

IQAC Meeting held on 27-06-18

venue — Conference Hall.

Members Present —

- (i) Nawajyoti Bora 27/6/18
- (ii) Mantra Mahanta 27/06/18
- (iii) Mainyela Shams 27.6.18
- (iv) Jeppin Baman 27/6/18
- (v) Sanchay Jyoti Bora 27/6/18
- (vi) Bejita Janyali Baman 27/6/18
- (vii) Kalyan Shihra 27/6/18
- (viii) Ruma Medhi 27/6/18
- (ix) Gauri Sankar Karmakar 27/06/18
- (x) Ajay Prasad Leikia 27/6/18
- (xi) Swajen Barmam 27/6/18
- (xii) ~~Mantra Mahanta~~

*Bora*

CO-ORDINATOR

Internal Quality Assurance Cell  
Pandu College, Pandu, Guwahati-78

**IQAC MEETING held on 27-06-2018 in the Conference Hall**

**RESOLUTION:**

**Agenda 1:** Discussion on Progress of Preparation of SSR -

Criteria 1: Curricular Aspects – Documents collected. Compilation not done. Within July supposed to be submitted to IQAC- Coordinator.

Criteria 2: Teaching Learning – Data collected except-

i) Students of other states (5 years)

ii) Names of SC/ST students.

Compilation/Analysis not done yet.

Criteria 3: Research, Innovation, Extension – Draft compilation will be sent to IQAC within July (Data collected)

Criteria 4: Infrastructure & Learning Recourse – Data collection not done (80% remaining).  
Data will be collected within July.

Criteria 5: Student Support – A draft will be sent to the IQAC coordinator within 20 July.

Criteria 6: Governance & Leadership – Prof. Mantu Mahanta & Prof. A. P. Saikia will take the responsibility and draft will be ready within.


Criteria 7: --Compilation not done

**Agenda 2:** Discussion on visiting Different Dept.

The coordinator IQAC will visit different departments to make an assessment regarding preparation to face NAAC. He will constitute the team to be accompanied <sup>by</sup> ~~with~~ him. The tentative dates of the visit are from 6<sup>th</sup> to 14<sup>th</sup> August.

**Agenda 3:** Online Students' Feedback

As S. J. Borah informed it is almost done. For demonstration the concerned firm will come within this week.

  
COORDINATOR  
Internal Quality Assurance Cell  
Rajni College, Pandu, Guwahati-781007

**Agenda 4:** Workshop for Non-Teaching staff (4<sup>th</sup> and 5<sup>th</sup> July 2018)

The name of the Workshop has been fixed as "Behavioral Remodeling in Workplace and Enhancing Basic Computer Skills"

**Agenda 5:**

Monitors meeting to be held during the month of August on the 18<sup>th</sup> day (1.30 pm at Digital Class Room)

**Agenda 6:**

Planning, Record keeping, Execution of different sub committees of the college to be verified in the meeting to be held on 29.06.18.



CO-ORDINATOR  
Internal Quality Assurance Cell  
Sri Sub College, Pandu, Guwahati-781123

Meeting held on 9.11.2018

9.11.2018

~~Meeting~~

Signature of the members Present

2. Navajyoti Borah

Mantra Mahanta

Udayee Das

Ruma Medhi

Dipika Barman

Sanchay Jyoti Barua

Binita Jyoti Barman

Kalyan Deha

Proceedings of the meeting held on 9<sup>th</sup> November

The meeting discussed about the progress of SSR preparation by different committees. Coordinator, N J Borah apprised the members that SSR must be ready within November 2018 for which necessary efforts must be expedited. After discussion the members unanimously adopted the following resolutions.

Res No 1. Be it resolved that the IIQA of the college be sent to NAAC after full preparation of SSR.

Res 2. Be it resolved that the own part of the SSR with required data entry be submitted by the sub committees to the Coordinator on or before 28<sup>th</sup> November 2018 without fail.

Res. 3. On 28<sup>th</sup> the whole SSR will be compiled for final scrutiny and all the members shall be present from 10.30 am on that day



Proceedings of the meeting held on 24<sup>th</sup> December 2018

Venue: IQAC Office. Time 10am

**Members present:**

1. Dr. Jogesh Kakati, Chairman
2. Dr. Navajyoti Borah, Coordinator
3. Sri Mantu Mahanta, Member → *[Signature]* 24-12-18
4. Dr. Maitreyee Sharma, Member *U. Sharma* 24.12.18
5. Dr. Binita Tamuli Barman, Member *Binita* 24.12.18
6. Dr. Ruma Medhi, Member
7. Sri Dipjyoti Barman, Member
8. Dr. Sanchayjyoti Bora, Member *[Signature]* 24.12.18
9. Sri Ajay Prashad Saikia, Member *Ajay* 24.12.18
10. Dr. Kalyan Deka, Member *Kalyan*
11. Dr. Gouri Sankar Karmakar, Member *G. S. Karmakar* 24/12/18
12. Sri Dwijen Barman, (SA) Member

