

## MINUTES OF IQAC MEETINGS

2017

The first meeting of IQAC held on 5<sup>th</sup> August 2017 (Saturday) in the meeting room, WGCE at 3pm. The following members present: -

1. Chairperson: Dr. Gitanjali Choudhury, Principal, I/C
2. IQAC Co-ordinator, Assistant Professor- Barsita Sarkar
3. Faculty- Asst. Professor-Dipak Kalita  
Asst. Professor-Priyanki Barpujari  
Asst. Professor-Mrityunjoy Das Gupta  
Asst. Professor-Parijat Chakraborty  
Asst. Professor-Aruna Devi  
Asst. Professor-Biswabarna Dey

The Principal welcomes all the members to the meeting. The co-ordinator, IQAC placed the importance of the IQAC in the college. The chairman requested the co-ordinator to present the proposed activities to be taken up by the IQAC of the college. Then the co-ordinator delivered a detailed account how IQAC came into existence in 2012 with the different issues of the college. Anyhow, the IQAC cell was not functioning due to different issues of the college. Hence, the body of the IQAC has been newly constituted that working committee (WC) to carry on various activities of the college through IQAC as following-

- (A) Chairman: - Dr. Gitanjali Choudhury (Principal I/C)  
Asst. Professor-Barsita Sarkar (Co-ordinator)  
Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)
- Alumni: - Namrata Singh
- (B) The working committee discussed the various topics related to the academics of the college.
- (C) The working committee discussed the newly admitted batch 2017-2019 what they have done during induction program.
- (D) The working committee decides to organize a seminar with the collaboration IIRDDA ON 21<sup>st</sup> Oct, 2017.
- (E) Students were permitted for the Field Trip to visit Hatisila on 9<sup>th</sup> December, 2017.
- (F) It was decided to organize on 16<sup>th</sup> December 2017 an Inter College Debate competition among B.Ed. College.
- (G) It was further suggested to organize IQAC meetings more frequently.
- (H) It was proposed to frame different cells for students' welfare in one college.
- (I) It was decided to organize Orientation Program from 27<sup>th</sup> December to 31<sup>st</sup> December.
- (J) Scholastic program of the college was verified by the members for the session 2017-2018.
- (K) Official letters for Internship should be distributed on time to the respective schools.

The meeting has been adjourned with vote of thanks.

## IQAC Meeting

**2018**

The second meeting of IQAC was held on 2<sup>nd</sup> March 2018 in the committee room, WGCE at 3:30 pm the following members were present:

Chairman: - Dr. Gitanjali Choudhury (Principal I/C)  
Asst. Professor-Barsita Sarkar (Co-ordinator)  
Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided the co-ordinator to deliver the action taken report on the resolution adopted in the last meeting on 5<sup>th</sup> August 2017. The activities done according to suggestions in first meeting of IQAC.

- (A) Inter College Debate was done smoothly in which K.R.D College has got 1<sup>st</sup> prize.
- (B) Students safely done Field Trip.
- (C) Scholastic programme such as Unit Plan, Test Item, Blooms' Taxonomy and instructional objectives, Blue Print and Question Paper Analysis, Content Analysis are done smoothly.
- (D) Orientation Programme are done.
- (E) Different cells are formed under different convenor as-

Grievance and Redressal Cell	Asst. Prof. Dipak Kalita
Anti Ragging Cell	Asst. Prof. Barsita Sarkar
Cell for Reservation	Asst. Prof. Mrityunjoy Das Gupta
Monitoring Cell	Asst. Prof. Biswabarna Dey
Guidance Cell	Asst. Prof. Priyanki Barpujari
Planning Cell	Asst. Prof. Ananya Patowary
Sexual Harassment Cell	Asst. Prof. Papori Medhi
Alumni Association Cell	Asst. Prof. Aruna Devi
Performing Art Cell	Asst. Prof. Ranjit Rabha

- (F) Internship letters have been issued to the schools.

### Resolution taken-

- (a) The working committee discussed about the importance of the inclusion ODL mode of D.El.Ed program under NIOS and KKHSOU for boosting up the teacher education program.
- (b) SCERT also introduced the 2 years ODL program in the College with the permission of Governing Body.
- (c) It is decided to introduce ADD-on course on Certificate course on Craft/Spoken English/ Proficiency in Assamese Language.

