



Office of the Co-ordinator

## Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: [iqacpandu@gmail.com](mailto:iqacpandu@gmail.com)/[iqac@panducollege.ac.in](mailto:iqac@panducollege.ac.in)

Website: [www.panducollege.org](http://www.panducollege.org)

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Date:.....

### IQAC Meeting

Date: 08-10-2021, Venue: IQAC Office  
Session 2021-22, Meeting #1

#### **MEMBERS PRESENT:**

1. Dr. B. C. Das Purkayastha (Advisor)
2. Dr. Jogesh Kakati (Chairman) 
3. Mr. Dipjyoti Barman (Co-ordinator) 
4. Dr. Santanu Roy Chowdhury (Teacher Member)
5. Dr. Manoj Sarma (Teacher Member) 
6. Dr. Sanjib Kr. Barman (Teacher Member) 
7. Dr. Sanchay Jyoti Bora (Teacher Member) 
8. Dr. Kalyan Deka (Teacher Member) 
9. Dr. Jayanta Hazarika (Teacher Member) 
10. Dr. Gouri Sankar Karmakar (Teacher Member)
11. Dr. Bandana Das (Member, Management) 
12. Sri Dwijen Barman (Member, Administration)
13. Sri Bhaben Nath (Member, Administration) 

#### **AGENDA:**

1. Discussion on the submission of AQAR for the session 2020-21
2. Discussion on Feedback from Students, Teachers & Alumni
3. Parent Teachers' Meet
4. External Academic / Administrative Audit
5. MoU with other institutions for students & teachers exchange
6. Others

**Discussion:** The meeting discussed on the preparation and submission of the AQAR for the session 2020-21 and adopted the following resolution.



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**Resolution #1:** It is resolved that the AQAR for the session 2020-21 will be made ready within the time frame given by NAAC. The meeting also resolved that different sub-committees will be formed for preparation of the AQAR.

**Discussion:** The members present in the meeting discussed on the Feedbacks to be taken from Students, Teachers and Alumni as per NAAC guidelines and adopted the following resolutions.

**Resolution # 2:** It is resolved that the pending students' feedback for the session 2020-21 will be taken from 3<sup>rd</sup> and 5<sup>th</sup> Semester students in the last week of November, 2021. The feedback will be taken in Online mode.

The meeting also decided that the feedback from teachers' and Alumni will be taken in Offline / online mode after taking the feedback from students.

**Resolution #3:** The meeting discussed on conducting external academic and Administrative Audit as per NAAC guideline. The meeting resolved that External Audit will be done within this session and the Principal / chairman IQAC be requested to make the necessary arrangement for the same.

**Resolution #4:** The meeting also discussed on the Parent Teachers' meet to be organized very shortly. The meeting resolved that PTM will be held departmentally and Dr. Shantanu Roy Chowdhury, President PTC be requested to do necessary formalities for the same.

**Resolution # 5:** The members present in the meeting discussed on Signing MoUs with other educational institutions for students and Teachers Exchange Programme.

  
Principal  
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Guwahati-12



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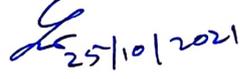
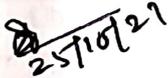
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### IQAC Meeting with Faculty Members

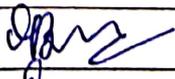
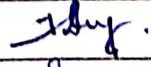
Date: 25-10-2021, Venue: IQAC Office

Session 2021-22, Meeting #2

#### **IQAC MEMBERS PRESENT:**

1. Dr. B. C. Das Purkayastha (Advisor)
2. Dr. Jogesh Kakati (Chairman) 
3. Mr. Dipjyoti Barman (Co-ordinator) 
4. Dr. Santanu Roy Chowdhury (Member)  25/10/2021
5. Dr. Manoj Sarma (Member) 
6. Dr. Sanjib Kr. Barman (Member)  25/10/21
7. Dr. Sanchay Jyoti Bora (Member) 
8. Dr. Kalyan Deka (Member) 
9. Dr. Jayanta Hazarika (Member) 
10. Dr. Gouri Sankar Karmakar (Member)

#### **Faculty Members Present:**

Sl. No.	Name	Department	Signature
1.	Mrs. Satarupa Devi Acharyya	Assamese	
2.	Dr. Tonoy Jyoti Dowerah	Assamese	
3.	Dr. Sunpahi Morang	Assamese	
4.	Dr. Gita Barman	Assamese	
5.	Pranjal Talukdar	Assamese	
6.	Dr. Sharbori Roy	Bengali	
7.	Dr. Timir Dey	Bengali	
8.	Dr. Sanjoy Ch. Das	Bengali	



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Date:.....

9.	Dr. Aniruddha Sarma	Bio-Technology	<i>Aniruddha</i>
10.	Kangkana Kataki	Bio-Technology	
11.	Dr. Shally Sultana Choudhury	Bio-Technology	
12.	Pranab Jyoti Narzary	Bodo	<i>Pranab</i>
13.	Mr. Mantu Mahanta	Botany	<i>Mantu</i>
14.	Dr. (Mrs.) Riju Kakati Sarma	Botany	<i>Riju</i>
15.	Dr.(Mrs.) Dulumoni Saharia	Botany	<i>Dulumoni</i>
16.	Dr. Snehashish Dutta	Botany	<i>Snehashish</i>
17.	Dr. Pramod Medhi	Botany	
18.	Mrs. Maina Borah	Botany	
19.	Dr. Rimki Bhattachrjya	Chemistry	<i>Rimki</i>
20.	Dr. Biswajita Baruah	Chemistry	<i>Biswajita</i>
21.	Dr. Rituparna Borah	Chemistry	
22.	Gitali Baruah	Chemistry	
23.	Ajay Prasad Saikia	Commerce	<i>Ajay</i>
24.	Nirmali Sarmah	Commerce	
25.	Mumpi Das	Commerce	
26.	Sabita Bhagabati	Commerce	
27.	Arpana Chowdhury	Commerce	<i>Arpana</i>
28.	Chandana Kashyap	Commerce	
29.	Bhaskar Sinha	Computer Science	
30.	Kananbala Devi	Computer Science	<i>Kananbala</i>
31.	Dr. Minakshi Bhattacharyya	Economics	
32.	Dr. Binita Tamuli Barman	Economics	
33.	Dr. Angana Barua	Economics	
34.	Dr. Dipanjali Haloi	Economics	<i>Dipanjali</i>
35.	Dr. Chandana Sinha Roy	Education	
36.	Dr. Ruma Medhi	Education	<i>Ruma</i>



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37.	Dr. Bhubaneswar Deka	English	
38.	Dr. Mridul Das	English	
39.	Mr. Anup Kumar Das	English	
40.	Mrs. Pallabi Konwar	English	
41.	Dr. Niranjana Bhattacharjee	Geography	
42.	Bhanita Talukdar	Geography	
43.	Rebecca Kramsapi	Geography	
44.	Manoj Pradhan	Geography	
45.	Dr. Sirin Banu	History	
46.	Dr. Navaneeta Baruah	History	
47.	Dr. Nizwm Sona Baro	History	
48.	Dr. Banasree Phukan	History	
49.	Jayeeta Das	HRE	
50.	Dr. Mrinal Ch. Kalita	Mathematics	
51.	Riju Kumar	Mathematics	
52.	Dr. Karishma Shravan	Mathematics	
53.	Dr. Rituparna Das	Mathematics	
54.	Dr. Maitreyee Sharma	Philosophy	
55.	Dr. Mayuri Barman	Philosophy	
56.	Dr. Bandana Das	Physics	
57.	Dr. Bhaskar Jyoti Hazarika	Physics	
58.	Dr. Pranita Das	Physics	
59.	Dr. Jhuma Biswas	Physics	
60.	Dr. Asha Sarma	Political Science	
61.	Mr. Pranjal Patiri	Political Science	
62.	Dr. N. J. Borah	Political Science	
63.	Dr. Aniruddha Kumar Baro	Political Science	
64.	Kamala Devi	Sanskrit	



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65.	Dr. Pranab Jyoti Kalita	Sanskrit	
66.	Manika Devi Barman	Statistics	
67.	Dr. Barnali Thakuria	Statistics	<i>[Signature]</i>
68.	Dr. Chikhla Jun Gogoi	Statistics	
69.	Geetali Das	Zoology	
70.	Dr. Parag Deka	Zoology	<i>[Signature]</i>
71.	Dr. Ananda Ram Boro	Zoology	<i>[Signature]</i>
72.	Mallika Gogoi	Zoology	<i>Mallika Gogoi</i>
73.	Dr. Anjali Bora	Zoology	

**AGENDA:** Distribution of Metric wise responsibilities to the teachers as per the sub-group formed.

**Discussion:** The meeting discussed on the forth coming visit of NAAC in the year 2024. The Chairman of IQAC Dr. Jogesh Kakati pointed out that the 4<sup>th</sup> Cycle of visit of NAAC will be last one. And in order to get good grade we have to work hard in a planned manner from today itself. As such the following resolution is taken.

**Resolution # 1:**

The meeting resolved that the Complete SSR will be distributed among the Teachers metric wise. The teacher will be responsible for working for the allotted QM to the next assessment of NAAC to be held on 2024. The teachers are requested to study in last peer team report and make proper plan of action for the QM allotted to him / her for improvement & upgradation.