**Agenda of the meeting**

1. To discuss about the submission of IIQA
2. To set the earliest possible time for sending SSR

**Discussion:** The meeting held under the Chairmanship of Dr. Jogesh Kakati, Principal, Pandu College. The coordinator, Dr. Navajyoti Borah stated that IIQA would be sent to NAAC with the approval of the members only. The every coordinator /member of each criterion has agreed that the final SSR would be completed within 20days from the date of submission of IIQA. After thread bear discussion following resolutions were adopted unanimously.

**Resolutions.**

1. Be it resolved that IIQA be sent to NAAC on 24<sup>th</sup> December, 2018.
2. It is resolved that each of the member coordinator would complete their entire work including data template within 15 days from the date of submission of IIQA
3. Be it resolved that everything would be done collectively
4. It is resolved that Principal/ Chairman be requested to issue necessary notifications to all existing departments, cells, committees to update all documents.

The meeting ended with the vote of thanks from the coordinator.



## IQAC Meeting

Date: 20-02-19

Time: 11.00 AM

### Members Present

1. Dr. Jogesh Kakati, Principal and Chairman
2. Dr. Navajyoti Bora, Coordinator, IQAC
3. Dr. Maitreyee Sharma
4. Mr. Mantu Mahanta
5. Dr. Binita Tamuli Barman
6. Mr. Ajay Prasad Saikia
7. Mr. Dipjyoti Barman
8. Dr. Sanchay Jyoti Bora
9. Dr. Kalyan Deka
10. Dr. Gouri Sankar Karmakar
11. Mr. Dwijen Barman

Today on 20<sup>th</sup> February 2019 a meeting was held in the office of the IQAC at 11.00 AM under the Chairmanship of Dr. Jogesh Kakati, Principal, Pandu College to discuss about the submission of SSR for the 3<sup>rd</sup> Cycle of Accreditation. The Coordinator of IQAC Dr. Navajyoti Bora explained the objective of the meeting.

Members present in the meeting had thread bear discussion about each and every point of the proposed SSR. Every member expresses their satisfaction on the completion of the online SSR and supporting document for onsite verification. After prolonged discussion the coordinator, Dr. Navajyoti Bora proposed to upload the SSR in the NAAC website in online portal that had been created by NAAC. The members present agreed with the coordinator and finally the following resolution was adopted.

### Resolution

Be it resolved that the SSR that has been prepared by the IQAC team be uploaded in the online NAAC portal today on 20<sup>th</sup> day of February 2019.

Further it is resolved that the Principal of the college be requested to prepare the college to face onsite assessment after acceptance of online SSR.

At the end of the meeting Dr. Jogesh Kakati, Principal & Chairman and Dr. Navajyoti Bora, coordinator, expressed ~~their~~ gratitude and thankfulness to each and every member of IQAC team for their untiring effort for preparation of AQARs and SSR in time and in befitting manner.

*[Signature]*  
20/2/19



## IQAC Meeting

Date: 21-02-19

Time: 1.30 PM

### Members Present

1. Dr. Jogesh Kakati, Principal and Chairman
2. Dr. Navajyoti Bora, Coordinator, IQAC *Bora 21/2/19*
3. Dr. Maitreyee Sharma *Maitreyee Sharma 21.2.19*
4. Mr. Mantu Mahanta
5. Dr. Binita Tamuli Barman *Binita 21.2.19*
6. Mr. Ajay Prasad Saikia *Saikia 21.2.19*
7. Mr. Dipjyoti Barman *Dipjyoti 21.2.19*
8. Dr. Sanchay Jyoti Bora *Sanchay 21/2/19*
9. Dr. Kalyan Deka *Kalyan 21/2/19*
10. Dr. Gouri Sankar Karmakar *G.S. Karmakar*
11. Mr. Dwijen Barman

**Agenda:** Discussion on Post submission courses of Action.

Discussion: The members present discussed the post submission courses of Action and following resolution are adopted.

### **Resolution:**

1. Be it resolved that no hard copy of the SSR be generated before final acceptance of the same by NAAC.
2. Be it resolved that each and every member of IQAC be requested to delete soft copy of SSR if any in their gadgets the downloaded version be kept only in the official PC of IQAC.
3. It is resolved that the coordinator be requested to take the initiatives to accustom the students for online satisfaction survey class wise and semester wise from 25<sup>th</sup> of February onwards.