- (d) It is decided to organize a daylong workshop at Pandu Adarsha Prathamik Vidyalaya on NAITALIM on 28<sup>th</sup> September 2018.
- (e) It is resolved for distributing on official letter to respective schools for Practice Teaching Schools. Such as-

- (1) Kamakhya Vidyalaya
- (2) Tetelia High School
- (3) Chandraprava High School
- (4) Vidya Niketan
- (5) Rose Bud English School
- (6) Heritage Public School
- (7) Ambikagiri Girls High School
- (8) Hindi Medium Adarsha School
- (9) Netaji High School
- (10) Railway High School
- (11) YWCA School
- (12) Adarasha High School

The meeting is over with vote of thanks by the chairperson.

## MINUTES OF IQAC MEETINGS

2018

The third meeting of IQAC was held on 11<sup>th</sup> August 2018 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: -Dr. Gitanjali Choudhury (Principal I/C)  
Co-ordinator-Asst. Professor-Barsita Sarkar (Co-ordinator)  
Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided over the meeting and welcome all. The coordinator was asked to present the actions of last meeting on 3<sup>th</sup> August, 2018. The activities done according to suggestions in second meeting of IQAC.

- (A) The ODL mode of 2 years D.El.Ed program has been started imposed by KKHSOU and NIOS as well as SCERT smoothly on every Sunday. Our teachers are engaged to deliver and lecture of the course.
- (B) The ADD-on course are started under the guidance of-
  - (1) Certificate course for Craft- Ranjit Rabha
  - (2) Certificate course for Spoken English- Barsita Sarkar
  - (3) Certificate course for Proficiency in Assamese- Aruna Devi

No course fees is imposed, course duration is for 30 hours

- (C) Official letters to the different schools are sent for Internship and practice teaching.

Resolution-

- (1) It is decided to organize Induction Program on 6<sup>th</sup> September, 2018 for the new session.
- (2) Scholastic program will be imposed on time Unit Plan- Test Item-Blooms' Taxonomy and instructional objectives these programs will be monitored by academic monitoring cell.
- (3) It is decided to frame planning Cell to look after the plan of the whole year.
- (4) It is resolved to do workshop on Yoga with Art of Living from 29<sup>th</sup> October to 3<sup>rd</sup> November for due welfare of the students.
- (5) In the memory of Dr. Bhupen Hazarika, Dr. Prabin Chandra Das will be invited on the topic, "Role of Bhupen Hazarika in Context to Folk Culture, Nature ND Women" on 5<sup>th</sup> November 2018.
- (6) It is decided to organize children's Day with Kamakhya Vidyapeeth and Gotanagar Nambari High School on 14<sup>th</sup> November 2018.
- (7) Ukhiam is selected for Field Trip on 24<sup>th</sup> December.

- (8) Wall magazine as well as College Magazine should be prepared on time.
- (9) For D.El.Ed. students, Pobitara will be taken as a place for Field Trip.

The meeting has ended with vote of thanks.

## MINUTES OF IQAC MEETINGS

2019

The fourth meeting of IQAC was held on 9<sup>th</sup> February 2019 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: -Dr. Gitanjali Choudhury (Principal)  
Co-ordinator-Asst. Professor-Barsita Sarkar(Co-ordinator)  
Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided over the meeting and welcome all. The coordinator was asked to present the actions of last meeting on 11<sup>th</sup> August 2018. The activities done according to suggestions in second meeting of IQAC.

- (A) Induction Program was done.
- (B) All scholastic programs were done one by one on time.
- (C) The convenor of planning cell Mrs. Ananya Patowary Prepared Academic Calander, Annual Plan for the session 2018-2019.
- (D) Workshop on Yoga, Memory lecture on Bhupen Hazarika Children's Day in Kamakhya School and Nambari Gotanagar.
- (E) Field trip is done by teachers and students.

Resolution:

- (1) The Science method students will visit Science as their internal marks.
- (2) It is decided to organize a National Workshop on Swayam and MOOC a develop E-content with the collaboration of Human Resource Development of Gauhati University. Dipak Bishala from Delhi has been selected as a resource person in that two days workshop.

