

General MeetingSignature of the members

- ① Diganta Gohain
- ② Prasanta Saikia
- ③ Indrajit Kalita
- ④ Jagannath Upadhyay
- ⑤ Sarat Choudhary
- ⑥ Subhasish Ghosh.
- ⑦ Pradyo Datta.
- ⑧ Padmeswar Bhuyan.
- ⑨ Heudaya Hazarika.
- 10) Mahendra Hazarika
- 10) Niranjan Bhangra.
12. Utpal Mukherjee

## Agenda

- 1) Taking Chair by the Chairman.
- 2) Declaration of the objectives.
- 3) Discussion on the Development of IQAC activities.
- 4) Discussion on the initiatives to be taken for the preparation of Annual Report.
- 5) Discussion on feed back.
- 6) Others.
- 7) Presidential comments.
- 8) End of the meeting.

## Proceedings:

The meeting, under the initiative of IQAC of Chaidwar college, Gohpur was held on April 21 in the office of the principal. The Co-ordinator IQAC requested the principal to take the chair of the Chairman and to conduct the meeting. With the principal presiding over the proceeding Co-ordinator S. Bannu described the main objectives of the proposed meeting. The co-ordinator described the various objectives of the meeting by actively touching upon various issues related to the overall education mechanism of the classmate

institution.

As per the agenda, Mr. M. K. Das Seng, IQAC, raised the issue of submitting the annual report to which a discussion was taken that the same would be sent through the email I.D. of the IQAC of the institution. Mr. Anil Swamih, ex officio member of IQAC, proposed for keeping hard copy of the report too.

Mr. P. Saikia, member IQAC proposed to open up individual files to keep the reports updated of the individuals concerned. On this, a discussion was made and taken a decision to initiate departmental profile to sort out the aforesaid issues.

It was also taken into consideration that all the departments would have to submit their respective profile by April 30 - 2012, without fail.

Dr. J. Upadhyay, Deptt of P.Sc. raised the issue for implementing the recommendations by NAAC peer team that visited the institution last year. As much a discussion was made on various implementation issues going on in the institution. Weaknesses as well as strengths as presented by NAAC peer team was also described.

Following the recommendations of NAAC peer team in regard to the inclusion of at least two students into the IQAC, a step was taken to include good and informative students for better enhancement of the education scenario.

In order to facilitate the NAAC team recommendation for the "best practice" in the institution

A decision was taken to extend extra help to the brilliant students so, that they pursue their education quite effectively and purposefully.

Feedback from students with all their grievances were also discussed. As per the observation of one of the students, a decision was taken to hold open interactive session between the students and the teachers.

Meeting decided as per agenda to extend the IQAC of the institution by the inclusion of the public members mentioned below.

(1) Shri M. C. Goyoi

(2) Shri G. N. Mahanta.

Meeting decided to include students members namely

1) Jaswari Bora (B.Sc. 2nd Sem)

2) Jaharabi Sarma (B.A. 2nd Sem)

Members from Lady Staff - Mrs. N.S. Ahmed.

Meeting accepted the inclusion of the following staff members to IQAC. They are namely

- |         |             |                        |
|---------|-------------|------------------------|
| (1) Dr. | A. Hazarika | (4) Padmasaran Bhuyan. |
| (2) Mr. | H. Hazarika |                        |
| (3) M.  | P. Saikia.  |                        |

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A decision was taken to maintain a Comment book to take stock of comments and observations made by the personalities who make occasional visit to the institution.

The president urged the general members to take initiative so that IQAC can process the all requirements in time. The learned members of IQAC was requested by the chairman to extend their co-operation in different ways apart from their routine duties.

Soumitra Barmah

Coordinator

21-04-12.

Agenda of the meeting

- 1) Taking chair by chairperson,
- 2) Object of the meeting
- 3) Reading of the last proceeding
- 4) Discussion on the matter related to Annual Report - 2012-13
- 5) Discussion on the initiatives to be taken by I&A.C.
- 6) Others.
- 7) President's Comments.
- 8) End of the meeting.

Signatures of the members:

- 1.
- 2.
3. Blas  
22/11
- 4.
5. Malayam (Niranjana Malayam)
6. June 22/11/13
7. Blas  
22/11/13
8. Bit Hazarika
9. Blas
10. Blas
11. Blas
12. Pradip Datta
13. Janmoni
14. Jahnabi Sarma
15. Himakshi Borah

Proceeding

The meeting was presided over by

Dr. A.K. Oza, Principal / Chairman IQAC on the request of the IQAC Co-ordinator S. Borah. Then the chairperson disclosed the main agenda prepared for the meeting and he

seeks the co-operation of all the members to co-operate the president to conduct the meeting in a smooth way.