4. It is also resolved that if any kind of query is received from NAAC, the same will be rectified only by collective discussions.
5. It is resolved that all the members would meet on daily basis after the normal routine works preferably from 1.30 pm for regular updates and make strategies for onsite NAAC visit.

The Principal, Dr. Jogesh Kakati and Coordinator, IQAC Dr. N J Borah congratulated members for successful submission of SSR online.

  
21/2/19



**Extended IQAC Meeting**

**Date: 29-05-2019**

**Members Present:**

- 1) Dr. Jogesh Kakati, Principal & Chairperson
- 2) Dr. Navajyoti Bora, Co-ordinator
- 3) Dr. Maitreyee Sarma, Teacher Members
- 4) Mr. Mantu Mahanta, Teacher Member
- 5) Dr. Binita Tamuli Barman, Teacher Member
- 6) Mr. Ajay Prasad Saikia Teacher Member
- 7) Mr. Dipjyoti Barman, Teacher Member
- 8) Dr. Sanchay Jyoti Bora, Teacher Member
- 9) Dr. Kalyan Deka, Teacher Member
- 10) Dr. Gauri Sankar Karmakar, Librarian
- 11) Dr. Bandana Das Member, GB, Pandu College
- 12) Mr. Dwijen Barman, Senior Administrative Officer
- 13) Dr. Nilmohan Ray, Member (Local Society)
- 14) Sri Bhudev Talukdar, Members (Student)
- 15) Mr. Ashok Bharali, Member (Alumni)
- 16) Smt. Jonali Saikai Das, Parent

**AGENDA:**

- 1) Discussion on the Feedback received from various stakeholders during the session 2018-19
- 2) Review of NAAC Visit
- 3) AOB

**RESOLUTION #1:**

**Resolution on Curriculum and Infrastructure:**

IQAC called on a meeting to discuss the feedback received from Students on Curriculum and Infrastructure for the session 2018-19 and the following resolutions are adopted and forwarded to the appropriate authority for implementation:

1. All departments should be requested to start value-based courses in the coming session.
2. All the teachers are requested to plan their course transaction so that the syllabus may be finished on time.
3. To start coaching classes for Competitive Examination

### **Resolution on Students' Feedback on Teachers**

After discussing the feedback of students on teachers, IQAC has forwarded the following resolutions for implementation:

1. All the teachers should be given a copy of the feedback and to request to improve the weak points.
2. All are requested to start new courses to consolidate the shortcomings of the curriculum.

### **Resolution on Parents' Feedback**

IQAC conducted a meeting to discuss parents' feedback received during the session 2018-19 and following issues are found that need to be addressed and take action:

1. Need to open more job-oriented courses.
2. To organise parents-teachers meeting on regular basis.
3. There should be more group discussion, seminar, conference among the students.

### **Resolution on Alumni Feedback**

Based on the feedback reports of Alumni the following points were recommended to implement:

1. To organise campus interview
2. To introduce PG course in more departments.
3. To initiate more career guidance programme.

### **Resolution on Teachers' Feedback**

Feedback of faculty members on different points were analysed and based on their feedback the following issues are forwarded for implementation:

1. To renovate teachers reading room in the library.
2. To provide internet connection in the departments.
3. To upgrade the canteen facility of the college.

### **RESOLUTION #2:**

The members present in the meeting reviewed the NAAC Assessment held recently. Also discussed on the loopholes for which the college could not get success as desired, The Principal congratulate all the members for their effort and requested to do the needful for next assessment.



**Office of the**  
**Internal Quality Assurance Cell**

**Pandu College, Guwahati**



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**IQAC ACTION TAKEN REPORT 2018-19**

Following the IQAC meetings held on **27-06-2018, 09-11-2018, 24-12-2018**, and **20-02-2019**, the decisions made were implemented through the following actions:

Sl. No.	Decision	Action Taken
1	Decision to collect feedback from stakeholders	Feedbacks were collected from all stakeholders and action was taken for improvement
2	To organize workshop for non-teaching staff	Workshop titled “Behavioral Remodeling in workplace and Basic Computer Skills” was held on 4 <sup>th</sup> & 5 <sup>th</sup> July, 2018
3	To organized Monitors’ Meeting	Organized on 18 <sup>th</sup> August, 2018
4	Preparation and submission of SSR for 3 <sup>rd</sup> Cycle of Assessment	Submitted for 3 <sup>rd</sup> Cycle of NAAC Assessment on 20 <sup>th</sup> February, 2019



Principal  
PANDU COLLEGE  
Guwahati-12