

9/4/2018

IQAC Executive meeting

A meeting of the IQAC was held on 9/4/2018 at 1:30 PM in the presence of the under mentioned members to discuss the agenda items mentioned below

Members present:

1. Dr. Litoool Baruah
2. Dr. Nazim Forid Islam
3. Dr. Konnaki Konwar
4. Nirmal Jyoti Konwar
5. Shahil Hussain
6. Dr. Dusmanta Kumar Sut
7. Jugaram Borah
8. Nipon Gogoi
9. Bornali Saikia

Proceedings:

Item No – 1: To confirm the minutes of the meeting held on 26th February

The coordinator 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 submission of AQAR 2016-17

The coordinator, IQAC submitted the AQAR 2016-17 in front of the executive committee for and revision. After careful evaluation of the report, the committee accepted the same.

It was resolved that the coordinator IQAC, be directed to send the report to NAAC office immediately and to upload the same in the college website.

Item No – 3: Evaluation of student, feedback form

The coordinator of IQAC, highlighted the process of evaluating the filled feedback format received from the students. He stressed on the formation of evaluation committee and regarding the submission of the report of evaluation committee to the principal for further action. The house discussed about the process of evaluating the same based on 5 point rating scale.

It was resolved that evaluation of feedback format will be undertaken by the IQAC committee and to submit the evaluated report to the Principal for further action.

Item No – 4: Academic and Administrative Audit

The coordinator of IQAC conveyed the necessity of AAA to the committee and urged to undertake such steps in the near future. The members showed their interest on the matter and the chairperson extended his views for the same.

It was resolved that Academic Audit be done on the last part of September, 2018 and Academic vice-principals be requested for the same. The Administrative Audit be undertaken on November and senior audit be invited for the same. It was also resolved that standard questionnaire be formulated and Departments and Administrative staff be informed well in advance for the whole process.

Item No – 5: Environmental Audit

The members present put their views regarding environmental audit highlighting the urgent need of such audit. The chairperson gave his consent for the same.

It was resolved that convenor of Nature's club, Dr. Anil Kr. Buragohain, Associate Professor, Department of Botany and Mrs. Mitali Chetia, Assistant Professor, Department of Zoology, be given the responsibility for Environmental Audit, focusing on same key issues.

Item No – 6: Online feedback system

The coordinator, IQAC proposed for a online feedback system for students, teachers and alumni. The members discussed the matter and the chairperson suggested that feedback system should be undertaken through manual mode as most of the people of the society do not have access to the digital mode.

It was resolved that feedback system be undertaken through the existing manual mode instead of digital mode, and next feedback be taken on Feb-Mar 2019.

Item No – 7: Mentoring system

The members discuss on implementation of mentoring system in the college for the betterment of student result and their overall progress in curricular and extracurricular activities. The chairperson gave his consent and agreed too.

It is resolved that all the departments be notified about the implementation of mentoring system and standard format be supplied to all the departments to maintain the same.

Item No – 8: Self appraisal system format for teachers

The coordinator IQAC, suggested that all the teachers to be supplied self appraisal format to keep their information update.

It was resolved that the format be supplied immediately.

Item No – 9: Student profile by department

The coordinator, IQAC highlighted that most of the departments are not keeping the updated information of their students. The members discussed the matter and the chairperson gave his consent on the necessity of such data.

It was resolved that all the department be supplied with standard format to keep the updated data of their students.

Item No – 10: Multiple choice questions and use of OMR sheets in internal examination

The coordinator, IQAC proposed for an OMR machine and implementation of MCQ for in house test and examinations. The member expressed their respective views. The chairperson also expressed his about the possibilities such system in the near future.

It was resolved that MCQ using OMR sheets and OMR machine may be implemented subject to the necessity of the same in near future.

Item No – 11: Maintenance of teachers' diary

The coordinator, IQAC, urged on the necessity of maintain teachers dairy by the departments. The members expressed their independent views regarding the matter and conveyed that it is already in practice and most of the departments are maintain the same.

It was resolved that, the departments which are yet to implement the same be informed to maintain at their earliest.

Item No – 12: Rejuvenation of different committees

The coordinator, IQAC gave his views regarding the functioning of the existing committees in the college. He also highlighted that most of the committees are not keeping the record of their different activities. The members also expressed their independent views and asked the Principal to schedule a meeting with conveners of all the committees.

It was resolved that a meeting with the conveners of different committee be held, highlighting their key responsibilities and duties and also feedback be taken from them about their progress in respective fields.

Item No – 13: Registration of alumni association

The members present in the meeting expressed their views regarding the activities of Alumni Association and also on rejuvenating them to implement same activities by the committee. The chairperson gave his suggestion that the committee is in the process of applying for registration.

It was resolved that the convener of Alumni Association be informed about the registration process and act on it at the earliest possible.

Item No – 14 : Alumni Employees get together

The members of the committee discussed about the involvement of retired employees in different activities of the college. The chairperson also expressed his views on the same.

It was resolved that retired employees be invited by organizing “MILAN UTSAV” program on also in different forthcoming events.

Item No – 15: Any other matter with permission of chairperson.

A) The coordinator, IQAC emphasized on the updating of institutional website at the earliest possible.

Follow-up(s)

- a) Display of important phone numbers and college road maps-in process.
- b) First-aid-centre-medicine
- c) Parent-teacher meeting- In the new session
- d) Publication of Edunews- In progress
- e) IQAC infrastructure – Purchase of a new steel almirah.



(Dr. Nazim Forid Islam)
Coordinator, IQAC



(Dr. Litoool Baruah)
Chairperson, IQAC