

Minutes of Meetings and Compliance To the Decisions

2019-2020

Internal Quality Assurance Cell

Chaiduar College, Gohpur

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Chaiduar College, Gohpur

Date: 10-09-2019

Time: 2.30 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding progress of syllabi, class tests, class seminars etc. with Heads of the departments
4. Discussion regarding the certain quality enhancement measures such as holding of seminars, outreach programs and webinars
5. Closing of the meeting

Proceeding

A meeting of the IQAC, Chaiduar College, was held today on 10/09/2019 at 2.30 PM in the IQAC Room. It was attended by all the members of the IQAC, all the Heads of the departments as well as the principal of the college who is also the chairman of the IQAC.

The meeting started with the taking of the chair by the chairman. Briefly explaining the purpose of the meeting, the co-ordinator of IQAC, Dr. Arindam Sarma said that it was convened to discuss the progress of syllabi and to take stock of various departmental measures such as , class tests, class seminars etc. He also stated that the meeting is also held to discuss plans for some academic measures such as seminars, webinars and outreach programs.

The Principal in his speech said that it has come to his notice that some teachers do not keep proper record of teaching in their teaching diaries and also do not submit them for inspection on time. He asked the HoDs to take up this matter with their respective colleagues in the department. The HoDs, apprised the IQAC members and the Principal about their departmental activities and the progress of course syllabi one by one. They also shared their strategies and measures taken for conducting class tests, mock tests, class seminars etc.

After a long discussion, it was also decided in the meeting that during the academic session 2019-20, the departments would arrange seminars and webinars on important and significant academic matters. Plans were also made for outreach programs in local schools.

The meeting came to an end at 4,30 PM.

Internal Quality Assurance Cell

Chaiduar College, Gohpur

Date: 11-01-2020

Time: 2.30 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding lab requirements, classroom materials requirements and RUSA related development projects
4. Closing of the meeting

Proceeding

A meeting of the IQAC, Chaiduar College, was held today on 10/09/2019 at 2.30 PM in the IQAC Room. It was attended by all the members of the IQAC, members of the RUSA Committee as well as the principal of the college who is also the chairman of the IQAC.

The meeting started with the taking of the chair by the chairman. Briefly explaining the purpose of the meeting, the co-ordinator of IQAC, Dr. Arindam Sarma said that it was convened to discuss requirements for laboratory equipments and classroom materials as well as to take stock of the developmental activities under RUSA grant.

Principal and Chairman in his inaugural speech said that he has already asked individual departments for their requirements and some departments have already submitted their requirements. He said that since RUSA is providing good amount of grant, these requirements can certainly be fulfilled. Some of the members of IQAC pointed out the need of procuring new desks, benches and blackboards. The members also discussed and agreed that some of the lights and fans are to be replaced in some classrooms.

The Principal and the Co-ordinator of RUSA apprised the members of the developmental activities going on under RUSA schemes. They informed the members that timely progress has been made and the utilization of the grants is satisfactorily made.

As the first meeting of the new year, the members wished each other well and expressed the hope that the new year will bring greater fruits and success to the institution.

The meeting came to an end at 4,30 PM.