the committee was held. College must have provision for Communication Skill course and a Unisex gym. A mechanism has to be evolved to track the progress ^{of the students} into Higher Education and students checking JAM/CLAT/competitive Exam etc. Awards and

Minutes of IQAC Meeting Held on 22-09-2023

recognition received by the students are to be recorded.

Dr Manas Pratim Hazarika ^{of criterion 6} said that some of the matters has to be made digital. Data Collection is a big problem. It is also mentioned that website has to be upgraded on the daily basis. Dr Lakindra Hazarika volunteered to make slots for profile update of faculties. Both of them suggested that some of the matters like leave has to be digital.

Criterion 7 members had already submitted a list of suggestions to the principal and IQAC coordinator.

MOU are still not functional as expected.

The meeting came to an end with a positive note.

Criterion 6 further suggested that some kind of financial assistance should be given to the teacher to attend seminar, conference and workshop training programme. Emphasized on non-training for non-teaching staff. There should be a mechanism for performance appraisal. It is also suggested that Best teacher Award for Research Activities should be constituted. There should be also provision for non-teaching Award. E-waste management should be effectively done. Academic and Administrative audit should be immediately done. Report of the

Skataly



Minutes of IQAC Meeting Held on 06-10-2023

The weekly meeting of IQAC was held today to discuss the following agenda.

1. Submission of IIRB
2. MOUs
3. Pending Activities (AAA)
4. Any other matter

Members Present -

1. Swapnalee Kakaty Kakaty 6/10/23
2. Pankaj Hazariker Pankaj 6/10/23
3. Akhraj Barua Akhraj 6/10/23
4. Rabinjan Hazariker Rabinjan 6/10/23
5. Satyendra Hazariker Satyendra 6/10/23
6. Dr. Anupam Sharm Natta Anupam 06/10/23
7. Swati Mahanta Swati 6/10/23

Minutes of IQAC Meeting Held on 06-10-2023

Page No:

Date: / /

Minutes of the meeting -

①. Updates related to MoU related activities was discussed in the meeting.

Faculty members are ~~essence~~ asked to carry out at least two activities to make the MoU functional.

②. Discussions were made in the meeting to submit 119A before January, 2024.

③. All members of IQAC are informed to collect data related to 119A at the earliest.

④. AAA is not yet carried out in the college. Again, it is discuss in the meeting to conduct AAA before 119A submission.

S. K. K. K.



Minutes of IQAC Meeting Held on 13-10-2023

13/10/2023

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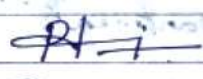



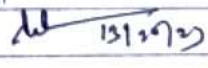
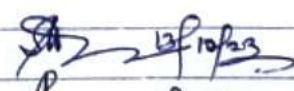
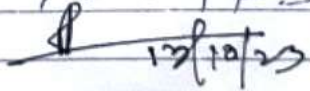
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The weekly meeting of IQAC is held today to discuss the following agenda.

Agenda :

1. Preparation for the meeting to be held on 17/10/2023
2. Any other matter

Members Present :

- | | |
|------------------------|---|
| 1. Swapnalee Kakaty |  |
| 2. Pankaj Hazarika |  |
| 3. Suela Mahanta |  |
| 4. Manash P. Hazarika |  |
| 5. Arpita Sheema Das |  |
| 6. Chittaranjan Barua |  13/10/23 |
| 7. Satyendra Hazarika |  13/10/23 |
| 8. Rishindran Hazarika |  13/10/23 |

Minutes of IQAC Meeting Held on 13-10-2023

Minutes of the meeting -

①. The meeting reviewed the progress of a book related to student dissertations. It was assured that the book will be released before SSF submission.

②. It was also decided in the meeting to carry out AAA internally by the members of IQAC in the month of November, 2023.

Accordingly a Committee was prepared.

③. A notice is prepared and circulated to all the departments to keep records of all the documents which will be required during NAAC visit.

Skatals
13/10/23



Minutes of IQAC Meeting Held on 01-12-2023

01/12/2023

Page No.

Date: / /

The weekly meeting of IQAC is held today, i.e. on 01/12/2023 to discuss the following agenda.

1. Review of the activities done by seven criteria
2. Discussion on Printing House
3. Any other matter

Members present: Swapnalee Kakaty, Kakaty

- 1)
- 2)
- 3) Pankaj Hazarika
- 4) Sweeta Mahanta
- 5) Anamika Das
- 6) Anuraj Barua
- 7) Ratindranath Das
- 8) Satyendra Dasgupta
- 9) Anjali Kumar Das

Minutes of IQAC Meeting Held on 01-12-2023

Minutes of the meeting -

- ①. The meeting reviewed the progress of data collection and various strategies taken by seven criteria committee.
- ②. It was also decided in the meeting that NBA will be submitted by January, 2024.
- ③. All the members were informed to collect data and prepare documents as per the recent SSK format.

