

30/01/2018

IQAC Meeting

A meeting of IQAC was held on 30/01/2018 at 2:30 PM in the presence of the under mentioned members to discuss the agenda items mentioned below.

Members present:

1. Dr. Litoool Baruah
2. Dr. Budhindra Nath Saikia
3. Bornali Saikia
4. Shahil Hussain
5. Nirmal Jyoti Konwar
6. Nipon Gogoi
7. Dr. Nazim Forid Islam
8. Dr. Dushmantha Kumar Sut

Proceedings:

Item No-1: To confirm the minutes of the meeting held on 10th January 2018.

The Coordinator of IQAC, read out the proceeding of the previous meeting in the presence of the IQAC members and chairperson. The members unanimously accorded its acceptance.

Item No-2: Regarding publication of “Edunews”.

The members present discussed about the collection of news and events as well as details of the different activities from the department for incorporation in the “Edunews”.

It was resolved that departments/centers be requested to furnish the IQAC with the necessary information needed for preparation of “Edunews”.

Item No-3: Science Day Celebration

The members present in the meeting put their views regarding celebration of National Science Day 2018, coordinator IQAC, proposed for Science exhibition and awareness programm on the said event.

It was resolved that HoD, of all the departments be communicated and seek this special attention in implementing the same.

Item No-4: Parents-Teacher Meeting

The members present expressed their views about urgent need for parents-teacher meeting.

It was resolved that parents-teachers meeting be held on second week of March 2018.

Item No-5: Medical First Aid Centre

It was proposed by members present that a separate room for setup of Medical First Aid Centre be allotted to meet the emergency situation. The house also discussed about the necessary facilities that may require for the setup.

It was resolved that an almira, a bed and required first aid medicine be purchased subject to availability of funds.

Item No-6: Central Museum

The house discussed about the possibilities setting up of a museum in the college campus. The chairperson gave his consent for the same subjected to the availability of suitable infrastructure and required funds.

Item No-7: Workshop on “Office Management”

The members discussed on the matter and the chairperson suggested that an action plan be drawn to organize the said workshop. Matters related to invitation of participants and resource person were discussed. The coordinator and administrative staff proposed to organize the workshop within March 2018.

Item No -8: Helpline number at important points

It was felt by the members that for the safety and security of all, helpline numbers be displayed at all important locations within the college campus and resolved to expedite the same.

Item No-9: College road map

The coordinator, IQAC proposed for setting up of road map displaying overall layouts of the college campus. Members present supported the proposal extending their respective news.

It was resolved that directional road map be setup near the college entry point.

Item No – 10: Any other matter

- a) The coordinator emphasized on the steps to be taken to revamp and rejuvenate the functions of grievance and redressed cell.
- b) The house decided that the departments be requested to update the data on various activities and to keep a record of the same in electronic mode.
- c) The members present expressed their views about urgent need for quality enhancement of different food items prepared on college canteen.

Follow-up(s):

- a) The coordinator IQAC, is directed to communicate the HoDs of the respective departments who are yet to furnish the necessary information needed for completion of AQAR 2016-17.
- b) The coordinator IQAC placed the structured student feedback questionnaire before the members for any correction or modifications that may be required. The members accepted the same and urged that feedback process be undertaken by administration to make the evaluation process fair. The house were of opinion that the feedback process should be completed by March 2018.

Since, there was no other matter for discussion, the meeting ended with vote of thanks of the chair.



(Dr. Nazim Forid Islam)
Coordinator, IQAC



(Dr. Litoool Baruah)
Chairperson, IQAC