Criterion	IQAC Member In-charge of the Criterion	Teachers In-charge of Quantitative Matrix	Quantitative Matrix allotted
Criterion 1	Dr. Sanjib Kumar Barman	Mr. Anup Kr. Das	1.3 Curriculum Enrichment (Crosscutting Issue, internship, Field trip etc)
		Dr. Niranjan Bhattacharjee	1.1 Curricular Planning and Implementation (effective Curriculum Delivery, teaching Plan, Continuous Internal Evaluation)
		Dr. Barnali Thakuria	1.4 feedback System (collection of feedback from students, teachers, alumni: Analysis & Action Taken report)



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		Dr. Anirudha Baro	1.2 Academic Flexibility (Add-on Programmes)
Criterion 2	Ajay Prasad Saikia	Susitra Bera	2.2 Catering to Student Diversity (Strategy for advanced learners and slow learners and its implementation)
		Dr. Nizwm Sona Bora	2.1 Student Enrolment and Profile (Total number of students in detail category wise) 2.5 Evaluation Process and reforms (Process of Internal Assessment and addressing grievances of students)
		Dr. Jhuma Biswas	2.3 teaching – Learning Process (Experiential Learning, Participative Learning and Problem Solving Methodologies, Mentoring) 2.4 teacher Profile and Quality (Details of teachers with number of years of Experience)
		Dr. Chikhla Jun Gogoi	2.6 Student Performance and Learning Outcome (Programme outcomes and course outcomes, results of students in detail) 2.7 Student Satisfaction Survey (survey on overall institutional performance : designing of questionnaire, collection of data & analysis)
Criterion 3	Dr. Sanchay Jyoti Bora	Dr. Pranita Das	3.3 Research Publication and Awards (Publications by teachers : research Papers, books etc; awards/recognition received)
		Dr. Snehasis Dutta	3.1 Resource Mobilization for Research (Research Projects, Seminar, Workshop etc.)
		Dr. Bhaskar Jyoti Hazarika	3.4 Extension Activities (Outreach Programs by the Departments, Cell, NSS, NCC etc.)
		Mofidul Hussain	3.5 Collaboration (Collaboration with other institutions for Faculty & Students Exchange, MoUs with institutions, universities, industries, corporate houses etc.)
		Dr. Dipanjali Haloi	3.2 Innovation Ecosystem (No. of workshop / seminar on Research Methodology, IPR and entrepreneurship)
Criterion 4	Dr. Gouri Sankar Karmakar	Mr. Riju Kumar	4.1 physical Facilities (Physical facilities available in the college like Class rooms, laboratories, gymnasium, yoga centre etc: Annual Expenditure for infrastructure)
		Dr. Tonoy Jyoti Dowerah	4.2 library as a learning Resource (Library Automation, E-resources available, Optimum use of library by teachers and students; Collection of rare books, manuscripts or any other knowledge resources; Annual expenditure for Library)
		Partha Pratim Sarma	4.3 IT Infrastructure (IT Facilities like Wi-Fi, Computers available in the college for students, Smart Class Rooms etc.)
		Dr. Mallika Gogoi	4.4 maintenance of Campus Infrastructure (Expenditure incurred on maintenance of



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			infrastructure and procedures for maintenance and utilization)
Criterion 5	Dr. Kalyan Deka	Dr. Pranab Jyoti Narzary	5.1.3-5.1.4 Student Support (Career Guidance and placement)
		Ankur Jyoti Talukdar	5.1.1-5.1.2 Student Support (Scholarship, free ship etc) 5.3 Student Participation and Activities (Sports and cultural events, awards received for outstanding performance, participation of students in various administrative, co-curricular and extracurricular activities)
		Dr. Karishma Shravan	5.2 Student Progression (Number of students progressing to higher education, number of students qualifying for NET, Gate, Government Examinations etc)
		Dr. Ananda Ram Boro	5.4 Alumni Engagement (Contribution of Alumni Association to the institution) 5.1.5 Students' Grievance Redressal (Mechanism for timely Redressal of student grievances including sexual harassment and ragging cases)
Criterion 6	Dr. Jayanta Hazarika	Ms. Pallabi Konwar	6.2 Strategy Development and Deployment (Effective deployment of strategic plan, policies, administrative setup, service rules, E-governance etc)
		Dr. Sanjay kr. Das	6.1 Institutional Vision and Leadership (Vision and Mission statement of the institution, decentralization and participative management of the institution) 6.3 Faculty Empowerment Strategies (Welfare measures for staff, financial support for teachers to attend conference / workshops etc, participation of teachers in FDR, Performance Appraisal System)
		Ms. Pallabi Konwar	6.5 Internal Quality assurance System (Contribution of IQAC for quality assurance strategies and processes, review of teaching learning process and reforms, Quality assurance Initiatives)
		Dr. Rituparna Das	6.4 Financial Management and resource Mobilization (Internal and external financial audits, Funds / Grants received from NGOs individuals: Strategies for mobilization of funds and the optimal utilization of resources)
Criterion 7	Dr. Manoj Sarma	Dr. Rimki Bhattacharjya	7.2 Best Practices (Two Best Practices implemented by the Institution as per NAAC format) 7.3 Institutional Distinctiveness (Performance of the Institution in one area distinctive to its priority)
		Dr. Gitali Barua	7.1.1 Gender Equity (Measures initiated for gender equity & sensitization; facilities for women) 7.1.8 Inclusion and Situatedness (Initiatives to provide tolerance and harmony)



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			towards cultural, regional, communal, socio-economic and other diversities)
		Dr. Biswajita Baruah	7.1.9 – 7.1.11 Human Values and Professional Ethics (Code of conduct for students, teachers, administrators and other staff; Sensitization of students and employees to the constitutional obligations; Celebration of national and international days, events and festivals)
		Ms. Maina Borah	7.12 – 7.1.7 Environmental Consciousness and Sustainability (Alternative Energy, Waste management, Water Conservation, Green Initiatives, Disable-friendly and barrier free environment)
Extended Profile		Dr. Dipanjali Haloi	External and Internal Financial Audit, Administrative Audit, Academic Audit, green Audit.

  
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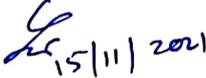
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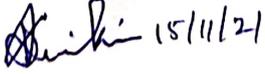
### IQAC Meeting

Date: 15-11-2021, Venue: IQAC Office  
Session 2021-22, Meeting #3

#### **IQAC MEMBERS PRESENT:**

1. Dr. B. C. Das Purkayastha (Advisor)
2. Dr. Jogesh Kakati (Chairman) 
3. Mr. Dipjyoti Barman (Co-ordinator) 
4. Dr. Santanu Roy Chowdhury (Member) 
5. Dr. Manoj Sarma (Member) 
6. Dr. Sanjib Kr. Barman (Member) 
7. Dr. Sanchay Jyoti Bora (Member) 
8. Dr. Kalyan Deka (Member) 
9. Dr. Jayanta Hazarika (Member) 
10. Dr. Gouri Sankar Karmakar (Member)
11. Dr. Bandana Das (Member, Management) 

#### **TEACHERS PRESENT (MEMBERS OF SUB COMMITTEE)**

1. Mr. Ajoy Prasad Saikia 
2. Dr. Ananda Ram Boro
3. Mr. Anup Kr. Das 
4. Dr. Aniruddha Kumar Baro 
5. Dr. Bhaskar Hazarika 
6. Dr. Banashree Phukan 
7. Dr. Biswajita Baruah 



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Date:.....

8. Dr. Barnali Thakuria

*Bhaskari*

9. Dr. Chikhla jun Gogoi

10. Dr. Dipanjali Haloi

*Haloi*

11. Dr. Dulumoni Saharia

- *D*

12. Dr. Gitali Baruah

13. Dr. Jhuma Biswas

14. Dr. Jupita Patar

15. Dr. Mallika Gogoi

*G*

16. Dr. Nizwm Sona Baro

17. Dr. Pranab Jyoti Narzary

*Narzary*

18. Dr. Pranita Das

19. Dr. Rimki Bhattacharjya

*R*

20. Dr. Rituparna Borah

21. Dr. Rituparna Das

22. Dr. Sanjay Ch. Das

*S*

23. Dr. Snehashish Dutta

*S*

24. Dr. Sonpahi Morang

25. Dr. Tonoy Jyoti Dowerah

*T*

26. Mr. Riju Kumar

27. Ms. Maina Borah

28. Ms. Pallabi Konwar

*P*

29. Ms. Rebecca Kramsapi

*Rebecca*



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**Agenda:** Presentation on the suggestions and plane of action by the members of sub committees.

**Resolution:** The meeting held on 15<sup>th</sup> of November, 2021 which was chaired by the Principal of Pandu College, Dr. Jogesh Kakati and hosted by the coordinator of IQAC, Mr. Dipjyoti Barman have the following discussion and adopted the resolution:

Dr. Sanjib Barman, in-charge of the Criterion-1 expressed the ideas the ideas and follow up action on behalf of all the members of teachers in-charge of Quantitative Matrix of his assigned Criterion. He mentioned about introduction of Value-Added Courses and Add-on Course in the potential department of the College and added to follow-up action as well as discussions on Students-Teachers Feedback.