The prime objective of the meeting was disclosed by co-ordinator Mr Borah. He also stated that the prime objective of the meeting is to look at the activities of the IQAC in a given session.

Mr. S. Baruah - Co-ordinator of the body read out the recommendations and subsequent discussions on them following the guide line of U.G.C. The well framed proceedings relating all the academic activities comes in to being under stewardship of the Co-ordinator and Secy M.K.Das. of the body.

The Chairmen of the meeting recommended a "Comment Book" and a open "Teacher Student Interactive Session" shortly, to sort out the problems related to academic atmosphere of the institution. For the SWOT Analysis, Dr A. Hazarika, opined that the instrument of the major UPI system may be taken under the purview of the said category. In terms of the strength of the institution we may refer to the followings.

- ① Availability of land.
- ② Centrally located.
- ③ Nearest to Assamcher Pradols, students could avail education.
- ④ Easy accessibility to nearby R.G.U, T.U, neighbouring Universities.

Regarding weakness → Meeting sort out that

① Flood problems

② Poor Teacher-Students ratio.

The meeting decided to organize "Teacher Student open session" department wise as per the scheduled department wise as framed by the P.O.A.C.

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The feed back would be taken as usual. The Chairman of the meeting talked about the prospect of sending to the students and the faculty MIS be availed. The permanent Complaint box be installed in the college premises particularly in front of the central library. The issue was raised by student member Mr Jannan Basha.

The Chairman urged the IQAC Co-ordinator to initiate all the matter at an earlier. So that the concern correspondences can be made in time. He urged the co-operation of all the members present to boost IQAC activities. At last the Chairman declared the end of the meeting.

Soumitra Basha

Co-Ordinator  
IQAC.

Chaidra College.  
22-11-2013.

## Executive Sitting

Signature of the President:

[Signature]

## Agenda of the meeting

- 1) Taking chair by chair person.
- 2) Bless of the meeting
- 3) Reading of the last Proceeding
- 4) Acceptance of the Annual Report to be uploaded in (AOAR) college website.
- 5) Others
- 6) President's Comment.
- 7) End of the meeting.

The meeting was chaired by the Honorable President Dr. A.K. Ozih on the request of the IQAC Co-ordinator S. Bond. Honorable chairperson Ozih Sir, read out the agenda prepared for the meeting and urged the present members to offer suggestions if any regarding the agenda. Since all the members accepted the agenda, hence he advised the Co-ordinator to disclose the objectives of the meeting is held. The Co-ordinator IQAC told the meeting that as the AQAR is ready to be uploaded in the College website, hence before uploading the same, it is an attempt to discuss the AQAR to seek suggestions of the members.

According to the agenda, on the advice of the president, the IQAC Co-ordinator read out the last proceeding of IQAC general meeting. The meeting accepted the proceeding and urged the president to proceed to the next agenda of the meeting. The president open the 4th item of the agenda, and asked the Co-ordinator to open up the agenda regarding "acceptance of the AQAR" is to be uploaded in the college website. The members looked through the AQAR presented by the Co-ordinator through LCD projector. Member Prof. M.K. Das told the meeting that actually, the 26<sup>th</sup> Oct state 'Students' as mentioned in the AQAR, is not 'correctly' because one new student from Newjili (A.P.) has got admission in the last month. Prof. P. Bhargava, told the members of the meeting that the annual drop out rate, as mentioned in the AQAR is not proper, actually the drop out rate is smaller than the rate mentioned in the AQAR. Because some of the students, leave the college for

for another institution w another course. The meeting suggested the IBAC co-ordinator to correct the data appeared against the questionnaires.

Referring the "Other" item of the agenda vice principal Prof D. John expresses his grievances over the growing drop in rate of the college and over the lower attendance of the students in the class. He requested all the teachers to be regular and punctual in taking classes according to the college routine. He urged all to complete the course of the syllabus in time, so that the students can prepare them selves for the examinations before it comes.

The President of the meeting asked the co-ordinator to make necessary correction of the AAR in accordance with the suggestions offered by the quorum members. He acknowledged lacking because of which the college is devoid of having a good nos of good result. He also agreed with John Sir, that there is some reasons, because of which some students are not interested in attending classes. He the chair person asked the co-ordinator to arrange a meeting with students' community in this regard shortly.