Skatals
11/12/23














Minutes of IQAC Meeting Held on 06-02-2024

IQAC Meeting with the Members

An IQAC meeting is held today i.e. on 6/2/24 to discuss about the progress of the activities of the college and to make strategic plan for the NAAC visit.

Members Present :

1. Dr. K. Banerjee  06/02/2024
2. Sunil Saraf  9435081074
#hotelier
KRC Palace.
3. Swapnalee Kataria
4. Palashmoni Saini  06/2/24
5. Dr. Ch. Harajan Bhusari  06/2/24
6. Dr. Anjali Bhusari  06/02/24
7. Dr. Manish P. Hazarika  06/2/24
8. Dr. Satyendra Hazarika  06/2/24
9. Dr. Rabintra Hazarika  06/2/24
10. Tabrez Huda Baruah  6/2/24
11. Dr. Pankaj Hazarika  6/2/2024
12. Dr. Susha Mahanta  6/2/2024

Minutes of the meeting :-

1. The Chairman of IQAC, Dr. Palash Moni Saini Das welcomed all the IQAC members, including the external members — Sunil Saraf (Managing Director of KRC Groups) and Tabrez Huda Baruah (Alumni Member).

Minutes of IQAC Meeting Held on 06-02-2024

2. The IQAC Chairman, Dr. Palashmoni Saini, has introduced all the members including the G.B. President — Dr. K. Borakaty. He also introduced all the new members of IQAC and its role and responsibilities in NAAC Assessment.
3. Dr. Swapnati Kakaty, Co-ordinator of IQAC, has given an update on IQAC activities from 1st June, 2022 to till date, NAAC Accreditation Criteria, AQAR, IQAA, SSR and feedback analysis mechanisms.
4. Dr. Chittaranjan Basu, Member of IQAC has requested to decide a deadline for AQAR submission.
5. The meeting resolved that AQAR must be submitted by 10th February, 2024.
6. The Chairman of IQAC, Dr. Palashmoni Saini, has updated the committee about the efforts on opening of new P.G. Courses, Language Lab. Setup.
7. The external member, Sunil Saraf, Managing Director of KRC Group has expressed his feelings as — it is a serious concern that Daring College, being a large and old higher learning institute should receive 'A' grade but it is in B⁺ grade. Mr. Saraf has suggested that courses should be offered in job-oriented manner, with the practical knowledge on Computer, English, IQ Level enhancement.
8. Mr. Sunil Saraf has given the idea of application for CSR funding from company like — OIL, Coal India Ltd, through the North-Eastern Council. He also emphasized that

Minutes of IQAC Meeting Held on 06-02-2024

Alumni of Darrang College (Last 5 years) must be requested for funding. Mr. Saraf also emphasized on collaboration with DRL for courses like Artificial Intelligence and Drone Technology.

9. Dr. Swapnali Kakaty, co-ordinator of IQAC has requested the Principal for initiation of a Day-Care Center and Canteen. All the members have agreed on the proposal.

10. The President of G.B. Darrang College — Dr. Khageswar Barikakaty has given his concluding remarks that all members ^(CLASS) should be relieved from examination duty without hampering the normal class. Priority should be given to prepare AQAR, SSR and activities related to NAAC assessment. He has communicated with Dr. Pradipkr Baruah, CEO of Nemcare Hospitals Pvt Ltd. for the sponsorship to the Day-care-center.

The meeting ended with positive note of cooperation from all the members of IQAC and the Authority of Darrang college.

Skakaty



Minutes of IQAC Meeting Held on 15-03-2024

15/03/2024

An IQAC is meeting held today at 3-30 pm to discuss about the preparedness to write the SSR for the cycle 4.

Members present:

- | | |
|-----------------------|----------|
| 1. Swapnalee Kakaty | Skataty |
| 2. Pardeep Hazarika | PH |
| 3. Satyendra Hazarika | SH |
| 4. Shittaraja Sarma | 15/3/24 |
| 5. Anjita Sharma Das | 15/03/24 |
| 6. Manish P. Hazarika | M/H |
| 7. Rabindur Hazarika | RH |

Minutes of the meeting-

- ①. To prepare policy "To check malpractice and plagiarism in research."
- ②. Members of Criteria-2 will visit each department and meet all HoD to ensure that all student of the concerned department submits the student satisfaction survey report at the earliest.
- ③. Members of criteria-5 will collect student progression data from all dept.
- ④. Appeal to all HoD to highlight future scope in the dept.
- ⑤. Appeal to all department having instrument to assign QR code to the instrument.

Minutes of IQAC Meeting Held on 15-03-2024

⑥. Feedback and Action taken report on all the feedback collected from stakeholders will be done by Criteria-2.

⑦. It was decided in the meeting to fill the SSR in the NAAC portal before 30th April, 2024.

Lakshmi