Dr. Chikla jun Gogoi, Dr. Pranita das, Dr. Dulumoni Saharia, Ms. Rebecca Kamsrapi, Dr. Sanjay Kr. Das, Dr. Pallabi konwar informed about their work progress and initial work done.

Dr. Bhaskar Jyoti Hazarika was assigned duty on Extension Activities. He suggested about Olympiad Training in the college for student upliftment. He came with the idea of Arts and Commerce forum like Science Forum where curriculum will be structured by the Forum itself.

Dr. Dipanjali Haloi, teacher in-charge of the Quantitative Matrix-3.4 mentioned about the collaboration with IITs, Municipal corporation and Industries and proper documentation of each MoUs. Training for Civil Service Examination for the students with collaboration with coaching institution can be done.

Dr. Tonoy Jyoti Dowerah has informed about his progression in Library Expenditure Planning. He described about mandatory visit to Library by Students-Teachers for which Library can be made more presentable by attractive graffiti, Popular section on novels, stories etc.

Dr. Rituparna Borah suggested about maintaining desirables Student: Computer Ratio for which college can apply for UGC e-content schemes for IT structure and media centre development of the college.



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Dr. Rimki Bhattacharjya involved with Best Practices Criterion. She added points on Green Campus Initiative, Waste management, vermicomposting, Carbon Neutrality as well as eco-Friendly Green Campus. Students Centric Activities mainly based on Skill development is also added by her in the list.

Dr. Manoj Sarma, in-charge of Criterion-VII expressed his ideas on Rain Water Harvesting, Solar energy, Ornamental Fish and Plant Culture, frequent Health Check-up, e-Club, regular Plantation Program.

Finally, after all the plans and ideas by Member in-charge and Teachers in-charge, the meeting came to end. The Principal of the college, Dr. Jogesh Kakati showed his gratitude to all the members with a vote of thanks. He further added and instructed every member to come up with proper in-action Plan and Mechanism on next meeting which is scheduled on 26<sup>th</sup> of November, 2021. The duty and action plan are asked to present individually.

**Principal  
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### IQAC Meeting

Date: 20-12-2021, Venue: Digital Classroom

Session 2021-22, Meeting #4

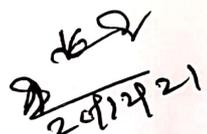
#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairperson)

1. Mr. Dipjyoti Barman (Coordinator) 

2. Dr. Santanu Roy Chowdhury

3. Dr. Manoj Sarma

4. Dr. Sanjib Kr. Barman   
20/12/21

5. Dr. Sanchay Jyoti Bora 

6. Dr. Kalyan Deka 

7. Dr. Jayanta Hazarika 

8. Dr. Gouri Sankar Karmakar

9. Dr. Bandana Das 

#### Agenda:

1. Discussion on Suggestions and plane of action submitted by Sub-Committees.
2. Finalizing date of Students, Teachers and Alumni Feedback.
3. Formation of Students Club.
4. AoB



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## Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: [iqacpandu@gmail.com](mailto:iqacpandu@gmail.com)/[iqac@panducollege.ac.in](mailto:iqac@panducollege.ac.in)

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**Agenda #1:** Discussion on the suggestions for plan of action by different Sub-committees.

**Discussion:** The meeting discussed on the suggestions given by sub-committees one by one Criterion wise and adopted the following resolution.

**Resolution #1a:** The meeting resolved that few certificate / add on courses will be opened in the college for this academic sessions. After discussion on the various courses suggested by the Sub-committees, the meeting resolved to open following certificate / add on courses from this academic session –

- i. Certificate course in GIS & DGPS – Dept. of Geography (Dr. Niranjan Bhattacharjee)
- ii. Travel and Tourism Management – (PG Diploma) Dept. of History
- iii. Early Child care and Education – dept. of Education
- iv. Computerized accounting system and Taxation – Dept. of Commerce, Accountancy
- v. Diploma in Marketing Management and Salesmanship – Dept. of Management.

**Resolution #1b:** The meeting also resolved that for students' Feed Back, action taken support will be given by the Principal of the College.

For this a letter of appreciation will be given to all Teachers who get exceptionally good feedback from students and for others an orientation program will be organized by the Authority to encourage them.

**Resolution #1c:** At least 5 digital class rooms is needed for upgradation of Teaching learning process. The meeting requests the Principal to make necessary arrangement for construction of at least five digital class rooms for the departments. The members present in the meeting also gave emphasis in constructing a Language Laboratory for the literature Departments of the College.



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**Resolution #1d:** The meeting resolved to request Principal to provide department Computers of high configuration to all the academic departments for its departmental works along with Internet Connectivity.

**Agenda # 2:** Alumni and Teachers' feedback.

**Resolution # 2:** The meeting discussed on pending issues of Feedback from Alumni and Teachers and it is resolved that both the feedback will be Completed within February, 2022 without fail.

**Agenda # 3:** Formation of Students Club.

**Resolution #3:** The meeting discussed on the necessity of some students' club so that students can showcase their talents in different fields / extra-curricular activities through these.

The meeting suggests the Co-ordinator to Constitute some clubs and to select Coordinators for these from among the faculty members of the College.

  
Principal  
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### IQAC Meeting

Date: 15-02-2022, Venue: Digital Classroom  
Session 2021-22, Meeting #5

#### MEMBERS PRESENT:

2. Dr. Jogesh Kakati (Chairperson) *[Signature]*
3. Mr. Dipjyoti Barman (Co-ordinator) *[Signature]*
4. Dr. Dipanjali Haloi (Asst. Co-ordinator) *[Signature]*
5. Dr. Santanu Roy Chowdhury
6. Dr. Manoj Sarma
7. Dr. Sanjib Kr. Barman *[Signature]*
8. Dr. Sanchay Jyoti Bora *[Signature]*
9. Dr. Jayanta Hazarika *[Signature]*
10. Dr. Gouri Sankar Karmakar
11. Dr. Kalyan Deka *[Signature]*
12. Dr. Bandana Das (Member, Management) *[Signature]*

#### Agenda:

1. Discussion on AQAR
2. Discussion of village Adoption
3. Discussion on OM dated 11-02-2022
4. Others

**Agenda # 1:** The meeting discussed on the submission of AQAR for the session 2020-21 and adopted the following resolution.

**Resolution # 1:** The meeting resolved that the AQAR for the session will be made ready by 15<sup>th</sup> March, 2022 as the last date of sub-mission has been extended till 31<sup>st</sup> March, 2022 by NAAC.



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**Agenda # 2:** Discussion of village Adoption.

**Discussion:** The meeting discussed on the visit of some members of AQAC to the village Dhantola near Palasbari of Kamrup (R) District, Assam. After thorough discussion. The meeting adopted the following resolution.

**Resolution # 2:** It is resolved that the Dhontola Village, Kamrup (M) will be adopted by the College for Next five years for overall development of the Village. For this Dr. Dipanjali Haloi, Assistant Co-ordinator, IQAC, be given responsibility to discuss with the head of Village (Gauburha) and to finalize the date for signing MoU with them. The meeting also give responsibility to Dr. Haloi to prepare the MoU in both English and Assamese as early as possible.

**Agenda # 3:** Discussion on Govt. Office Memorandum dated 11-02-2022.

**Discussion:** The members present in the meeting discussed on the OM published by Govt. of Assam on 11-02-2022 regarding NAAC Assessment and adopted the following resolution.

**Resolution # 3:** It is resolved that the OM will be strictly followed by the college by satisfying all the Classes mentioned in the OM. The Principal be requested to convey a meeting of IQAC with the faculty members as early as possible to convey about the OM to them.

  
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Website: www.panducollege.org

Ref.....

Date:.....

### IQAC Meeting with teachers

Date: 21-02-2022, Venue: Digital Classroom  
Session 2021-22, Meeting #6

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairman) *Jogesh Kakati*

2. Mr. Dipjyoti Barman (Co-ordinator) *Dipjyoti Barman*

3. Dr. Dipanjali Haloi (Asst. Co-ordinator) *Dipanjali Haloi*

4. Dr. Santanu Roy Chowdhury *Santanu Roy Chowdhury*  
21/2/2022

5. Dr. Manoj Sarma

6. Dr. Sanjib Kr. Barman *Sanjib Kr. Barman*  
21/2/22

7. Dr. Sanchay Jyoti Bora *Sanchay Jyoti Bora*

8. Dr. Kalyan Deka *Kalyan Deka*

9. Dr. Jayanta Hazarika *Jayanta Hazarika*

10. Dr. Bandana Das *Bandana Das*

11. Dr. Gouri Sankar Karmakar

#### Teachers Present:

Sl. No.	Name	Department	Signature
1.	Mrs. Satarupa Devi Acharyya	Assamese	
2.	Dr. Tonoy Jyoti Dowerah	Assamese	<i>Tonoy Jyoti Dowerah</i>
3.	Dr. Sunpahi Morang	Assamese	
4.	Dr. Gita Barman	Assamese	<i>Gita Barman</i>
5.	Pranjal Talukdar	Assamese	<i>Pranjal Talukdar</i>
6.	Dr. Sharbori Roy	Bengali	
7.	Dr. Timir Dey	Bengali	<i>Timir Dey</i>
8.	Dr. Sanjoy Ch. Das	Bengali	<i>Sanjoy Ch. Das</i>



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Date:.....