The following suggestions were made:-

## MINUTES OF IQAC MEETINGS

2019

The fourth meeting of IQAC was held on 6<sup>th</sup> August, 2019 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: -Dr. Gitanjali Choudhury (Principal)  
Co-ordinator- Asst. Professor-Barsita Sarkar (Co-ordinator)  
Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided over the meeting and welcome all the members. The coordinator was asked to present the actions of last meeting on 9<sup>th</sup> February 2019. The activities done according to suggestions in second meeting of IQAC.

- (A) Science method students visit Science Museum.
- (B) Workshop and seminar was done nicely in Gauhati University Human Resource Development and MOOC.

### Resolution

- (1) It is resolved that on Excursion to Mussoorie headed by Dipak Kalita, Ranjit Rabha and Parijat Chakroborty on 1<sup>st</sup> November, 2019
- (2) Pabitora and Bhutan Chowki are selected for Field Visit by B.Ed and D.El.Ed students on 10<sup>th</sup> January ,2020 and 1<sup>st</sup> February,2020
- (3) Orientation Program will be held due to the late admission of 2019-2020.

## MINUTES OF IQAC MEETINGS

2020

The fourth meeting of IQAC was held on 7<sup>th</sup> February, 2020 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: -Dr. Gitanjali Choudhury (Principal)  
Co-ordinator: Asst. Professor-Barsita Sarkar (Co-ordinator)  
Teacher Representative: Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided over the meeting and welcome all the members. The coordinator was asked to present the actions of last meeting on 6<sup>th</sup> August 2019. The activities done according to suggestions in second meeting of IQAC.

- (A) The Excursion was done nicely under the headship Dipak Kalita, Ranjit Rabha, Dr. Parijat Chakroborty on 10<sup>th</sup> November,2019
- (B) Orientation Program was also held in the Gauhati University Field.
- (C) Pabitara and Bhutan Chowki field visited by the rest of the students who did not go to the Excursion.

### Resolution

- (1) Survey should be organized to know the status of women.
- (2) Practice Teaching and Internship should be done for B.Ed. 1<sup>st</sup> year and 2<sup>nd</sup> year students in respective schools.
- (3) Action Research and textbook analysis should be carried by Dr. Parijat Chakroborty and Biswabarna Dey.

The meeting was adjourned with vote of thanks.

There was no meeting held on IQAC for Covid 19 due to lockdown from 23/3/2020 to 27/10/2020



## MINUTES OF IQAC MEETINGS

2020

The fifth meeting of IQAC was held on a virtual mode to discuss about the situation and it was decided that a webinar will be conducted. Following members were present:

Chairman: - Dr. Gitanjali Choudhury (Principal)  
Co-ordinator: Asst. Professor-Barsita Sarkar (Co-ordinator)  
Teacher Representative: Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided over the meeting and welcome all the members.

- (1) On July 6<sup>th</sup>, 2020 at 10:00am to 12:00 pm conducted webinar on the topic (a) "Challenges before teachers' educator and teachers during Covid19 Pandemic". Speaker-Prof. J. C. Kalita (b) "Responsibilities and challenges in shaping the B.Ed. Teachers during Covid 19". Speaker- Dr. Dulumoni Goswami (c) "Role of Teachers in Teaching Learning Processes Adopted by School During Covid 19".
- (2) On July, 11, 2020 at 4:00 Pm on the topic (a) "Challenges before teacher educators and teachers during Covid 19 Pandemic –II". Speaker- Dr. Rita Rani Talukdar (b) "Impact of Online Learning During Covid 19 Pandemic on The Social and Emotional Development of The Child". Speaker- Mr. Mahmad Asquiq. (c) Online Learning During Lockdown – Opportunities and Challenges by the Learners".
- (3) On July 16, 2020 at 4:00 pm on "Challenges Before Teacher Educators and Teachers During Covid 19 Pandemic III". (a) Speaker- Dr. D. S. Bhattacharjee on the topic "Role of Language in Online Teaching On Students During Covid 19 Crisis". (b) Speaker- Dr. Lalan Kishor Singh on the topic "Effective Use of Language in Online Education in The Post Pandemic World".

## **MINUTES OF IQAC MEETINGS**

**2020**

The sixth meeting of IQAC was held on 1<sup>st</sup> October, 2020 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: - Dr. Gitanjali Choudhury (Principal)

Co-ordinator: Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative: Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor-Mrityunjoy Das Gupta (Faculty)

Asst. Professor-Priyanki Barpujari (Faculty)

The Chairperson addressed all the members of the IQAC and asked the coordinator to express their views during pandemic.