He ~~then~~ thanked them to all for being present and sincere hearing. He seek all of all and declared the end of the meeting.

classmate

Soumitra Bora



- 25 Prasant Saini  
 26 ~~Prasant Saini~~ Prasant Saini  
 27 Mukunda Upadhyaya  
 28 Arindam Sarma  
 29 Jaydev Datta  
 30 Nilamoni Saha  
 31 Mayuri Bhuyan  
 32 Barnali Das  
 33 Nasima Subhan Ahmed  
 34 Punyabala Kumbhakar  
 35 Lily Bordoloi  
 36 Swapna Kalita  
 37 Neeraj Chandrai  
 38 Kalpana Borah  
 39 Rita Mohi Borah  
 40 Haimya Jha  
 41 Mitalee Hanika  
 42 Mr (Niran Bhuyan)  
 43 Madhab Bera  
 44 Lakshmi Bhusarain  
 45 Anusuma Hazarika  
 46 Rinjini Saikia  
 47 Padmeswar Bhuyan  
 48 Upen Hazarika  
 49 Madhab Upadhyaya  
 50 Dulal Saikia  
 51 Bineta Gupt  
 52 Anil Hazarika (26/11/15)  
 53 Dhruva Jati Hazarika (vice-president)  
 54

## Agenda of the meeting

- 1) Taking chair by chairperson.
- 2) Prises of the meeting
- 3) Reading of the last proceedings.
- 4) Discussion on the motion relating to forth coming NAAC Accreditation.
- 5) Discussion on the initiatives to be taken by IQAC at all departments.
- 6) Others
- 7) President's Comments.
- 8) End of the meeting

The meeting was chaired by Dr. A.K. Bish, the principal secretary and ~~president~~ IQAC as the request of the IQAC Co-ordinator Soumitra Bhand. As ~~being~~ chaired he read out the Agenda of the meeting and urged the presntes to look into the agenda, if any modification needed. The chairperson advised the Co-ordinator IQAC to disclose the main objectives of the meeting. While disclosing the main objectives of the meeting the Co-ordinator told that since our college is in the stage of 3rd cycle accreditation by NAAC and hence to review the pre accreditation scenario of the college is becoming a must. More over to face the 3rd cycle accreditation we have to motivate a lot of plans and we have to

prepare a lot. Summing all these the meeting is being convened. On the advice of the chair person the co-ordinator reviewed the proceeding of the last meeting of IQAC. The meeting accepted the proceeding and the chair person declares the 4th agenda of the meeting. Referring to the agenda "Discussion on the matter relating to the forth coming NAAC accreditation" the principal chair person of the meeting Dr. A.K. Ojha told that regular accreditation of higher education is a must since this accreditation mainly needs for RUSA grants. Govt decided to provide grant to these Higher Educational institutions through RUSA those which ~~are~~ institutions are making them accredited by NAAC regularly. Apart from this UGC has directed all the university and colleges for making them accredited. The co-ordinator in this reference told that he has gone through the latest peer team report of ~~AAH~~ the ~~AAH~~ Bishwanath College, where the peer team emphasized on the teaching learning evaluation with special emphasis on digital class room, projects, special classes, mini-projects, strong involvement of Alumni etc. Hence the students facility and extension activities of our college is to be enhanced. In this regard the chair person asked all departments as well as all the individuals to extend their extension work. The principal told that the departments were clubbed in groups, so they may process for extension work in group. To face the peer team accreditation we have to face the constructed building and to start the complete the work at an earlier. Prof. L.B. Das urged the authority for extension, modification and modernisation of the College Center.

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Hemanta Argi Librarian informed the members that BCW coding of library will be completed after two months and before the NAAC accreditation, the digitization of the library will start. The principal informed that the institution is aiming to establish a stationary shop, which will serve <sup>well purpose</sup> the laboratory of Commerce department. He hoped that the establishment of mass media laboratory and the ~~language~~ language lab will be a +ve condition for NAAC Assessment. Co-ordinator Banush appealed to all to say something and Prof N.S. Ahamed raised the matter of repairing the girls' Hostel.

The meeting discussed on various motion relating to assessments and academic reforms. Professor Arisdam Sarma advised the need of extension activities and he urged to all for extension of extension activities. Co-ordinator urged for organizing departmental alumni like Economics departments. He requested all to update their departmental profile, library records, Register of students of each department and the personal profile. Principal told that record of the result of each department should be kept well and to refer it in departmental profile. Dr J. Upadhyaya raised the problem of non-collegiate students as well as low attendance in major and general classes. He requested all to engage themselves more in social activities and to keep its records and to publish the departmental magazine in well & moderate form.

At last Principal & Chairman Dr. A.K. Oza

urged all to make them instrumental, so that we can deserve a good grade and we can present ourselves in the best form. He he declared the end of the meeting.

