

Agenda:

1. Regarding decisive educational environment
2. Regarding Outreach Program
3. Regarding Lesson Plan and innovative teaching method
4. others if any



Member present in the meeting – 24

Minutes of the meeting:

The meeting resolves the decisions as bellow:

Resolution No-1: The meeting resolves to take adequate measures for planning of lessons and effective academic delivery and the same is entrusted with the Principal of the college.


Resolution No-2: The meeting resolves that outreach programs and extension activities shall be under taken by the respective cells and units as assigned earlier.

Resolution No-3: Regarding innovative teaching methods, the meeting resolves that power point presentation, group discussion, use of online resources, use of digital library shall be applied for effective delivery of curriculum.

Resolution No-4: To fulfill the recommendation of NAAC Peer Team, PG course shall be opened in some departments and for which the meeting decided to prepare proposals to apply new PG courses to the affiliating University.

Action Taken Report of the meeting dated 05/08/2016

1. Principal of the college has taken effective measures for curriculum delivery and lesson plan has been prepared and daily class routine ensured as well as instruction for departmental activities has been given to the HODs
2. Respective cells like NSS, extension activities, grievance redressal cells, career counseling, women cell etc. have been actively involved in their respective fields.
3. Innovative teaching methods has been implemented. Digital resources have been used and information has been supplied.
4. Inspection for opening PG course in Arabic has been completed.


Principal Cum-Chairman
IQAC
Date:


Co-ordinator
IQAC
Date -

Meeting of IQAC with Non- Teaching Staff

Date: 03/11/2016

Time: 2 PM

Place: IQAC Room

Agenda:

1. Office Management regards
2. On record keeping
3. Regarding Vocational Training
4. Regarding distribution of works and Physical Infrastructure Management System
5. Others if any

Member present in the meeting – 21

Minutes of the meeting:

The meeting Unanimously resolves the followings:

Resolution No-1: Regarding office Management, it is decided that office of the college shall be managed as per policy framed by the principal of the college and UDA Abdul Maleque shall coordinate among the non-teaching staff for timely completion of every work like accounts, bills, taxes, admission, form fill up, scholarships etc.

Resolution No-2: Regarding record keeping of the institution, the meeting resolves that admission data, form fill-up data, scholarship data, free ship data, maintenance of accounts shall be done in due course of time by the respective staff assigned for the purpose.

Resolution No: 3 Today's Meeting unanimously decides to provide professional training to the non-teaching staff for maintenance of office and accounts.

Resolution No: 4 The meeting decides to distribute the responsibilities of maintenance of infrastructure and physical facilities among the teaching and non-teaching staff like computers, sports equipment, drinking water filter, classrooms, laboratories etc.

At last the chairmen delivers his speech and declare the meeting concluded




Principal Cum-Chairman
IQAC
Date:-.....


Co-Ordinator
IQAC
Date -

Meeting of IQAC with Alumni & Students

Date: 02/02 /2017

Time: 2 PM

Place: IQAC Room

Agenda:

1. Alumni Progression regards
2. Representation of students in various bodies
3. Holistic educational atmosphere
4. Others if any



Member present in the meeting – 27

Minutes of the meeting:

The meeting Unanimously resolves the followings:

Resolution No-1: In order to progress the alumni into higher studies and placements, the alumni association of the college along with HODs and career counselling cell of the college shall take necessary steps to organize motivational program and coaching center for various competitive exams.

Resolution No-2: The meeting decides to represents the students in various bodies of the college like IQAC, BOS, BOM, Sports Board, NSS cell, Women cell, Sexual Harassment cell, Anti raging cell etc. to make the administration more transparent through healthy participative management system.

Resolution No-3: Regarding holistic educational atmosphere, the meeting decides to create eco-friendly zone in support of all stakeholders of the college and the responsibilities for the same has been entrusted with the principal of the college to do needful there on.

Resolution No- 4: The meeting resolves that Alumni Association shall develop the medicinal plant of the college out of their own contribution and the same is entrusted with the secretary of the association to take immediate step on it.

At last, the chairman delivers his speech and concludes the meeting.


Principal Cum-Chairman
IQAC
Date:-


Co-Ordinator
IQAC
Date -

Meeting of IQAC with Teaching & Non-Teaching Staff

Date: 05/04 /2017

Time: 1 PM

Place: IQAC Room

Agenda:

1. Regarding Remedial Class
2. Feedback Regards
3. Regarding completion of internal evaluation
4. Regarding opening of commerce stream



Member present in the meeting – 38

Minutes of the meeting:

The meeting Unanimously resolves the followings:

Resolution No-1: Regarding remedial class, it is decided that every department shall take the remedial classes of even semester students irrespective of major and general and shall be completed before the commencement of even semester examinations

Resolution No-2: The meeting decides to complete the feedbacks of the stakeholders within this month and shall submit the feedback analysis report to the authority for necessary action


Resolution No-3: The meeting decides to complete the internal evaluation within this month and HODs of the departments shall submit the internal marks to the convener of examination committee of the college and the examination committee shall submit the marks to GU in prescribed format.

Resolution No-4: Today's meeting decides that commerce stream shall be opened in the college from the session 2018-19 keeping in mind the large demand of rural people inhabiting in its catchment areas. Principal of the college shall take the necessary steps for the same.

Resolution No-5: The meeting decides to organize workshop relating to professional development for the non-teaching staff and the same is entrusted with the convener of research cell of the college.

At last the chairman of the IQAC delivers speech and concludes the meeting.

Principal Cum-Chairman
IQAC


Co-Ordinator
IQAC
Date -

Action taken report of the meeting dated 05/04/2017

1. Remedial classes have been taken as per requirement of both major and general students. every faculties have taken their remedial class as per their convenient time in consultation with the students within the month of April.
2. Feedbacks from various stakeholders have been taken in due course of time
3. Internal evaluation has been completed in due course of time and marks also been submitted to affiliating Gauhati University.
4. Steeps have been taken to organize short term courses for non-Teaching staff. One non-teaching staff has been sent to attend professional development course at GU, HRDC.


Principal Cum-Chairman
IQAC
Date:.....


Co-Ordinator
IQAC
Date -

Meeting of IQAC with GU Inspection Team for Opening Science Stream

Date: 08/04 /2017

Time: 1 PM

Place: IQAC Room

Agenda:

1. Discussion on Opening Science stream
2. Deliberation on creation of Internal Recourses
3. Deliberation on Human Recourses Management
4. Others



Member present in the meeting – 25

The inspection team for opening Science Stream headed by professor Jogen Kalita, Gauhati University have suggested some measures for all round development of the college as follows:

1. The team suggested that after the starting of Science stream, the college should ahead forwards invasion based on the local issues
2. The team suggested that rain water harvesting system to be installed
3. The team suggested that ornamental fish rearing Centre to be introduced
4. The team suggested that some hording of IQAC initiatives to be displayed within the campus
5. The team suggested that Principal of the college should prepared a definite policy for management of human resources of the college and work on it


Principal Cum Chairman
IQAC
Date:


Co-Ordinator
IQAC
Date -