The members maintained all the decorum of Covid 19 as per SOP. The Chairperson declares that no admission of B.Ed. courses will be taken place like other years. Till now no announcement is declared. But another course of D.El.Ed. (III Sem) will be conducted normally from 14, November 2020

The Chairperson also announced the IQAC about the construction of new building which Bhumi Puja will be held on 29<sup>th</sup> October, 2020 in which new courses would be run.

The meeting was adjourned with vote of thanks.

## MINUTES OF IQAC MEETINGS

2021

The seventh meeting of IQAC was held on 4<sup>th</sup> January, 2021 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: - Dr. Gitanjali Choudhury (Principal)

Co-ordinator: Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative: Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor-Mrityunjoy Das Gupta (Faculty)

Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided over the meeting and welcome all the members. The coordinator was asked to present the actions of last meeting on 1<sup>st</sup> October 2020. The activities done according to suggestions in last meeting of IQAC.

Action Taken: As per last meetings decision, D.El.Ed. classes are going on regularly.

### Resolution

- (1) It was found that Gauhati University will conduct B.Ed. Entrance Exam and the admission in our college would be taken as usual as merit list maintaining Reserved Quota.
- (2) Induction of B.Ed. 1<sup>st</sup> year will be held on 28<sup>th</sup> January 2021.
- (3) New Classes will be started from 29<sup>th</sup> January 2021.
- (4) Orientation Program will be started from 8<sup>th</sup> April to 10<sup>th</sup> April 2021.

The meeting was ended with vote of thanks.

### **Online Mode IQAC Meeting**

Date: 17/04/2021 (Virtual Mode)

Under the president's advice, an online mode of meeting was conducted among the teachers. The principal welcomed all virtually and announced that—

- From 18<sup>th</sup> April, 2021, there will be online mode classes for students to 25<sup>th</sup> April, 2021.
- If the situation is not normal, and then it will be continued upto 11<sup>th</sup> May 2021.
- 1<sup>st</sup> year Sessional Test will be held online mode from 3<sup>rd</sup> May to 12<sup>th</sup> May 2021. The exam marks will be half of the total marks due to covid situation.
- The principal also declares that normal class would be effective when the situation would be normal. Total scenario of the classes in the college will be depend upon the Govt.s SOP.

The meeting was adjourned with vote of thanks.

## **Online Mode IQAC Meeting**

Date: 28<sup>th</sup> July 2021

The principal welcomed the IQAC Co-ordinator and other teacher representatives virtually.

The Co-ordinator expressed that our teachers are doing online classes and gave their assignments, projects and conducted exam also.

1. It was decided that lesson plan should be completed by 10<sup>th</sup> August and Term End Exam should be conducted by 12<sup>th</sup> August since Main exam will be started from 20<sup>th</sup> August 2021.

The meeting was adjourned with vote of thanks, PTM will be organised on 11<sup>th</sup> September (Saturday) at 3:00 pm in college.

## MINUTES OF IQAC MEETINGS

2021

The tenth meeting of IQAC was held on 8<sup>th</sup> December 2021 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: -	Dr. Gitanjali Choudhury (Principal)
Co-ordinator-	Asst. Professor-Barsita Sarkar (Co-ordinator)
Teacher Representative-	Asst. Professor-Dipak Kalita (Faculty)
	Asst. Professor-Mrityunjoy Das Gupta (Faculty)
	Asst. Professor-Priyanki Barpujari (Faculty)

The Chairman presided over the meeting and welcome all the members. The coordinator was asked to present the actions of last meeting 28<sup>th</sup> July 2020. The activities were done according to suggestions in last meeting of IQAC.

- (1) B.Ed 1<sup>st</sup> year and B.Ed 2<sup>nd</sup> year final exam held on line under the examination cell which are constituted by Dr. Parijat Chakroborty, Dipak Kalita, Mrityunjoy Das Gupta and the principal. It was held nicely without any barriers.
- (2) On 8<sup>th</sup> September D.El.Ed 4<sup>th</sup> sem Farewell was given.
- (3) On 21<sup>st</sup> October, College Magazine Pragyajyoti was inaugurated.
- (4) On 26<sup>th</sup> November and 27<sup>th</sup> November, 2021, the inspection for B.A was done for opening the subjects like Sociology, English, Assamese, Philosophy. The team of inspection was highly impressed to find the college new building.