9.	Dr. Aniruddha Sarma	Bio-Technology	
10.	Kangkana Kataki	Bio-Technology	
11.	Dr. Shally Sultana Choudhury	Bio-Technology	
12.	Pranab Jyoti Narzary	Bodo	
13.	Mr. Mantu Mahanta	Botany	
14.	Dr. (Mrs.) Riju Kakati Sarma	Botany	
15.	Dr.(Mrs.) Dulumoni Saharia	Botany	
16.	Dr. Snehashish Dutta	Botany	
17.	Dr. Pramod Medhi	Botany	
18.	Mrs. Maina Borah	Botany	
19.	Dr. Rimki Bhattachrjya	Chemistry	
20.	Dr. Biswajita Baruah	Chemistry	
21.	Dr. Rituparna Borah	Chemistry	
22.	Gitali Baruah	Chemistry	
23.	Ajay Prasad Saikia	Commerce	
24.	Nirmali Sarmah	Commerce	
25.	Mumpi Das	Commerce	
26.	Sabita Bhagabati	Commerce	
27.	Arpana Chowdhury	Commerce	
28.	Chandana Kashyap	Commerce	
29.	Bhaskar Sinha	Computer Science	
30.	Kananbala Devi	Computer Science	
31.	Dr. Minakshi Bhattacharyya	Economics	
32.	Dr. Binita Tamuli Barman	Economics	
33.	Dr. Angana Barua	Economics	
34.	Dr. Dipanjali Haloi	Economics	
35.	Dr. Chandana Sinha Roy	Education	
36.	Dr. Ruma Medhi	Education	



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Date:.....

37.	Dr. Bhubaneswar Deka	English	
38.	Dr. Mridul Das	English	
39.	Mr. Anup Kumar Das	English	
40.	Mrs. Pallabi Konwar	English	
41.	Dr. Niranjana Bhattacharjee	Geography	
42.	Bhanita Talukdar	Geography	
43.	Rebecca Kramsapi	Geography	
44.	Manoj Pradhan	Geography	
45.	Dr. Sirin Banu	History	
46.	Dr. Navaneeta Baruah	History	
47.	Dr. Nizwm Sona Baro	History	
48.	Dr. Banasree Phukan	History	
49.	Jayeeta Das	HRE	
50.	Dr. Mrinal Ch. Kalita	Mathematics	
51.	Riju Kumar	Mathematics	
52.	Dr. Karishma Shravan	Mathematics	
53.	Dr. Rituparna Das	Mathematics	
54.	Dr. Maitreyee Sharma	Philosophy	
55.	Dr. Mayuri Barman	Philosophy	
56.	Dr. Bandana Das	Physics	
57.	Dr. Bhaskar Jyoti Hazarika	Physics	
58.	Dr. Pranita Das	Physics	
59.	Dr. Jhuma Biswas	Physics	
60.	Dr. Asha Sarma	Political Science	
61.	Mr. Pranjal Patiri	Political Science	
62.	Dr. N. J. Borah	Political Science	
63.	Dr. Aniruddha Kumar Baro	Political Science	
64.	Kamala Devi	Sanskrit	



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65.	Dr. Pranab Jyoti Kalita	Sanskrit	
66.	Manika Devi Barman	Statistics	
67.	Dr. Barnali Thakuria	Statistics	<i>[Signature]</i>
68.	Dr. Chikhla Jun Gogoi	Statistics	
69.	Geetali Das	Zoology	
70.	Dr. Parag Deka	Zoology	<i>[Signature]</i>
71.	Dr. Ananda Ram Boro	Zoology	
72.	Mallika Gogoi	Zoology	<i>[Signature]</i>
73.	Dr. Anjali Bora	Zoology	

### **AGENDA:**

1. Discussion on the OM dated 11-02-2022 from the Govt. regarding NAAC Assessment.
2. Discussion on Conduction and finalization of date of Academic and Administrative Audit.
3. Distribution of Responsibilities to the Co-ordinators of Students' Club.
4. Others.

**Agenda # 1:** Discussion on OM dated 11-02-2022 by Govt of Assam.

**Resolution:** The principal Dr. Jogesh Kakati, the chairman of the meeting elaborated thoroughly all the Clauses given in the office Memorandum. He requested the teachers present in the meeting to go through the OM very carefully and prepare themselves as well as the Department according to the OM. A few teachers gave their suggestions / view how to prepare ourselves for NAAC Assessment in 2024.

**Agenda # 2:** Discussion on Academic & Administrative Audit (AAA)

**Resolution:** The Co-ordinator of IQAC, Dipjyoti Barman, on request of the Principal explained about the AAA and request all the teachers present in the meeting to prepare themselves for the same. The Principal said that the AAA will be done by a Team of experienced NAAC peer team members during the last past of April, 2022.

**Agenda # 3:** distribution of responsibilities to newly formed student clubs.



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**Resolution # 3:** The coordinator of IQAC, Dipjyoti Barman presented the names of Students Club along with its Coordinators in the meeting. He gave the detail as follows:

- |                       |                |                         |  |
|-----------------------|----------------|-------------------------|--|
| 1. Literary Club      | : Co-ordinator | : Dr. Mrinal Ch. Kalita |  |
| 2. Debate & Quiz Club | : Co-ordinator | : Dr. Aniruddha Baro    |   |
| 3. Music Club         | : Co-ordinator | : Dr. Biswajita Baruah  |   |
| 4. Dance & Drama Club | : Co-ordinator | : Dr. Riju Kakati Sarma |   |
| 5. Cricket Club       | : Co-ordinator | : Mr. Anup Kr. Das      |   |
| 6. Foot Ball Club     | : Co-ordinator | : Dr. Pramod Medhi      |  |
| 7. Community Club     | : Co-ordinator | : Mr. Riju Kumar        |   |
| 8. Fine Arts Club     | : Co-ordinator | : Dr. Angana Barua      |  |

  
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### IQAC Meeting

Date: 08-03-2022, Venue: Digital Classroom  
Session 2021-22, Meeting #7

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairperson)
2. Dr. Maitreyee Sharma (Vice-Chairperson) *u.s. 8.3.22*
3. Mr. Dipjyoti Barman (Coordinator) *[Signature]*
4. Dr. Dipanjali Haloi (Asst. Coordinator) *[Signature]*
5. Dr. Manoj Sarma (Member) *[Signature]*
6. Mr. Ajoy Prasad Saikia (Member) *[Signature] 8/3/22*
7. Dr. Sanchay Jyoti Bora (Member) *[Signature]*
8. Dr. Sanjib Kr. Barman (Member) *[Signature] 8/3/22*
9. Dr. Kalyan Deka (Member) *[Signature]*
10. Dr. Jayanta Hazarika (Member) *[Signature]*

#### AGENDA:

1. Welcome of new IQAC Members.
2. Finalizing date of Academic and Administrative Audit. (AAA)
3. Parent Teachers Meet
4. Formation of IIC (Institutional Innovative Council) in the College.
5. AoB.

#### Resolutions:

**Agenda # 1:** Welcome to new IQAC members. The members present in the meeting welcome the newly Constituted Cell by the College Governing Body. The newly included IQAC members from the teachers are



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1. Dr. Maitreyee Sharma, HoD Dept. of Philosophy as Vice-Chairman of IQAC.
2. Sri Ajay Prasad Saikia, HoD Accountancy as the member of IQAC in place of Dr. Shantanu Roy Chowdhury.

### **Agenda 2:** Academic & Administrative Audit.

**Discussion:** The members present in the meeting discussed on the dates and Peer Team members for the for coming AAA and adopted the following resolution.

**Resolution #2:** The meeting resolved that the Academic and Administrative Audit will be Carried out on 28<sup>th</sup> and 29<sup>th</sup> of April, 2022.

The chairman of the Peer Team members will be from outside the State and AAA will be a MOCK NAAC visit in terms of its nature and quality.

The meeting also resolved that an awareness program on AAA will be held on 09-03-2022 (Wednesday) for all teachers and employees of the College.

### **Agenda 3:** Parent Teachers Meet. (PTM)

**Resolution # 3:** The meeting resolved that the PTM for this session will be held departmentally the tentative date for PTM will be finalized during the last week of March, 2022 by dr. Shantanu Roy Chowdhury, Secretary Parent Teachers Association, Pandu college with the Principal.

### **Agenda 4:** Establishment of IIC (Institution Innovation Council)

**Resolution # 4:** The members present in the meeting welcomes the initiatives taken up by the Co-ordinator, IQAC for establishing the Institution Innovation Council (IIC) in the College.

The meeting also welcomes the President of the council Dr. Shantanu Roy Choudhury nominated by the Principal and expresses their good will for activities to be under taken by the Council for benefit of the students.

### **AoB:**

1. The meeting resolved that the Principal will be requested for renovation of the IQAC office so that IQAC works can be carried out smoothly category wise.



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2. The meeting also resolved that the meeting with the Sub-committees will be held on 10, 11 and 12<sup>th</sup> of March, 2022 to know the progress of their works allotted to them matrix wise.
3. The meeting also resolved that The Placement Cell of the college will be renamed as "Carrier Guidance and Placement Cell".

  
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Date:.....

