

MINUTES OF IQAC MEETINGS

Meeting No.: 01

Venue of the meeting: College Meeting Room

Date: 05/08/2017 (Saturday)

Time: 3.00 pm

Members present: -

1. Chairperson: Dr. Gitanjali Choudhury, Principal, I/C
2. IQAC Co-ordinator, Assitant 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 21st Oct, 2017.
- (E) Students were permitted for the Field Trip to visit Hatisila on 9th December, 2017.
- (F) It was decided to organize on 16th 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 27th December to 31st 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.

MINUTES OF IQAC MEETINGS

Venue of the meeting: College Meeting Room

Meeting No.: 02

Date: 02/03/2018 (Friday)

Time: 3.30 pm

Members 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 5th 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 1st 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 28th 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

Meeting No.: 03

Venue of the meeting: College Meeting Room

Date: 11/08/2018

Time: 4.00 pm

Members 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 3th 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 6th 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 29th October to 3rd 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 5th November 2018.
- (6) It is decided to organize children's Day with Kamakhya Vidyapeeth and Gotanagar Nambari High School on 14th November 2018.
- (7) Ukhiam is selected for Field Trip on 24th 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

Meeting No.: 04

Venue of the meeting: College Meeting Room

Date: 09/02/2019

Time: 4.00 pm

Members 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 11th 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.
- (F) PTM was held on time with grant success.

Resolution:

- (1) The Science method students will visit Science museum as their internal marks.
- (2) All add on courses should be started.
- (3) 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 meeting was adjourned with vote of thanks.

MINUTES OF IQAC MEETINGS

Meeting No.: 05

Venue: College Meeting Room

Date: 06/08/2019 (Tuesday)

Time: 3.00 pm

Members 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 9th 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 1st November, 2019
- (2) Pabitora and Bhutan Chowki are selected for Field Visit by B.Ed and D.El.Ed students on 10th January ,2020 and 1st February,2020
- (3) Orientation Program will be held due to the late admission of 2019-2020.
- (4) PTM will be held on 9th November 2019.

The meeting was adjourned with vote of thanks.

MINUTES OF IQAC MEETINGS

Meeting No.: 06

Venue: College Meeting Room

Date: 07/02/2020 (Saturday)

Time: 4.00 pm

Members 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 6th 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 10th 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. 1st year and 2nd 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.

NO Meetings on IQAC for Covid 19 due to lockdown from 23/03/2020 to 27/10/2020

MINUTES OF IQAC MEETINGS

Meeting No.: 07

Venue: College Meeting Room

Date: 27/11/2020 (Friday)

Time: 3.00 pm

Members 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 29th October, 2020 in which new courses would be run.

The meeting was adjourned with vote of thanks.

MINUTES OF IQAC MEETINGS

Meeting No.: 08

Venue: College Meeting Room

Date: 04/01/2021

Time: 4.00 am

Members 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 1st 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. 1st year will be held on 28th January 2021.
- (3) New Classes will be started from 29th January 2021.
- (4) Orientation Program will be started from 8th April to 10th April 2021.

The meeting was ended with vote of thanks.

MINUTES OF IQAC MEETINGS

(Virtual Mode)

Meeting No.: 9

Venue: College Meeting Room

Date: 17/04/2021

Time: 10.00 am

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

- From 18th April, 2021, there will be online mode classes for students to 25th April, 2021.
- If the situation is not normal, and then it will be continued upto 11th May 2021.
- 1st year Sessional Test will be held online mode from 3rd May to 12th 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

Meeting No.: 10

Date: 28th 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 10th August and Term End Exam should be conducted by 12th August since Main exam will be started from 20th August 2021.

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

MINUTES OF IQAC MEETINGS

Meeting No.: 11

Venue: College Meeting Room

Date: 8/12/2021

Time: 4:00 pm.

Members 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 28th July 2020. The activities were done according to suggestions in last meeting of IQAC.

- (1) B.Ed 1st year and B.Ed 2nd 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 8th September D.El.Ed 4th sem Farewell was given.
- (3) On 21st October, College Magazine Pragyajyoti was inaugurated.
- (4) On 26th November and 27th 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.

The meeting was adjourned with vote of thanks.

MINUTES OF IQAC MEETINGS

Meeting No.: 12

Venue: College Meeting Room

Date: 03/03/2022

Time: 4.00 pm

Members 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)

Asst. Professor- Aruna Devi (faculty)

Asst. Professor- Ananya Patowary (Faculty)

The Chairperson welcomed all and asked the Co-ordinator of IQAC to present the last meetings Resolution, which was held on 8th 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 1st 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 18th to 25th April)/ Content Mapping-26th April/ Hands on Activity-27th April/ Lesson Plan Demo-28th 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 23rd 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 MEETINGS

Meeting No.: 13

Venue: 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)

Asst. Professor- Ananya Patowary (Faculty)

Asst. Professor-Aruna Devi (Faculty)

Asst. Professor- Biswabarna Dey (Faculty)

The principal welcomed all the members to the meeting. The co-ordinator, IQAC placed the last minutes of the last meeting held on 3rd 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 29th April 2022 and MoA with The Kamakhya Vidyalaya High School on 1st April 2022.