Soumitra Bandy  
Co-ordinator  
I & A C.

Joint Meeting09-03-2016Signature of the Members:(1) AM(2) AM3) AM4) AM5) AM6. AM7) AM8/ AM9/ AM10/ AM11/ AM 9/03/1612/ AM13/ AM14. AM15. AM16 AM 9/03/1617. AM18. AM19. AM20. AM21. AM22. AM23. AM24. AM25. AM26. AM27. AM

28. Deepanshu
29. Mintu Gogoi.
30. Upen Hazarika.
31. ~~B~~ (MANORANJAN BARMAN)
32. Praveen Sahu
33. Hemanta Goswami
34. Neelam Goswami
35. Padma Nath Phukan
36. Nilamoni Sarbia
37. Utpal Mahanta
38. Prasanta Saini
39. Lakhi Buragohain
40. Niranjan Bhangra
41. Manasi Agrawal
42. ~~B~~ Bipul Saitia
43. Lily Bordoloi. ~~B~~ 09-03-2016
44. Indrajit Kalita
45. Padma Nath Phukan

### Agenda of the meeting

- 1) Taking chair by the chairman.
- 2) Aims of the meeting
- 3) Reading of the last proceeding
- 4) Matters relating to preparation of ABAK
- 5) Academic matters relating to completion of course in due time.
- 6) Others
- 7) President's comment.
- 8) End of the meeting.

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Proceedings:

On the request of the IQAC Co-ordinator, the IQAC Chair person / principal Dr A.K. Ozha took the Chair ~~matter~~ then he read out the agenda of the meeting. He seek the interference of the honorable member in the matter raised in the agenda and Prof M.K. Jan say IQAC added one item to the agenda regarding academic matter. Then the Co-ordinator IQAC expressed the object of the meeting. He disclosed that according to NAAC, the uploading of AQAR is a must, hence to prepare the AQAR, keeping records in proper manner is an important task. Hence an IQAC should aim to the academic matter, so that the academic environment of the institution becomes peaceful and etc.

Referring to the 4th item of the agenda the chair person asked the Co-ordinator to open up the matter relating to the preparation of AQAR. The Co-ordinator told the house that; to make the AQAR, even fine and perfect every departments should update their departmental profile and the system of keeping records by the office of the college should be moderated. Prof L. Nardalai H.O.D. Talangy asked the Co-ordinator to provide a check list, so that according to the list, any department can keep all the required data in a proper way. In this reference, the Co-ordinator IQAC told that, actually the departments should try to keep all records, which represents a department. This records should encompass the enrollment, result, departmental library, students' attendance and also the placement of outgoing students.  
classmate

He added that a department of a college is like a mini college, and hence departmental H.O.D is to represent himself like a responsible principal. Keeping record of the on going students, their last placement, Co-curricular, etc. should be recorded properly. However the item appreciating the agenda was discussed throughly and then the chairman, and the Secy IAC, to initiate the next item of the agenda i.e. relating to academic matters.

Secy IAC, Prof M.K. Das informed the house that, the feed back report of the students of the current year sems and also of the recent on going students tells that, some of the departments of the college and some of the teachers, fail to complete the course in due time. He also informed the house that, some departments and some teacher don't follow the academic routine, as a result of which, some of the classes can not held properly. Hence he urged the all, to keep this matter in view and proceed accordingly. Prof P.N. Phukan asked the principal, whether any attempt has been made to fillup the vacancy of mathematics department or not. Dr. R.M. Bose - HOD physics urged the principal, to provide some input information to the department, before the commencing of the forthcoming examination.

On the item "Other" vice principal, Prof D. Acharya requested the authority, for arrangement of staff and graduate centres specially for the build a center to facilitate the teachers and

classmate

guest and etc. Sri N. Bhayan Head Assistant of the college requested the principal to provide another two or three desks for computer to the office along with activities facility.

Principal & chairperson Dr Dsa Sir on his presidential address, urged the co-ordinator IQAC, to be instrumental more, so that college can fulfill all the requirements in time. He added that we are representing a society as a whole and we have to serve extension activities apart from academic, so that the society can avail the benefits of it. He also informed the house that the college is in process to arrange an alternative canteen for the staff in near future. He also informed the house that all the science departments will be provided fund to buy instruments for the laboratory. He requested all to maintain the academic atmosphere well of the college. At last seeking well of all and thanking the god, he declared the end of the meeting.

Soumitra Bhand  
Co-ordinator

IQAC,





Agenda

- 1) Taking chair by the President.
- 2) Detail of the meeting.
- 3) Reading of the last Proceeding
- 4) Discussion of occasional activities to be adopted by the college family.
- 5) Others.
- 6) President's Comments.
- 7) End of the meeting..