### IQAC Meeting with Teaching & non-teaching staff

Date: 09-03-2022, Venue: Digital Classroom

Session 2021-22, Meeting #8

Teachers Present:

Sl. No.	Name	Department	Signature
1.	Mrs. Satarupa Devi Acharyya	Assamese	
2.	Dr. Tonoy Jyoti Dowerah	Assamese	
3.	Dr. Sunpahi Morang	Assamese	
4.	Dr. Gita Barman	Assamese	
5.	Pranjal Talukdar	Assamese	
6.	Dr. Sharbori Roy	Bengali	
7.	Dr. Timir Dey	Bengali	
8.	Dr. Sanjay Ch. Das	Bengali	
9.	Dr. Aniruddha Sarma	Bio-Technology	
10.	Kangkana Kataki	Bio-Technology	
11.	Dr. Shally Sultana Choudhury	Bio-Technology	
12.	Pranab Jyoti Narzary	Bodo	
13.	Mr. Mantu Mahanta	Botany	
14.	Dr. (Mrs.) Riju Kakati Sarma	Botany	
15.	Dr.(Mrs.) Dulumoni Saharia	Botany	
16.	Dr. Snehashish Dutta	Botany	
17.	Dr. Pramod Medhi	Botany	
18.	Mrs. Maina Borah	Botany	
19.	Dr. Rimki Bhattachrjya	Chemistry	
20.	Dr. Biswajita Baruah	Chemistry	
21.	Dr. Rituparna Borah	Chemistry	
22.	Gitali Baruah	Chemistry	
23.	Ajay Prasad Saikia	Commerce	



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24.	Nirmali Sarmah	Commerce	
25.	Mumpi Das	Commerce	
26.	Sabita Bhagabati	Commerce	
27.	Arpana Chowdhury	Commerce	
28.	Chandana Kashyap	Commerce	
29.	Bhaskar Sinha	Computer Science	
30.	Kananbala Devi	Computer Science	
31.	Dr. Minakshi Bhattacharyya	Economics	
32.	Dr. Binita Tamuli Barman	Economics	
33.	Dr. Angana Barua	Economics	
34.	Dr. Dipanjali Haloi	Economics	
35.	Dr. Chandana Sinha Roy	Education	
36.	Dr. Ruma Medhi	Education	
37.	Dr. Bhubaneswar Deka	English	
38.	Dr. Mridul Das	English	
39.	Mr. Anup Kumar Das	English	
40.	Mrs. Pallabi Konwar	English	
41.	Dr. Niranjan Bhattacharjee	Geography	
42.	Bhanita Talukdar	Geography	
43.	Rebecca Kramsapi	Geography	
44.	Manoj Pradhan	Geography	
45.	Dr. Sirin Banu	History	
46.	Dr. Navaneeta Baruah	History	
47.	Dr. Nizwm Sona Baro	History	
48.	Dr. Banasree Phukan	History	
49.	Jayeeta Das	HRE	
50.	Dr. Mrinal Ch. Kalita	Mathematics	
51.	Riju Kumar	Mathematics	



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52.	Dr. Karishma Shravan	Mathematics	
53.	Dr. Rituparna Das	Mathematics	
54.	Dr. Maitreyee Sharma	Philosophy	<i>U. S.</i>
55.	Dr. Mayuri Barman	Philosophy	<i>Mayuri Barman</i>
56.	Dr. Bandana Das	Physics	<i>Bandana</i>
57.	Dr. Bhaskar Jyoti Hazarika	Physics	<i>Bhaskar</i>
58.	Dr. Pranita Das	Physics	
59.	Dr. Jhuma Biswas	Physics	
60.	Dr. Asha Sarma	Political Science	
61.	Mr. Pranjal Patiri	Political Science	<i>Pranjal</i>
62.	Dr. N. J. Borah	Political Science	
63.	Dr. Aniruddha Kumar Baro	Political Science	<i>Aniruddha</i>
64.	Kamala Devi	Sanskrit	
65.	Dr. Pranab Jyoti Kalita	Sanskrit	
66.	Manika Devi Barman	Statistics	
67.	Dr. Barnali Thakuria	Statistics	<i>Barnali</i>
68.	Dr. Chikhla Jun Gogoi	Statistics	
69.	Geetali Das	Zoology	
70.	Dr. Parag Deka	Zoology	<i>Parag</i>
71.	Dr. Ananda Ram Boro	Zoology	<i>Ananda</i>
72.	Mallika Gogoi	Zoology	<i>Mallika</i>
73.	Dr. Anjali Bora	Zoology	

### NON-TEACHING STAFF MEMBERS PRESENT:

Sl. No.	Name	Designation	Signature
1	Sri Dwijen Barman	Head Assistant	<i>Dwijen Barman</i>
2	Sri Dwipendra Sarma	Junior Assistant	<i>Dwipendra</i>
3	Sri Bhabendra Kr. Nath	Junior Assistant	<i>Bhabendra</i>
4	Sri Monoj Kumar Nath	Junior Assistant	<i>Monoj</i>



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Date:.....

5	Sri Monotpal Deka	Junior Assistant	<i>H. Deka</i>
6	Sri Arup Barman	Junior Assistant	
7	Sri Debanjan Bhatta	Junior Assistant	
8	Sri Bikram Bhagwati	Junior Assistant	
9	Sri Manjit Nath	Laboratory Assistant	<i>DN</i>
10	Sri Bhupal Ch. Dey	Office Peon	
11	Sri Tarun Sarma	Office Peon	
12	Sri Atul Kalita	Office Peon	
13	Sri Kharegeswar Patowary	Office Peon	
14	Sri Rajib Thakuria	Office Peon	
15	Sri Trailokya Sarma	Laboratory Bearer	
16	Sri Sukleswar Saloi	Laboratory Bearer	
17	Sri Kushal Kalita	Laboratory Bearer	
18	Sri Tilak Deka	Laboratory Bearer	
19	Sri Bishnudeo Paswan	Laboratory Bearer	<i>B. Paswan</i>
20	Sri Bubul Moni Kalita	Laboratory Bearer	
21	Sri Redo Rabha	Laboratory Bearer	
22	Sri Paresh Chandra Rabha	Laboratory Bearer	
23	Sri Bhaskar Das	Laboratory Bearer	
24	Sri Dilip Sarma	Laboratory Bearer	<i>D. Sarma</i>
25	Sri Phanindra Kumar	Laboratory Bearer	
26	Sri Pradip Kalita	Laboratory Bearer	
27	Sri Partha Pratim Sarma	Assistant Librarian	
28	Sri Premananda Das	Library Bearer	<i>P. Das</i>
29	Sri Bedarshi Das Purkayastha	Library Bearer	

### AGENDA:

1. Academic and Administrative Audit
2. Discussion on Assignment allotted to Teachers Criterion wise.
3. Institutional Innovation Council (IIC)
4. AoB



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## **Internal Quality Assurance Cell (IQAC)**

PANDU, GUWAHATI-781012

E-mail: [iqacpandu@gmail.com](mailto:iqacpandu@gmail.com)/[iqac@panducollege.ac.in](mailto:iqac@panducollege.ac.in)

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### **Resolutions and Discussions:**

1. The chairman of the meeting, The principal Dr. Jogesh kakati collaborated before the faculty members about the forthcoming External Academic and Administrative Audit (AAA) to be held on 27<sup>th</sup> and 28<sup>th</sup> May, 2022. The Principal said that this visit will be at per the format of NAAC visit. Therefore, all should get prepared for the same very seriously.
2. The members present in the meeting also discussed on the activities and progress of various cells / committees which are assigned to the faculty members. On request of the principal, the chairperson of the meeting, the member of different sub-committees that were formed under various Criteria, expressed their opinion and states of their works assigned to them. The Principal requested all the members present to work hard and effectively in order to face the next NAAC visit in 2024.
3. The President of Institute Innovation Council (ICC) Dr. Shantanu Roy Chowdhury said about the plane of action of the Council in coming academic session. He said that some resource persons have been already constructed and some of the them have given consent for taking various session of the Council as per Academic Calendar of the Ministry of Innovation Cell.  
The meeting ended with the vote of thanks by the Co-ordinator.



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### IQAC Sub-Committee Meeting (Criteria 2)

Date: 10-03-2022, Venue: Digital Classroom

Session 2021-22, Meeting #9

#### Members Present:

1. Dr. Maitreyee Sharma (Vice-Chairperson) *M.S. 10.3.22*
2. Dipjyoti Barman (Coordinator) *DJB*
3. Dr. Dipanjali Haloi (Asst. Coordinator) *DH*
4. Dr. Ruma Medhi (Advisor, Criteria 2)
5. Dr. Binita Tamuli Barman (Advisor, Criteria 2)
6. Ajoy Prasad Saikia (Member, IQAC) *Asikia*
7. Dr. Chikhla Jun Gogoi (Member)
8. Dr. Banashree Phukan (Member)
9. Dr. Nizwm Sona Baro (Member) *NB 10.03.22*
10. Dr. Jhuma Biswas (Member) *Biswas*

**Agenda:** Formulation of plane of action for Criterion 2 matrix wise.

**Resolution:** After thorough discussion with the members present in the meeting the following resolution are adopted –

1. Grievance redress mechanism should be systematic. There will be a readymade format. Dr. Nizwm Sona Baro be given responsibility to prepare the format.
2. Departments will keep record of all the Grievance all intimal and external the external grievance record will be kept by Sri Arup Barman.
3. Dr. Ruma Medhi be given responsible to formulate and idea / mechanism to segregate the advanced and slow learners.
4. Every department will prepare DO and CO as per GU Syllabus.
5. Students Satisfaction Survey will be done in May, 2022 for the session 2021-22.



