



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

Date: 24.10.2019 Venue: Teachers' Common Room

Agenda:

1. Students' excursion
2. Management of morning assembly
3. Review report prepared on the basis of teachers' diary
4. To discuss on forthcoming assessment by NAAC

Attendees: Dr. P. K. Dutta, Dr. R. Ahmed, Mrs. Binoda Borah, Dr. Sumbit Chaliha, Dr. Aditi Barua, Mr. Lalit Kakoty, Dr. Porinita Bora, Mr. Gopal Hazarika, Dr. Madhusmita Barua Changkakoty, 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. Paporri 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, Mr. Samir Baruah, Mr. Bijoy Baruah, Mr. Diganta Gogoi, Mr. Jayanta Bordoloi, Dr. Bikramaditya Bakalyal, Mr. Rajen Bora, Dr. Gayatree Agni Bora, Mrs. Shyamali Dutta, Mr. Ajit Kr. Bora, Momi Bora, Ripu Kalita, Rekha Kunwar, Shantana Baruah, Mousumi Sharma, Badan Nath .

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>Educational excursion</i>	<i>Dr. Aditi Baruah</i>	<i>To utilize the state government fund a group of students should be selected on the basis of some criteria having representation from all the departments.</i>	<i>Following teachers have been selected to complete the process – Mr. Ajit Kumar Bora (Convener) Mr. Jiten Kumar Nath Dr. Sumbit Chaliha Mr. Amarjyoti Bharali Dr. Manash Jyoti Borah</i>
<i>Presentation of report prepared on the basis of teachers' diary</i>	<i>Dr. P. K. Dutta</i>	<i>The report is read out and the shortfalls have been pointed out.</i>	<i>The shortfall have been reviewed by the faculties and sorted out that teachers' diary would be properly maintained from next semester; no students class would also be recorded; a page in the diary should be attached so that the daily routine can be noted there.</i>
<i>Academic audit</i>	<i>Dr. R. Ahmed</i>	<i>Academic audit of the college should be accomplished as soon as possible. Such audit works as a benchmarking to the college as so far institutional quality is concerned</i>	<i>Decided that academic audit should be accomplished by some outside agency using the draft SSR as academic report. So, preparation of SSR has been assigned to seven committees as approved in previous IQAC meeting</i>

<i>Activities of Cells and Committees under IQAC</i>	<i>Dr. R. Ahmed</i>	<i>The cells and committees under IQAC should be more active and it is proper time to review their activities</i>	<i>Reviewing the activities of Cells and Committees under IQAC it has been decided that each of them would place its progress report to IQAC within 15 days.</i>
<i>Vision and Mission</i>	<i>Dr. S. Chaliha</i>	<i>The stakeholders are requested to place suggestion regarding restructuring of Vision and Mission of the college</i>	<i>Decided that if any suggestion is there should be informed in written to the coordinator of IQAC</i>
<i>Parent-teachers meet</i>	<i>Dr. Pankaj Bora</i>	<i>Asked what about the parent-teacher meet.</i>	<i>Decided that PTMs need to be organized both at departmental and college level. On the basis of participants a parent teacher association should be formed</i>
<i>Morning assembly</i>	<i>Dr. I. Borthakur</i>	<i>Asked what should be day and time of morning assembly and who should organize it.</i>	<i>Decided that it would be performed for half an hour in a day in a week and would be internalized in daily routine. To organize and manage the morning assembly a committee has been formed with the following members – Dr. Indrani Borthakur (Convener) Mr. Samir Barua, Dr. Sangita Das Dr. Bikramaditya Bakalyal</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	