### Resolution

Since the admission process was not yet started in the B.Ed. stream normal D.El.Ed. classes would be continued as well.

## MINUTES OF IQAC MEETINGS

2022

The eleventh meeting of IQAC was held on 3<sup>rd</sup> March, 2022 in the committee room, WGCE at 4:00 pm the following members were present:

Chairman: - Dr. Gitanjali Choudhury (Principal)  
Co-ordinator: Asst. Professor-Barsita Sarkar (Co-ordinator)  
Teacher Representative: Asst. Professor-Dipak Kalita (Faculty)  
Asst. Professor-Mrityunjoy Das Gupta (Faculty)  
Asst. Professor-Priyanki Barpujari (Faculty)

The Chairperson welcomed all and asked the Co-ordinator of IQAC to present the last meetings Resolution, which was held on 8<sup>th</sup> December 2022, at 3.00 pm.

The Coordinator announced that the admission of B.Ed. courses already finished, and the new classes also has been started with the induction programme on 1<sup>st</sup> Feb. 2022.

The coordinator elaborates different actions taken by the IQAC cell.

Action will be taken for welfare of the students-

- The various activities such as Micro Teaching workshop (from 18<sup>th</sup> to 25<sup>th</sup> April)/ Content Mapping-26<sup>th</sup> April/ Hands on Activity-27<sup>th</sup> April/ Lesson Plan Demo-28<sup>th</sup> April will be done as usual process among the students. The senior teacher educators must be involved with these activities along with preparation.
- Parent-Teacher Meet will be held on 23<sup>rd</sup> April, 2022.
- It has been resolved that the college must proceed from different universities, college, institutions, organisation, for MoU which is necessary for NAAC Accreditation.

The meeting was adjourned with vote of thanks.

## Minutes of IQAC

Venue of meeting: College Meeting Room

Date: 07/10/2022

Member Present:

Chairperson: Dr. Gitanjali Choudhury (Principal)

Co-ordinator- Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor-Mrityunjoy Das Gupta (Faculty)

Asst. Professor-Priyanki Barpujari (Faculty)

The principal welcomed all the members to the meeting. The co-ordinator, IQAC placed the last minutes of the last meeting held on 3<sup>rd</sup> March 2022.

Action taken:

1. All the activities related to B.Ed. courses has been completed on time as per last meeting.
2. PTM was also done successfully.
3. As per the resolution of last meeting are college taken MoU with North East Peoples Development federation on 29<sup>th</sup> April 2022 and MoA with The Kamakhya Vidyalaya High School on 1<sup>st</sup> April 2022.

Resolution:

- Induction program will be conducted on 12<sup>th</sup> October, 2022.
- Students will be encouraged to attend science Exhibition which will be held from 22<sup>nd</sup> to 27<sup>th</sup> November 2022.
- It is necessary to conduct 'lecture' on peace education on 30<sup>th</sup> November 2022. In that Lecture, Prof. Akhil Ranjan Dutta, Professor, Political Science Department, Gauhati University, will be the resource person.
- Orientation Program has been fixed from 17<sup>th</sup> to 23<sup>rd</sup> December before the winter break.

The members of the IQAC cell decided to carry all the activities taken by the meeting on time. The coordinator gave vote of thanks to all, and the meeting was adjourned.



## Minutes of IQAC

Venue of the meeting: College Room No-1

Date: 9/01/2023

Time: 3.00 pm

Member Present:

Chairperson: Dr. Gitanjali Choudhury (Principal)

Co-ordinator- Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor-Mrityunjoy Das Gupta (Faculty)

Asst. Professor-Priyanki Barpujari (Faculty)

The Chairperson of the meeting welcomed all the members to the meeting and asked to the coordinator to place the last meetings' minutes which was held on 7<sup>th</sup> October 2022.

Action taken: As per discussion, the resolution of the last meetings' minutes is approved. The IQAC coordinator informed that all the events like PTM/ Lecture day/ Orientation Program were organised and successfully done with the cooperation of the student trainees and the teachers.