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6. 75% class attendance should be made mandatory for all examination. The principal be requested to take necessary steps for this.
7. The Club activities to be made fruitful and effective Each Club will be requested to Submit Annual Plan for the session 2022-23.

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Guwahati-12**



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### IQAC Sub-Committee Meeting (Criteria 1)

Date: 10-03-2022, Venue: Conference Hall

Session 2021-22, Meeting #10

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairperson) *Jogesh Kakati*
2. Dr. Maitreyee Sharma (Vice-chairperson) *M.S. 10.3.22*
3. Dr. Chandana Sinha Roy (Advisor, Criteria 1) *Chandana Sinha Roy*
4. Dr. Asha Sarma (Advisor, Criteria 1)
5. Dipjyoti Barman (Coordinator) *Dipjyoti Barman*
6. Dr. Dipanjali Haloi (Asst. Coordinator) *Dipanjali Haloi*
7. Dr. Sanjib Kr. Barman (Member, IQAC) *Sanjib Kr. Barman*
8. Dr. Niranjana Bhattacharjee (Member, ) *Niranjana Bhattacharjee*
9. Dr. Aniruddha Kr. Baro (Member) *Aniruddha Kr. Baro*

**Agenda:** Formulation of plane of action for Criterion 1 matrix wise.

**Resolution:** The meeting after though discussion with the members Present the following resolutions were adopted –

1. Cross cutting issue to be reviewed again and Mr. Anup Kr. Das be given responsibilities for this.
2. The Feedback analysis will be done by Dr. Barnali Thakuria, Dept of Statistics and will be submitted within this month.
3. An uniform teaching plane will be made for all teachers and Dr. Chandana Sinha Roy be given responsibility for this.
4. The method of continuous Internal Evaluation will be incorporated in the Academic calendar and analysis will be done by the individual depts.
5. Add-on / Certificate programs will be started form this session.



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### IQAC Sub-Committee Meeting (Criteria 3)

Date: 11-03-2022, Venue: Digital Classroom

Session 2021-22, Meeting #11

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairperson)
2. Dr. Maitreyee Sharma (Vice-Chairperson) *u.l. 11.3.22*
3. Dipjyoti Barman (Coordinator) *DJB*
4. Dr. Dipanjali Haloi (Asst. Coordinator) *Ahaloi*
5. Dr. Sanchay Jyoti Bora (Member, IQAC) *SJB*
6. Dr. Angana Barua (Advisor, Criteria 3) *Angana*
7. Dr. Riju Kakati Sarma (Advisor, Criteria 3) *RK*
8. Dr. B. J. Hazarika (Member, Criteria 3)
9. Dr. Pranita Das (Member, Criteria 3) *Das*
10. Dr. Snehashish Dutta (Member, Criteria 3) *S.Dutta*

**AGENDA:** Formulation of plane of action for Criterion 3 matrix wise.

**Resolution:** After thorough discussion the meeting adopted the following resolutions –

1. All departments will be requested to convert the departmental magazines to E-magazines.
2. IQAC Bulletin will be published. 1<sup>st</sup> Issue will be publishes within May, 22.
3. A Book will be published by IQAC. The editorial board will be formed within March/April.
4. The Research papers will be archived in both soft and hard copy format. Dr. Pranita Das, Dr. Bhaskar Hazarika and Dr. Angana Barua be given responsibility for this.



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5. Faculty members will be rewarded financially as encouragement for publication of research papers in UGC Care Scopus w.e.f. March, 2022.
6. Front page of the research papers will be displayed in the display board and soft copies will be displayed in the website.
7. ICC will look after resource mobilization for research.
8. Research Projects will be done by individual / Department. The college decided to give financial support to selected research papers.
9. No. of outreach program will be increased.
10. To make more linkage programs.
11. Marketing of products from the Dhontola Gaon.
12. Pre-examination training Centre for Competitive examinations MoU will be signed with some training institutes.
13. No. of collaborations with other institutional for faculty and students exchange will be enhanced.
14. Students Orientation Program on Internship will be done by Research Council in May, 2022.
15. Regarding Innovative Ecosystem duty entrusted to Dr. Pramod Medhi.

  
**Principal**  
**PANDU COLLEGE**  
**Guwahati-12**



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E-mail: [iqacpandu@gmail.com](mailto:iqacpandu@gmail.com)/[iqac@panducollege.ac.in](mailto:iqac@panducollege.ac.in)

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Date:.....

**IQAC Sub-Committee Meeting (Criteria 4)**

Date: 11-03-2022, (Time: 12:30 pm)  
Session 2021-22, Meeting #12

**Members Present:**

1. Dr. Jogesh Kakati (Chairperson)
2. Dr. Maitreyee Sharma (Vice-Chairperson) *u.s. 11.3.22*
3. Dipjyoti Barman (Coordinator) *DJB*
4. Dr. Dipanjali Haloi (Asst. Coordinator) *Anchor*
5. Dr. G. S. Karmakar (Member, IQAC)
6. Mantu Mahanta (Advisor, Criteria 4) *Mantu*
7. Dr. Tonoy Jyoti Dowerah (Member, Criteria 4)
8. Dr. Mallika Gogoi (Member, Criteria 4) *Mallika*
9. Dr. Rituparna Borah (Member, Criteria 4)

**AGENDA:** Formulation of plane of action for Criterion 4 metrics wise.

**Resolutions:** The meeting took the following resolutions –

1. To install a digital Display Board.
2. Stock Register will be verified by Sri Atul Kalita, Kushal Kalita and Bhaskar Das.
3. Inventory Management System will be updated.
4. Five more smart class room be constructed. Principal be requested to take urgent action for this.
5. A room for E-Content Development with full facilities will be established.
6. Library Reading Room should be upgraded Principal be requested to take steps for this.
7. Canteen, Fast Aid / Health center to be upgraded.



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Ref.....

Date:.....

### IQAC Sub-Committee Meeting (Criteria 5)

Date: 12-03-2022, (Time: 10:30 am)

Session 2021-22, Meeting #13

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairman)
2. Dr. Maitreyee Sharma (Vice-Chairperson) *U.S.S 12.3.22*
3. Dipjyoti Barman (Co-ordinator) *D 12/3*
4. Dr. Dipanjali Haloi (Asst. Co-ordinator) *AA Haloi*
5. Dr. Timir Dey (Advisor, Criteria 5)
6. Dr. Mrinal Ch. Kalita (Advisor, Criteria 5)
7. Dr. Kalyan Deka (IQAC Member) *KD*
8. Dr. Pranabjyoti Narzary (Member, Criteria 5) *PN*
9. Dr. Ananda Ram Boro (Member, Criteria 5)
10. Dr. Aniruddha Kr. Baro (Member, Criteria 5) *AB 12/3/22*
11. Ms. Rebecca Kansrapi (Member, Criteria 5)
12. Sri Ankur Jyoti Talukdar (Member, Criteria 5) *AT*

**AGENDA:** Formulation of plane of action in detail metrics wise.

**Resolutions:** After thorough discussion the meeting took the following resolution out:

1. Football Club should be renamed as Sports Club.
2. Students should invite to join the clubs through portal.
3. There should be at least one event of each club in one month.
4. Involvement of students in different. Curricular activities should be documented and recorded.



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5. One corner of the library should be arranged for competitive examinations like Banking, SSC, NET, SLET, etc.
6. Coaching for SSC, Railway will be initiated.
7. Information and Career guidance should be recorded. It should be given in the website.
8. Students' Grievance Notice Board awareness programs with monitors will be organized.
9. Soft skill, self-defense programs to be organized.
10. Senior students will be advised to class of juniors.

  
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### IQAC Sub-Committee Meeting (Criteria 7)

Date: 12-03-2022, (Time: 12:30 pm)

Session 2021-22, Meeting #14

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairman)
2. Dr. Maitreyee Sharma (Vice-Chairperson)
3. Dipjyoti Barman (Co-ordinator) 
4. Dr. Dipanjali Haloi (Asst. Co-ordinator) 
5. Manika Devi Barman (Advisor, Criteria 7)
6. Dr. Mridul Das (Advisor, Criteria 7) 
7. Dr. Manoj Sarma (IQAC Member)
8. Dr. Geetali Barua (Member, Criteria 7)
9. Dr. Biswajita Barua (Member, Criteria 7) 
10. Dr. Dulumani Saharia (Member, Criteria 7)
11. Dr. Maina Borah (Member, Criteria 7) 

#### AGENDA:

Formulation of plane of action for Criterion 7 metrics wise.

#### Resolution:

1. The Best Practice of the College decided as
  - i. Green Initiatives / Practices
  - ii. Digitalization
2. Dulumoni Saharia & Maina Borah be given responsibility for awareness program for a Plastic Free Campus.



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3. Cloth Bag will be stitched by the Tailoring Centre.
4. Green Audit & Energy Audit will be done within this year.
5. Medicinal Plant Garden be renovated. Botany Department be given responsible for this.
6. More Aqua guard be installed in different places of the College.
7. Day Care Centre will be renovated
8. More Gender Sensitization Program will be organized.
9. Roof Top Solar panel / Rain water harvesting will be done soon.



