

# Minutes of the Meeting of IQAC

Date: 15/9/2019

Place: RUSA Conference Room

Members Present:

1. Chairperson: Dr. Devabrata Sharma.
2. Mr. Ranjit Hazarika, Vice Principal
3. Mrs. Ranjita Adhyapak,
4. Mr. Ashim Kumar Bora,
5. Mrs. Jutimali Saikia
6. Dr. Mouchumi Mahanta
7. Mr. Pankajpani Saikia
7. Dr. Diganta Kumar Phukan
8. Dr. Gitartha Goswami
9. Mr. Bidyut Bora
10. Dr. Jagatjyoti Barua
11. Mr. Kanak Sonowal,
12. Dr. N.G Goswami
13. Dr. Jayanta Bezbarua
14. Dr. Soumitra Puzari,
15. Mr. Promod Mahanta
16. Mr. Saklin Mustaq

## **Agenda 1:**

The meeting unanimously approved the minutes of the last meeting. ATR was discussed. As discussed in the last IQAC meeting Academic and Administrative Audit are scheduled on 3<sup>rd</sup> and 4<sup>th</sup> October, 2019. Dr. Jayanta Gogoi will be the auditor. Parent- Teacher meeting meeting was organised on 14<sup>th</sup> September

with an attendance of 200 gurdians. Academic Council Meeting was held to discuss the course progression, feedback analysis etc. Open book exams were conducted in almost all the departments. Departmental exchange programmes are scheduled. Some programmes are already organised. Regarding Management app discussion is going on with the technical farms. Renovation of the gymnasium will be started in the next month. Green Audit report prepared by Mrs. Chayanika Goswami Sharma is placed in the meeting. Field Study programme of the students was completed with the active participation of all the departments. The programme of the Career Counselling and Entrapreneurship Development Cell will be held in the months of November and December.

### **Agenda 2:**

In the discussion of the ATR many points have come out for planning the future course of action. With suggestion of the members some planes are taken for future course of action

- a) Few programmes with guest lectures to be organized.
- b) Departments will be asked to expedite the publication of their departmental Research Journals.
- c) A huge mass awareness programme will be organised, involving all stake holders of the college as a programme of social responsibility.
- d) To complete the feedback analysis of the students on teaching learning process and to take remedial measures.
- e) Endowment lectures in memory of Zehiruddin Ahmed and Late Arun Chandra Puzari to be organised on dates as decided.
- g) Few courses should be started in our language laboratory on spoken form of some local languages.
- h) A field study programme to be organised for the students of Geography Department.
- i) As an act of social responsibility women cell and Extesion Activity Cells are requested to plan some programmes .
- k) Entrepreneurship Development Cell is requested to create awareness about Vermicompost and organic cultivation.
- l) To organize a mega Academic Event to commemorate the Golden Jubilee of the Sociology Department of the college
- m) To start a self defence programme for Girls’.
- n) Some coaching for competitive exams. To be conducted mainly for the 6<sup>th</sup> semester students
- o) One programme on entrepreneurship development will be organized.
- p) To sign an MOU with Jorhat District Sports Association.
- q) NSS to organize few programmes with social responsibility.

**Agenda 3:**

Some responsibilities were announced by the chairperson for smooth functioning of the institution.

- i) Language programme: Dr. Gitartha Goswami, Dr. Jyotirmoi Bordoloi and Mr. Tarun Loying.
- ii) NSS activity: : Mr. Tarun Loying
- iii) Awareness programme: Mrs. Jutimali Saikia and Dr. Diganta Phukan.

The meeting came to an end with the remarks of the chairman and the vote of thank by the coordinator.



Prepared by: Dr. Soumitra Puzari



Signature of the Chairman