



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqac.pc2024@gmail.com

Website: www.panducollege.ac.in



Ref.....

Date:.....

Date: 23 November 2024

Venue: IQAC Cell, Pandu College

The first meeting of the newly constituted Internal Quality Assurance Cell (IQAC) of Pandu College was held on 23 November 2024 in the IQAC Cell. The meeting was presided over by the Principal, Pandu College, who is also the Chairperson of IQAC.

The Principal formally welcomed all members and informed that the new IQAC committee had taken charge with effect from 20 November 2024. He highlighted the pivotal role of IQAC in institutionalizing quality culture in the college and emphasized that the timely submission of the Annual Quality Assurance Report (AQAR) to NAAC is one of its most important responsibilities.

Agenda

1. Distribution of work according to the seven (7) criteria of NAAC.
2. Action plan for the submission of AQAR by December 2024.
3. Any Other Business (AOB).

With the permission of the Chair, the IQAC Coordinator read out the agenda items. The house took up each item for discussion as follows:

ITEM 1: Distribution of Work According to the 7 Criteria of NAAC

The Principal briefed the members about the seven criteria of NAAC and underlined the need for systematic distribution of responsibilities among IQAC members to ensure effective data collection, documentation, and timely submission of AQAR.

After discussion, it was agreed that each IQAC member would take charge of one NAAC criterion. The Principal accordingly distributed the seven NAAC criteria among the seven IQAC members, assigning each member the task of coordinating activities, data compilation, and report preparation related to their respective criterion.

Members were requested to:

- Coordinate with departments, cells, and clubs for criterion-wise data.



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- Maintain digital and hard copies of supporting documents.
- Adhere to the timeline set for AQAR preparation.

ITEM 2: Action Plan for Submission of AQAR by December 2024

The Principal informed the house that the last date for submission of the AQAR for the year is 31 December 2024. Considering the documentation, verification, and final approval processes, the members discussed a realistic internal deadline.

After detailed deliberation, it was decided that all IQAC members will work in a time-bound manner to ensure that the preparation of the AQAR is completed by 15 December 2024. This would allow sufficient time for compilation, proof reading, necessary corrections, and final approval by the Principal before online submission to NAAC.

It was also agreed that the best practice of the college for this AQAR cycle will remain unchanged, as it appropriately reflects on going quality enhancement initiatives and can be further strengthened with updated data and evidence.

ITEM 3: Any Other Business (AOB)

With the permission of the Chair, the following additional points were discussed under AOB:

3.1 Meeting with Extended IQAC Members

The house felt that the involvement of extended IQAC members is essential for effective dissemination of quality initiatives across all departments and units. It was therefore proposed to hold an early interaction with the extended IQAC team.

3.2 General Meeting and Expert Lecture on the Binary System

The Principal suggested that a general college-level meeting may be organized to sensitize all stakeholders about quality initiatives, especially in the context of emerging evaluation patterns and academic reforms. During the discussion, it was decided to invite an expert from another institute to deliver a lecture on the binary system, which is relevant for understanding the revised assessment and accreditation formats and/or digital processes.



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3.3 Submission of Monthly Activities by Departments, Cells, and Clubs

Members observed that regular documentation of academic, co-curricular, and extension activities is crucial for AQAR preparation and continuous quality improvement. It was resolved that all departments, cells, and clubs of the college will submit a brief report of their monthly activities to IQAC in a prescribed format (to be provided by IQAC).

3.4 Regular Monthly IQAC Meetings

To ensure continuous monitoring of quality initiatives and progress on AQAR and other tasks, the members discussed the need for regular IQAC meetings. It was resolved that at the end of each month, an IQAC meeting will be held to:

SUMMARY OF RESOLUTIONS PASSED

After detailed discussions on the agenda items and AOB, the following resolutions were unanimously adopted:

Resolution 1: Distribution of NAAC Criteria:

The seven NAAC criteria are distributed among the seven IQAC members. Each member will be responsible for coordinating data collection, documentation, and report preparation for their allotted criterion.

Resolution 2: Timeline for AQAR Preparation:

In view of the NAAC deadline of 31 December 2024, it is resolved that the preparation of the AQAR will be completed by 15 December 2024 to allow sufficient time for final verification and submission.

Resolution 3: Best Practice of the College:

It is resolved that the best practice of the college for this AQAR will remain unchanged for the current cycle, with necessary updates and supporting evidence to be incorporated.

Resolution 4: Meeting with Extended IQAC Members:

It is resolved that a meeting with the extended IQAC members will be convened on Monday, 25 November 2024 to orient them regarding AQAR work, documentation, and their roles in quality assurance.