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### IQAC Sub-Committee Meeting

Date: 14-03-2022, Time: 1:30 pm

Venue: IQAC Office

Session 2021-22, Meeting #15

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairman/Principal)
2. Dr. Chandana Sinha Roy (Vice Principal) *Chandana Sinha Roy 14.3.22*
3. Dr. Maitreyee Sharma (Vice-Chairperson) *M.S. 14.3.22*
4. Mr. Dipjyoti Barman (Coordinator) *Dipjyoti Barman 14/3*
5. Dr. Dipanjali Haloi (Asst. Coordinator) *Dipanjali Haloi 14.3.22*
6. Dr. Manoj Sarma (Member)
7. Mr. Ajoy Prasad Saikia (Member) *Ajoy Prasad Saikia 14/3/22*
8. Dr. Sanchay Jyoti Bora (Member) *Sanchay Jyoti Bora*
9. Dr. Sanjib Kr. Barman (Member) *Sanjib Kr. Barman 14/3/22*
10. Dr. Kalyan Deka (Member) *Kalyan Deka*
11. Dr. Jayanta Hazarika (Member) *Jayanta Hazarika*
12. Dr. Gauri Sankar Karmakar (Member)

#### AGENDA:

1. Discussion of visit to USTM
2. Discussion of Teaching Plane
3. AoB

**Resolutions # 1 :** The meeting discussed on the forth coming visit to University of Science and Technology (USTM), Meghalaya by the IQAC members of the College. The meeting resolved that all the IQAC Core member will visit the USTM for a collaborative exchange program on 15<sup>th</sup> March, 2022.



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The Co-ordinator be requested to contact the representatives of USTM for making the detail programme schedule.

**Resolution # 2 :** The members present in the meeting discussed on the preparation of teaching plane for the session 2021-22 for smooth and effective conduct of all academic programs. The meeting resolved that the Department of Education be given responsibility of preparing an effective Teaching Plan format. It is also resolved that Dr. C. S. Roy, Head of the department of Education will give a brief presentation before the faculty members within March, 2022 for preparing the same.

**Resolution # 3 :** The members present in the meeting requested the Principal to Complete the works that have been already undertaken. So that students can get benefit of these.

  
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### IQAC Sub-Committee Meeting (Criteria 6)

Date: 16-03-2022, Time: 11:30 am

Venue: IQAC Office

Session 2021-22, Meeting #16

#### MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairperson/Principal)
2. Dr. Maitreyee Sharma (Vice-Chairperson) *u.s.s*  
*16.3.22*
3. Sri Dipjyoti Barman (Coordinator) *SDB*  
*16/3*
4. Dr. Dipanjali Haloi (Asst. Coordinator) *Dr. Haloi*  
*16/03/2022*
5. Dr. Bhubaneswar Deka (Advisor, Criteria 6)
6. Dr. Navaneeta Barua (Advisor, Criteria 6)
7. Dr. Jayanta Hazarika (Member, IQAC) *JH*
8. Dr. Rituparna Das (Member, Criteria 6) *RD*
9. Dr. Sanjoy Ch. Das (Member, Criteria 6) *SCD*
10. Dr. Darsana Changkakati (Member, Criteria 6)
11. Pallabi Konwar (Member, Criteria 6) *PK*

**AGENDA:** Discussion on detail plane of action for Criterion 6 metrics wise.

#### **Resolution:**

1. Accounting Software should be made fully functional.
2. Inventory management System should be updated and activated.
3. MoU for plagiarism check with Gauhati University.
4. Training for teaching and non-teaching staff will be organized.
5. Workshop on proper documentation and Accounting Software will be organized for non-teaching staff.
6. Workshop for documentation, decentralization and participatory management will be organized.



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### IQAC Meeting with Coordinators of Cells & Clubs

Date: 23-03-2022, Time: 1:30 pm

Venue: IQAC Office

Session 2021-22, Meeting #17

#### MEMBERS PRESENT:

1. Dr. Maitreyee Sharma *M.S. 23.3.22*
2. Dipjyoti Barman *D.B. 23/3/22*
3. Riju Kumar *R.K. 23/3/22*
4. Anup Kr. Das *A.K.D. 23.03.22*
5. Dr. Aniruddha Kumar Baro *A.K.B. 23/3/22*
6. Pranjal Talukdar
7. Dr. Aniruddha Sarma
8. Dr. Binita Tamuli Barman
9. Dr. Mayuri Barman
10. Dr. Biswajita Baruah *B.B. 23/3/22*
11. Dr. Riju kakati Sarma *R.K.S. 23/3/22*
12. Dr. Dulumoni Saharia
13. Dr. Barnali Thakuria
14. Pallabi Konwar *P.K. 23/3/22*

#### Agenda:

Work plane from the Coordinators of different sub-committees, Cells, Students Clubs.

**Discussion:** The coordinators and members of various sub-committee, Cells students Clubs present give a detail of their works / events already organized and plane of action for the coming days.



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E-mail: [iqacpandu@gmail.com](mailto:iqacpandu@gmail.com)/[iqac@panducollege.ac.in](mailto:iqac@panducollege.ac.in)

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After a thorough discussion the meeting adopted the following resolution.

**Resolution # 1:** It is resolved that a detail plane of action will be structured by the various Cells, Committees, Students' club for the coming year. The events etc. to be undertaken by will be reflected in the IQAC Calendar after the approval from the Principal.

**Resolution # 2:** For all events organized by these Cells / Clubs, a report will be prepared which will consist of the following:

- i. Notice
- ii. Banner / Leaflet
- iii. Students Attendance with Signature
- iv. Photos with Geo-tagging
- v. Brief description of the event signed by both the Co-ordinator and the Principal.

**Resolution # 3:** It is resolved that Collaborative works / events will be given preference in which other institution / organization may also be involved.

  
Principal  
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### Extended IQAC Meeting

Date: 04-04-2022

Session: 2021-22, Meeting #18

#### Members Present:

1. Dr. Jogesh Kakati, *Principal & Chairperson* 
2. Dr. Maitreyee Sarma, *Vice-Chairperson* 
3. Mr. Dipjyoti Barman, *Co-ordinator* 
4. Dr. Dipanjali Haloi, *Asst. Co-ordinator* 
5. Dr. Manoj Sarma, *Teacher Member* 
6. Mr. Ajay Prasad Saikia, *Teacher Member* 
7. Dr. Kalyan Deka, *Teacher Member* 
8. Dr. Sanjib Kr. Barman *Teacher Member* 
9. Dr. Sanchay Jyoti Bora, *Teacher Member* 
10. Dr. Jayanta Hazarika, *Teacher Member*
11. Dr. Gauri Sankar Karmakar, *Librarian* 
12. Prof. Rudra Kanta Deka *Member, GB, Pandu College*
13. Dr. Gauri Sankar Karmakar, *Senior Administrative Officer*
14. Dr. Nilmoan Ray, *Member (Local Society)*
15. Sri Ankur Jyoti Thakuria, *Member (Student)* 
16. Ms. Priti Bania, *Member (Student)*
17. Mr. Ajay Chakraborty, *Member (Alumni)* 
18. Mr. Subhash Gupta, *Proprietor, Just Impex Original Plastic*
19. Smt. Renu Pathak, *Parent*

#### AGENDA:

1. Discussion on the Feedback received from various stakeholders during the session 2020-21
2. Discussion regarding Annual Academic Calendar
3. Discussion on Students' Satisfaction Survey
4. AOB





Ref.....

Date:.....

**RESOLUTION 1:**

**Resolution of Students' Feedback on Curriculum and Infrastructure:**

IQAC called on a meeting to discuss the feedback received from Students on Curriculum and Infrastructure for the session 2021-22 and other related issues and the following resolutions are adopted and forwarded to the appropriate authority for implementation:

1. To request the teachers to plan their course transaction so that the syllabus may be finished on time.
2. To start more Add-on courses by all the departments
3. To increase the number of reference books in the library.
4. Teacher should use audio-visual aids in class.

**Resolution of Students' Feedback on Teachers**

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

1. A copy of the feedback to be given to all the teachers and to request to improve the weak points.
2. All are requested to start new courses to consolidate the shortcomings of the curriculum.
3. To enhance the infrastructure facility of the college for better transaction of teaching learning process.

**Resolution of Parents Feedback**

IQAC conducted a meeting to discuss parents' feedback received during the session 2021-22 and following issues are found that need to be addressed and take action:

1. More teachers should be recruited in some departments.
2. Campus should be clean and barrier free.
3. There should be sufficient pure drinking water facility.

**Resolution of Alumni Feedback**

Based on the feedback reports of Alumni the following points were recommended for necessary action and implementation:

1. More PG Courses should be introduced.
2. Additional guest teachers should be appointed in some departments.
3. There should be clean and hygienic washroom for both boys and girls

**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. Department should be provided computers and printers.
2. To organise training programme, seminar, workshops etc.



Office of the Co-ordinator

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PANDU, GUWAHATI-781012

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3. Canteen facility is enhanced by doing lot of renovation works by the canteen committee.

### **RESOLUTION 2:**

The meeting resolved that the Annual Academic Calendar for the session will be prepared by Dr. Sanchay Jyoti Bora, Co-ordinator, Academic Council. It is also resolved that the Continuous Evaluation Schedule should be reflected in the calendar.