Resolution:

- A life skill training with training school should be organised on 11<sup>th</sup> January.
- Azadi ka Amrit Mahotsav should be celebrated from January month till August. With due program on poster making, Yoga, Health food habits, webinar etc.
- Book reading day (24<sup>th</sup> Feb.), National Science Day (28<sup>th</sup> Feb.), International Mother Language Day (21<sup>st</sup> Feb.)
- It has been decided to organise National workshop with the theme "Teacher Preparation For Next Generation Learners in School Education" from 18<sup>th</sup> to 20<sup>th</sup> March in Collaboration with CTEF, India.
- It is necessary to organise Summer camp at Don Bosco, child Friendly from 22<sup>nd</sup> to 24<sup>th</sup> March with the student trainees.
- College should organise Community Awareness program, door to door campaign program.
- Another program must be included in performing arts department in the month of April.
- Collaboration with other agencies must be taken.
- Program should be organised for the development of teaching & non-teaching staff before the month of June.
- Before Bohag Bihu, a field trip must be organised.

- Other academic activities TLM preparation.

The members of the IQAC cell decided to carry all the resolution taken by the meeting. The coordinator gave the vote of thanks to all, and the meeting was adjourned.

## Minutes of IQAC

Venue of the meeting: College Meeting Room

Date: 04/05/2023 (Thursday)

Time: 3.30 pm

Member Present:

Chairperson: Dr. Gitanjali Choudhury (Principal)

Co-ordinator- Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor-Mrityunjoy Das Gupta (Faculty)

Asst. Professor-Priyanki Barpujari (Faculty)

The chairperson of the meeting welcomed all the members to the meeting and advised to the co-ordinator to place the last meetings' minutes which was held on 9<sup>th</sup> January 2023.

Action Taken:

1. In Kamakhya 19idyalaya on 11<sup>th</sup> January life skill training was done.
2. For Community engagement & Community awareness program-
  - a) Free health Check-up (20<sup>th</sup> Feb)
  - b) Street Play (27<sup>th</sup> March)
  - c) Gender sensitivity program (6<sup>th</sup> to 11<sup>th</sup> May at School)
  - d) Door to door Campaign on save water (25<sup>th</sup> April)
  - e) Cleanliness program (13<sup>th</sup> May)
  - f) Logo Making
3. For Professional Development of teaching & Non-teaching the program such as-
  - a. National workshop (18<sup>th</sup> to 20<sup>th</sup> March)
  - b. Orientation Program (10<sup>th</sup> to 11<sup>th</sup> April)
  - c. Professional ethics program (13<sup>th</sup> May)
  - d. Academic counselling program (8<sup>th</sup> April)
  - e. Group discussion on T. Development. (15<sup>th</sup> May)
4. Under Collaboration:
  - a. The college has conducted National Seminar with CTEF (18<sup>th</sup> to 20<sup>th</sup> March)
  - b. Orientation program with disabilities Department, Gauhati University (10<sup>th</sup> to 11<sup>th</sup> April)
5. For students' capacity building program/ workshop on drama & Art (6<sup>th</sup> to 7<sup>th</sup> April)
  - a. Panel Discussion on Sustainable Development (3<sup>rd</sup> April)
  - b. Interactive session On communication (4<sup>th</sup> April)
  - c. Summer camp on Donbosco Child friendly.

6. The coordinator has informed about the MoU with Mahapurush Srimanta Sankardev Viswavidyala on 16<sup>th</sup> February 2023, Child friendly Guwahati on 20<sup>th</sup> march 2023, Pandu College on 29<sup>th</sup> March 2023, Cotton University on 1<sup>st</sup> April 2023, K.C. Das Commerce College on 1<sup>st</sup> April 2023, Another good practice is that the college has agreed to take various activities through signing as MoA with different schools like- Sonaram High School on 4<sup>th</sup> April 2023, Gotanagar High School on 10 April 2023, Chandraprava Bora High School on 10 April 2023, Jalukbari Girls High School on 11 April 2023, Bhringeswar Hogh School on 27 April 2023.

Resolution:

1. It is necessary to organise plantation drive on 5<sup>th</sup> June.
2. For Nipun Bharat, Observe G20 with different activities.
3. International days such as yoga day, drugs abuse & trafficking day, millet year should be celebrated.
4. For students' capacity building the college must be organise workshop on storytelling, orientation program etc.
5. Another parent teacher meet should be conducted on the month of June.
6. The college should take initiative for teachers FDF program during summer vacation.