The Proceedings;

The meeting was chaired by the President IOAC Dr A.K. Borkh on the request of the Co-ordinator IOAC Prof S. Borkh. IOAC Co-ordinator handed over the agenda of the meeting to the president. The President read out the agenda of the meeting and urged for any suggestion from the house. The house accepted the agenda and requested the president to drive the meeting with the agenda. The next item of the meeting was "disclosure of the Biji's" and in this aspect Co-ordinator disclosed the main objectives of the meeting. He added that apart from academic responsibility, all the people of a Higher Education family, have to do a lot for the society in

classmate

the form of awareness against various activities and etc.

According to the agenda, as the president urged, the co-ordinator IAC read out the proceeding of the last meeting and the chairman asked whether any correction, addition or modification is needed in regards of the proceeding. The house accepted the proceeding without any modification. In response to the main agenda appeared in no 4 of the agenda, the co-ordinator disclosed in the house that an item in the form of extension activities has been introduced in the agenda, keeping in view growing needs of our involvement in the society apart from our academic activities. He added that MHRD have expressed their desire seeking the involvement of members of Higher Education family in society, so that society may avail benefit from us.

Dr. Ajit Hazarika told the house that we have to do a lot for the adopted village ('Bogpur'). We can spare some thing for them and we can arrange awareness camp in this village. We should try to make them aware about their rights and duty and we can initiate a process to develop their educational environment. Prof M. Hazarika told that we should try to make them learn about small savings and about the formation of S.H.G. Dr J. Upadhyay urged the house to execute extension activities by clubbing two or three departments of the college, so that we can materialize our effort into a reality in complete form. The house accepted the idea raised by Dr. A Hazarika, M. Hazarika and Dr J. Upadhyay.

Responding to the 'other' agenda one of the senior colleague Dr. D. Saha seek permission from authority to apply for a botanical garden

to the concern authority and authority authorized Dr. Saikia to proceed in this regard. H.D. M. Bhuyan department of Political Science asked the house about the steps to be taken against the non-collegiate students, who are regularly irregular in classes. Authority advised all in this regard to charge fine from such students according to college rules and etc.

The Chairman thanked the members for all for their sincere hearing and patient listening in the meeting. He also ~~explain~~ explained the need of extension activities and urged all to extend extension activities for the greater interest of the society. Then he declared the end of the meeting.

Soumitra Bora  
Co-ordinator  
I & AC.

Signature of the President:1) AM

2) Subhasish Ghosh.

3) Dr. Lalun Barajderi

4) Ajit Hazarika

Agenda of the meeting

1) Taking chair by chair person.

2) Order of the meeting.

3) Reference reading of the last proceeding.

4) Dismissal of departmental initiatives to be taken.

5) Others.

6) President's address.

7) End of the meeting.

Proceedings

The meeting was presided over by Dr. D. classmate

Saikia, ex H.O.D. Bonga and one of the senior faculty of the college on the request of the IQAC Co-ordinator Prof S. Bandy. By taking the responsibility of the meeting, the chairperson read out the agenda of the meeting and he urged the co-operation of all to conduct the meeting properly. He asked the Co-ordinator of the meeting to disclose the main agenda and objects of the meeting. Referring to the 2nd agenda, the Co-ordinator of IQAC disclose the main objects of the meeting. He told in this reference that as the forth coming visit of the NAAC in the college is near by, hence we should have a broad discussion on the initiative to be taken in departmental level. He seek everybody's comment and argument in this regard, in present L.D. Das department of Falgona told that all the records in proper manner, so that these records can be displayed when needed. She told that students, their placement, status and etc. and all the departments should keep the records of all the students. Prof Dr K. Das told that all the departments should try to do better in the university levels and they should try to set seminar, quiz, university papers, which resembles with university papers.

In the chapter 'Others' Prof S. Bandy as well as IQAC, to preserve the authority  
classmate

for initiatives for equipments of another "tutor" in mathematics department. Dr L. Bourghain in this aspect requested all to update the teachers' diary regularly, so that this can be submitted to the authority in time. He also asked all the H.O.D to upgrade the departmental library with more books and others. To upgrade the library venture for "donation of books" is also a appropriate method, he added.

The president Dr. D. Sankar urged all to initiate for seminar, workshops and popular talks in state or national level. He requested all to extend their co-operation to IQAC, so that IQAC can execute all the wellness in due time. Thanking all and praying god, he declared the end of the meeting for today.

Soumitra Bora  
Co-ordinator  
IQAC.