### **RESOLUTION 3:**

It is also resolved that the Students' Satisfaction Survey for this session will be completed within May. The MTAs are given responsibility for preparing the Google Form for collecting Email IDs from the students.

  
Principal  
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### IQAC Meeting with HoDs

Date: 20-05-2022, Time: 2.30 pm

Venue: Conference Hall

Session 2021-22, Meeting #19

#### **MEMBERS PRESENT:**

1. Dr. Jogesh Kakati (Chairman/Principal)
2. Dr. Chandana Sinha Roy (Vice Principal) *Chandana Sinha Roy 20.5.22*
3. Dr. Maitreyee Sharma (Vice-Chairperson) *M. Sharma 20.5.22*
4. Mr. Dipjyoti Barman (Coordinator) *Dipjyoti Barman 20/5*
5. Dr. Dipanjali Haloi (Asst. Coordinator) *Dipanjali Haloi*
6. Dr. Manoj Sarma (Member) *Manoj Sarma*
7. Mr. Ajoy Prasad Saikia (Member) *Ajoy Prasad Saikia 20/5/22*
8. Dr. Sanchay Jyoti Bora (Member) *Sanchay Jyoti Bora*
9. Dr. Sanjib Kr. Barman (Member) *Sanjib Kr. Barman 20/5/22*
10. Dr. Kalyan Deka (Member) *Kalyan Deka*
11. Dr. Jayanta Hazarika (Member) *Jayanta Hazarika*
12. Dr. Gauri Sankar Karmakar (Member)

#### **HODs Present:**

Sl. No.	Name	Department	Signature
1.	Ms. Satarupa Devi Acharyya	Assamese	
2.	Dr. Santanu Roy Choudhury	Bengali	<i>Santanu Roy Choudhury 20/5/2022</i>
3.	Dr. Aniruddha Sarma	Biotechnology	
4.	Dr. Pranab Narzary	Bodo	<i>Pranab Narzary</i>
5.	Sri Mantu Mahanta	Botany	<i>Sri Mantu Mahanta</i>
6.	Dr. Sanchay Jyoti Bora	Chemistry	



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7.	Sri Ajoy Prasad Saikia	Commerce	
8.	Dr. Asha Sama	Coordinator, HRE	
9.	Bhaskar Singha	C. Sc.	
10.	Dr. Angana Barua	Economics	
11.	Dr. Ruma Medhi	Education	
12.	Dr. Mridul Das	English	
13.	Dr. Niranjana Bhattacharjee	Geography	
14.	Ms. Jupita Pator	Hindi	
15.	Dr, Sirin Banu	History	
16.	Sri Dipjyoti Barman	Mathematics	
17.	Dr. Maitreyee Sharma	Philosophy	
18.	Dr. Bandana Das	Physics	
19.	Dr. Navajyoti Bora	P. Sc.	
20.	Ms. Kamala Das	Sanskrit	
21.	Ms. Manika Devi Barman	Statistics	
22.	Ms. Gitali Das	Zoology	

### **Agenda:**

Discussion on the opinion / suggestions given by the departments on NAAC Report of Cycle 2 and Cycle 3.

**Resolution:** The Principal, Dr. Jogesh Kakati started the meeting elaborating on the forthcoming Academic and Administrative Audit and requested the HODs present about their preparation on the same. He also requested the HODs present about their preparation on the same. He also requested them to give a brief outline of the plane of action for next two years to be undertaken to face the Next NAAC Assessment.

The HoD's of all departments present elaborated their views and opinions along with the plane of action one by one.



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1. **Bodo Department**: Dr. Pranab Jyoti Narzary, HOD Bodo said that a discussion with G.U. is going on for signing MoU for using the G.U. Field for sports activities of our college.
2. **Chemistry Department** : The HoD of Chemistry Department said that his department is preparing project for waste management and a discussion is under process for signing MoU with and NGO for the waste management of the college.
3. **Mathematics Department**: The HOD of Mathematics Dr. Mrinal Ch. Kalita said that financial grant should be given to improve the Departmental Libraries of the college as there is no book for students of new CBCS syllabus. He also said that the Mathematics Department is planning to open a training program for students of the Department for preparation of Entrance Examination like JAM, PG entrance etc. he also said about opening foundation course in Mathematics in nearby schools.
4. **Education Department**: The HoD said that her department is constantly trying for the improvement of students. The Alumni of the departments are taking classes and the Students Support Cell of the department is continuously giving training for various examination as well as counselling.
5. **Geography Department**: The HoD of the department said that his department is going to sign MoU with Assam university, Silchar and Pragjyotish College for Academic Collaboration.
6. **Botany Department**: The HoD, Dr. Riju Kakati Sarma elaborated about her planning as follows –
  - a) Opening a Certificate Course in Horticulture in Collaboration with Daffodil College.
  - b) Mushroom Collaboration
  - c) Seed Library
  - d) The Club activities
7. **English Department**: The HoD of the departments said that a language Lab is of urgent need and requests the Principal for establishing it as early as possible.



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After listening from all the HODs present in the meeting, the following resolutions were adopted.

**Resolution #1:** Drinking water facilities will be provided in each floor / block of the college.

**Resolution #2:** An MoU with G.U. Authority will be signed for using their playground.

**Resolution #3:** A Pre-Examination Training Centre for SSC, NET / SLET, TET etc. will be established in the college very soon.

  
**Principal**  
**PANDU COLLEGE**  
**Guwahati-12**



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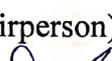
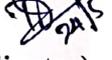
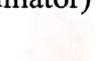
### IQAC Meeting with non-teaching Staff

Date: 24-05-2022, Time: 2.30 pm

Venue: Conference Hall

Session 2021-22, Meeting #20

#### Members Present:

1. Dr. Jogesh Kakati (Chairperson) 
2. Dr. Maitreyee Sharma (Vice-Chairperson) 
3. Dipjyoti Barman (Co-ordinator) 
4. Dr. Dipanjali Haloi (Asst. Co-ordinator) 

*u.s.*  
*24.5.22*  
*AAales'*  
*24/05/2022*

#### Staff Members Present:

1. Dwijen Barman 
2. Bhabendra Kumar Nath 
3. Dwipendra Sarma 
4. Bikram Bhagaboti 
5. Bedarshi Das Purkayastha 
6. Monotpal Deka 
7. Gita Rani Devi 
8. Kushal Kalita 
9. Dilip Sarma 
10. Arup Barman 
11. Bishnudeo Paswan 
12. Tutu Moni Devi
13. Rubul Das 
14. Tarun Chandra Sarma 

**AGENDA:** Discussion and Awareness session about the forthcoming Academic and Administrative Audit.



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**Discussion:** The Principal cum chairperson of IQAC dr. Jogesh Kakati elaborated about the Academic and Administrative Audit (AAA) to be held on 27<sup>th</sup> and 28<sup>th</sup> May, 2022. He asked the office staff of the college to get prepared for the AAA as this is an important part of the forthcoming NAAC visit to be held on 2024.

In a delivered speech given by him, Dr. Kakati requested all the staff to do their duties property. He also, said that as per New Education Policy (NEP), everyone will face challenge unless we can get a good grade in our next accreditation. Sri Dilip Sarma an employee of the College said that the behavior of all the non-teaching staff towards students should be very cordial and polite.

At last, Dr. Maitreyee Sharma, the vice-chairperson of IQAC also gave a brief idea about the AAA and its necessity for the betterment of the college.

  
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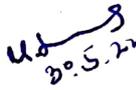
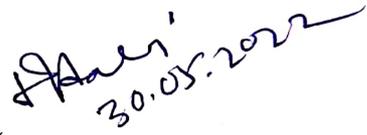
### IQAC Meeting

Date: 30-05-2022, Time: 2:00 PM

Venue: IQAC Office

Session 2021-22, Meeting #21

#### **MEMBERS PRESENT:**

1. Dr. Jogesh Kakati (Chairperson) 
2. Dr. Maitreyee Sharma (Vice-Chairperson)  30.5.22
3. Mr. Dipjyoti Barman (Co-ordinator)  30/5
4. Dr. Dipanjali Haloi (Asst. Co-ordinator)  30.05.2022
5. Dr. Manoj Sarma (Member) 
6. Dr. Sanjib Kr. Barman (Member)  30/5/22
7. Mr. Ajay Prasad Saikia (Member)  30/5/22
8. Dr. Sanchay Jyoti Bora (Member) 
9. Dr. Kalyan Deka (Member) 
10. Dr. Gouri Sankar Karmakar (Member)
11. Dr. Jayanta Hazarika (Member) 

#### **AGENDA:**

1. Discussion on the Academic and Administrative Audit (AAA) Report held on 27<sup>th</sup> & 28<sup>th</sup> May, 2022

2. AoB

**Discussion:** The members present in the meeting discussed in the report of Academic and Administrative Audit held on 27<sup>th</sup> and 28<sup>th</sup> May, 2022. After thorough discussion the meeting adopted the following resolution –



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**Resolution # 1:** The meeting resolved that the report of the AAA be immediately sent to the Departments. A cover letter will also be sent along with the report requesting the departments to study the report in detail and to give suggestions regarding the AAA report.

**Discussion # 2:** The meeting discussed on some important issues regarding quality measures in the teaching learning process.

Principal  
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