

Minutes of Meetings and Compliance To the Decisions

2020-2021

Internal Quality Assurance Cell

Chaiduar College, Gohpur

**Internal Quality Assurance Cell
Chaiduar College, Gohpur**

Date: 18-07-2020

Time: 11 AM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding conduct of online classes.
4. Discussion regarding IQAC activities
5. Closing of the meeting

Proceeding

A meeting of the IQAC, Chaiduar College, was held today on 18/09/2020 at 11 AM 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 conduct of online classes during the Covid-19 pandemic period and the continuation of IQAC activities during this time.

The Principal in his speech urged the teachers to take initiatives to continue to hold online classes with the students and to hold regular interactions with them regarding their queries and academic needs. He asked the HoDs to take up this matter with their respective colleagues in the department. All present in the meeting expressed the view that the contact with the students should be maintained through the respective WhatsApp and Telegram groups of the departments and online classes will be conducted at hours convenient to the students after interaction through these groups.

The co-ordinator of the IQAC then emphasized the fact that IQAC activities should be continued despite the hurdles posed by the pandemic. He asked the members what kind of extension activities can be done during this time. After some discussion, it was agreed upon that the faculty members should distribute aid materials to poor households in the nearby areas. Most of the teachers are already doing that on a personal level, now they may do that in small groups. The meeting also discussed the need of holding some webinars by the departments during this period. The meeting came to an end at 1,30 PM.

**Internal Quality Assurance Cell
Chaiduar College, Gohpur**

Date: 15-10-2020

Time: 12.30 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding academic and non-academic activities in the college
4. Regarding requirement of classroom and lab materials

Proceeding

A general meeting of all the faculty members were called by the IQAC, Chaiduar College, today on 15/10/2020 at 12.30 PM in the Teachers Common Room. It was attended by all the faculty members 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 need of holding academic and non-academic programs and activities by the college and also to discuss requirements of classroom materials and lab equipments.

After a long discussion by the faculty members, it was decided that one or two career counselling programs should be held soon. It was also decided that a few awareness programs will be conducted among school children and community people in villages.

Regarding the progress of course syllabi and exams, the Principal said that online classes should go on despite the start of physical classes. He urged everyone to make the students aware of the need to comply with the safety protocols in view of the ongoing pandemic and to stress the matter to the students. The HoDs of various departments apprised the meeting of the progress of syllabus and the steps taken by them with regard to the continuation of classes and tests..

The meeting came to an end at 2 PM.