Resolution:

- Induction program will be conducted on 12th October, 2022.
- Students will be encouraged to attend science Exhibition which will be held from 22nd to 27th November 2022.
- It is necessary to conduct 'lecture' on peace education on 30th 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 17th to 23rd 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

Meeting No.: 14

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)

Asst. Professor- Ananya Patowary (Faculty)

Asst. Professor-Aruna Devi (Faculty)

Asst. Professor- Biswabarna Dey (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 7th 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 11th 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 (24th Feb.), National Science Day (28th Feb.), International Mother Language Day (21st Feb.)
- It has been decided to organise National workshop with the theme "Teacher Preparation For Next Generation Learners in School Education" from 18th to 20th March in Collaboration with CTEF, India.
- It is necessary to organise Summer camp at Don Bosco, child Friendly from 22nd to 24th 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, Micro Teaching practice, Hands on activity such as psychological test should be organised on time.

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

Meeting No.: 15

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)

Asst. Professor- Biswabarna Dey (Faculty)

Asst. Professor- Aruna Devi (Faculty)

Asst. Professor-Ranjit Rabha (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 9th January 2023.

Action Taken:

1. In Kamakhya Vidyalaya on 11th January life skill training was done.
2. For Community engagement & Community awareness program-
 - a) Free health Check-up (20th Feb)
 - b) Street Play (27th March)
 - c) Gender sensitivity program (6th to 11th May at School)
 - d) Door to door Campaign on save water (25th April)
 - e) Cleanliness program (13th May)
 - f) Logo Making
3. For Professional Development of teaching & Non-teaching the program such as-
 - a. National workshop (18th to 20th March)
 - b. Orientation Program (10th to 11th April)
 - c. Professional ethics program (13th May)
 - d. Academic counselling program (8th April)
 - e. Group discussion on T. Development. (15th May)
4. Under Collaboration:
 - a. The college has conducted National Seminar with CTEF (18th to 20th March)

- b. Orientation program with disabilities Department, Gauhati University (10th to 11th April)
5. For students' capacity building program/ workshop on drama & Art (6th to 7th April)
 - a. Panel Discussion on Sustainable Development (3rd April)
 - b. Interactive session On communication (4th April)
 - c. Summer camp on Donbosco Child friendly.
6. The coordinator has informed about the MoU with Mahapurush Srimanta Sankardev Viswavidyala on 16th February 2023, Child friendly Guwahati on 20th march 2023, Pandu College on 29th March 2023, Cotton University on 1st April 2023, K.C. Das Commerce College on 1st 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 4th 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 High School on 27 April 2023.

Resolution:

1. It is necessary to organise plantation drive on 5th 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

Meeting No.: 16

Venue: College Meeting Room

Date: 7th 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 4th May 2023. As per the advice of the chairperson, the coordinator, IQAC placed the Action Taken on the basis of the resolution, 4th May 2023.

Action Taken:

1. Plantation Drive with Pandu College under MoU done on 5th June.
2. Parent Teacher Meet was organised on 16th July in the college.
3. International Day was observed-
 - Yoga Day (21st July)
 - Drugs Abuse & Illicit Trafficking (26th July)
 - Youth Day (12th 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 9th July.
 - b. Webinar on Non-Conventional Energy Resources on 12th August.
8. Digital India Week observed from 1st July to 6th July.
9. Food Safety Day was observed on 7th July 2023.
10. Door to Door Campaign was done on Stop child with Beltola College on 12th July in the Pandu Community.
11. '30 hours FDP' was organised from 24th July to 30th 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 11th 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 14th October with the secondary students.
4. From November 23 to 28th February, Internship program should be conducted by providing letters to the different schools.

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

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

5. After induction program, must organise 'A talk on Professional Development' can 11th 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 19th November to 25th November 2023, with the incharge of a Mrityunjay 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

Meeting No.: 17

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 7th 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. 2nd 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 11th December 2023 among the students.

Resolution:

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

International mother language day- 21st February

World peace and understanding day- 23rd

Zero discrimination day- 1st march

World Social day- 19th march

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

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

IQAC Meeting

Meeting No.: 18

Venue: College Meeting Hall

Date: 03/04/2024

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- 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 (12th January 2024), Fire & Emergency Service (1st February 2024), Grameen Sahara (26th February 2024), SIFT (27th February 2024), CEAM (21 March 2024), Ashadeep (23rd 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 2nd April 2024.

Resolution:

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

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