All members are decided to carry all the activities up to the month of July 2023. The coordinator gave vote of thanks to all, and the meeting was adjourned.

## IQAC Meeting

Venue: College Meeting Room

Date: 7<sup>th</sup> October 2023

Time: 3.30 pm

### Member Present:

Chairperson: Dr. Gitanjali Choudhury (Principal)

Co-ordinator- Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor-Mrityunjoy Das Gupta (Faculty)

Asst. Professor-Priyanki Barpujari (Faculty)

The Chairperson of the meeting welcomed all the member to the meeting and advised to the coordinator to place the last meetings' minutes which was held on 4<sup>th</sup> May 2023. As per the advice of the chairperson, the coordinator, IQAC placed the Action Taken on the basis of the resolution, 4<sup>th</sup> May 2023.

### Action Taken:

1. Plantation Drive with Pandu College under MoU done on 5<sup>th</sup> June.
2. Parent Teacher Meet was organised on 16<sup>th</sup> July in the college.
3. International Day was observed-
  - Yoga Day (21<sup>st</sup> July)
  - Drugs Abuse & Illicit Trafficking (26<sup>th</sup> July)
  - Youth Day (12<sup>th</sup> September)
  - National Sports Day (29 September)
4. International Millet Year observed on 8/7/23 with the presentation of various dishes by the trainees.
5. For Nipun Bharat, & G20, the college has organised- Rongoli Competition (15/6/23)
6. Door to door campaign on 'Stop Child Labour' under MoU.
7. For students' capacity building, organised –
  - a. Workshop on story telling as tool on 9<sup>th</sup> July.
  - b. Webinar on Non-Conventional Energy Resources on 12<sup>th</sup> August.
8. Digital India Week observed from 1<sup>st</sup> July to 6<sup>th</sup> July.
9. Food Safety Day was observed on 7<sup>th</sup> July 2023.
10. Door to Door Campaign was done on Stop child with Beltola College on 12<sup>th</sup> July in the Pandu Community.
11. '30 hours FDP' was organised from 24<sup>th</sup> July to 30<sup>th</sup> July 2023 through online Mode.
12. 'Robin Hood army' a non-profit organisation came forward to do work voluntarily in villages with the college which was done on 11<sup>th</sup> August. The name of Activity was 'Mission Swadesh'.

13. All academic activities have done as usual with Final exam. After the activities done by the college, the members.

Resolution:

1. Induction program should be done in the month of September and freshman Social also made arrange in the last week of September.
2. For new teacher trainees, should conduct orientation program on use of library books.
3. Arrange on Survey on Women in the adopted village on 14<sup>th</sup> October with the secondary students.
4. From November 23 to 28<sup>th</sup> February, Internship program should be conducted by providing letters to the different schools.

Before recruiting them, Organise- organisation program on internship on 31<sup>st</sup> October 2023 , and organise workshop in Art in Education on 17<sup>th</sup> October, Mental health Day with Art of Living in 11<sup>th</sup> October.

Must be conducted A meeting an 'Activities of guidance cell' / Hands-on-activities in psychology in 6<sup>th</sup> & 7<sup>th</sup> October 2023/ Content Analysis on 16<sup>th</sup> October, Achievement test on 30<sup>th</sup> oct. ./ Textbook Analysis on 31<sup>st</sup> .

5. After induction program, must organise 'A talk on Professional Development' can 11<sup>th</sup> September 2023, for the greater benefits of the new batch.
6. It has been declared by the govt. Of India to celebrate World Heritage Week in the month of November with variety of activities such as Quiz, Logo, Poster making, Online Essay, panel discussion, Slogan writing. Hence, our college should take initiative steps for conducting all these activities along with heritage site visit from 19<sup>th</sup> November to 25<sup>th</sup> November 2023, with the incharge of amrityunjay Dasgupta, Dr. Priyanki Barpujari, Biswabarna Dey, Ananya Patowary, Ranjit Rabha etc.

The meeting was adjourned with the permission of the present members. The coordinator IQAC gave vote of thanks to all.

## Minutes of IQAC

Venue: College meeting Room

Date: 5/01/2024

Time: 3.00 pm

### Member Present:

Chairperson: Dr. Gitanjali Choudhury (Principal)

Co-ordinator- Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative- Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor-Mrityunjoy Das Gupta (Faculty)

Asst. Professor-Priyanki Barpujari (Faculty)

The chairperson of the meeting welcomed all the members to the meeting and asked the coordinator to present due last meetings' resolution with action taken which was held 7<sup>th</sup> October 2023. With the permission of the chairperson, IQAC coordinator presented the action taken by the institution.

### Action Taken:

1. Induction meeting, Freshmen Social for the Batch 2023-25 on time.
2. Internship for B.Ed. 2<sup>nd</sup> year has been started in different schools with the full presentation from the month November 2023.
3. World Heritage Week has been celebrated with various activities.
4. Professional Development talk has been conducted for the teaching, non-teaching & student-trainees.
5. Orientation program has been done from 11<sup>th</sup> December 2023 among the students.

### Resolution:

1. It has been resolved to conduct community awareness program on digitalization among the students' & community on 9<sup>th</sup> January 2024.
2. The college must be organised traffic awareness week from 11<sup>th</sup> to 17<sup>th</sup> January 2024 following the program such as Mock drill, talk, street play etc.
3. Girl child day- 24<sup>th</sup> January  
Voter's day- 25<sup>th</sup> January  
International mother language day- 21<sup>st</sup> February

World peace and understanding day- 23<sup>rd</sup>

Zero discrimination day- 1<sup>st</sup> march

World Social day- 19<sup>th</sup> march

4. For students' skill development one day workshop should be arranged on screen printing on 1<sup>st</sup> February 2024. And Mushroom cultivation (13<sup>th</sup> March) & Vermicompost Workshop on 30<sup>th</sup> March 2024.
5. As a collaboration with Surajit academy the college can organise National seminar on puppet from 16<sup>th</sup> February to 19<sup>th</sup> February 2024.
6. As per govt. advice Jan Bharat Rang (NSD) would be performed on 22<sup>nd</sup> February 2024.
7. Under the collaboration with CEAM, there should be a panel discussion on futuristic view on teacher education and NEP 2020 on 21<sup>st</sup> March 2024.
8. The college must organise A Short play competition among inter B.Ed. colleges among kamrup (M) district to collaborate world theatre day on 27<sup>th</sup> March.
9. The college will take two collaborative works with Ashadeep observing world Autism day on 2<sup>nd</sup> April and Annual conference with NEIS on 4<sup>th</sup> April.



## **IQAC Meeting**

Venue: College Meeting Hall

Date: 03/04/2024

Time: 3:00 pm

Member Present:

Chairperson: Dr. Gitanjali Choudhury (Principal I/C)

Co-ordinator: Asst. Professor-Barsita Sarkar (Co-ordinator)

Teacher Representative: Asst. Professor-Dipak Kalita (Faculty)

Asst. Professor- Dr. Priyanki Barpujari

Asst. professor- Ananya Patowary

Asst. professor-Biswabarna Dey

Asst. professor-Barnali Sarma

The Chairperson of the meeting welcomed all the members to the meeting and asked the coordinator to present the last meeting's resolution with action taken which was held on 05/01/2024. With the permission of the chairperson, IQAC coordinator presented the Action taken by the institution.

### **Action Taken:**

1. The college has done all the academic activities and National and International observation Days as per the resolution.
2. The college has signed with USTM (12<sup>th</sup> January 2024), Fire & Emergency Service (1<sup>st</sup> February 2024), Grameen Sahara (26<sup>th</sup> February 2024), SIFT (27<sup>th</sup> February 2024), CEAM (21 March 2024), Ashadeep (23<sup>rd</sup> March 2024), and decided to take action mutually.
3. For Teachers and Students' uplift events in profession, the college has organized all as per the resolution such as mushroom and vermicompost preparation, screen printing panel discussion.
4. An actively under MoU with Ashadeep, and workshop was attended on 2<sup>nd</sup> April 2024.

### **Resolution:**

1. It has been resolved to hold an alumni meet on 11<sup>th</sup> April.
2. For NAAC, library and AAA is invited to respective persons.
3. As a collaborative effort, the college will proceed for 28<sup>th</sup> annual conference with Gauhati University on 4<sup>th</sup> to 5<sup>th</sup> April 2024.

The meeting was adjourned with the vote of thanks by the co-ordinator, IQAC.