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Resolution 5: General Meeting and Expert Lecture:

It is resolved that a general meeting will be conducted shortly, and an expert from another institute will be invited to deliver a lecture on the binary system, for wider awareness and capacity building among stakeholders.

Resolution 6: Monthly Activity Reports:

It is resolved that all departments, cells, and clubs will submit their monthly activity reports to IQAC in a standard format for systematic documentation and incorporation in AQAR.

Resolution 7: Monthly IQAC Meetings:

It is resolved that an IQAC meeting will be held at the end of each month to review progress, discuss issues, and plan further quality enhancement initiatives.

Since there was no other point for discussion, the meeting ended with a vote of thanks to the Chair.

Signature:

[Handwritten Signature]
23/11/24
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Principal & Chairperson, IQAC -

Pandu College

IQAC Coordinator

Pandu College

[Handwritten Signature]
Principal, IQAC
Pandu College, Pandu

12

Members:

1. Bandana Das
2. Ruma Medhi.
3. Jyoti Das
4. Ankur Jyoti Jalukdar
5. Bandita Jankar
6. Barnali Thakuria
7. Karishma Sharmar



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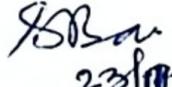
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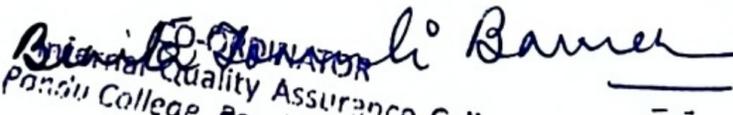
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Principal & Chairperson, IQAC -
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PANDU COLLEGE, PANDU
Guwahati-12, Assam

Pandu College

IQAC Coordinator 
Pandu College
Pandu College, Pandu
12

- Members:
1. Bandana Das
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MINUTES OF THE IQAC MEETING

Date: 25 November 2024

Time: 2:00 PM

Venue: IQAC Cell

A meeting of the Internal Quality Assurance Cell (IQAC) with the extended committee, was held on 25 November 2024 at 2:00 PM. The meeting was presided over by the Principal, Pandu College, who serves as the Chairperson of IQAC.

The Principal welcomed all the members and informed them that the meeting had been convened primarily to review the resolutions of the IQAC meeting held on 23 November 2024 and to take forward the preparatory work related to the Annual Quality Assurance Report (AQAR) 2023–24, data verification, online feedback collection, and alignment of student data with the Samarth Portal.

Agenda

Review of the previous meeting's resolutions.

Preparation for AQAR submission.

Data verification and storage.

Collection of online feedback.

Student data alignment with Samarth Portal.

ITEM 1: Review of the Previous Meeting's Resolutions

The Principal began the proceedings by reading out the resolutions of the IQAC meeting held on 23 November 2024.

ITEM 2: Preparation for AQAR Submission

The committee then took up the second agenda item related to the preparation and submission of the AQAR for the academic year 2023–24, with a focus on adhering to the NAAC deadline of 31 December 2024.

The IQAC members discussed the volume of data to be compiled and the technical aspects of online submission. It was felt that the experience of the previous IQAC team would be valuable in ensuring accuracy and smooth submission.

After deliberation, the committee agreed that:



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Date:.....

The current IQAC members will seek guidance and assistance from the coordinators of the previous IQAC specifically for the preparation and submission of the AQAR 2023–24.

This collaboration will help in understanding the format, portal requirements, and documentation standards followed in the earlier cycle.

ITEM 3: Data Verification and Storage

The meeting then discussed the status of data already compiled and stored for AQAR and other quality-related documentation.

The Principal invited Dr. Sanjib Barman to share his observations on the current system of data storage. Dr. Barman suggested that the stored data should be systematically verified to ensure accuracy, completeness, and consistency across all criteria before final compilation for AQAR submission.

ITEM 4: Collection of Online Feedback

The committee next discussed the collection of online feedback from students, which is an important component for quality enhancement and NAAC documentation.

It was proposed that structured online feedback be collected during the upcoming semester, covering various aspects such as teaching–learning, curriculum delivery, infrastructure, support services, and overall satisfaction. After deliberation, the following decisions were made:

Online feedback from students will be collected during the months of February and/or March, aligning with the academic calendar.

Mr. Anup Das, Coordinator of Criterion 1 (Curricular Aspects), was entrusted with the primary responsibility of designing, organizing, and overseeing the collection of online feedback.

He will be assisted by Mr. Ankujyoti Talukdar and the subcommittee members of Criterion 1 in preparing the feedback format (e.g., Google Forms or any suitable digital platform), disseminating it among students, and compiling the responses.

The compiled feedback will be analyzed and a report will be prepared.

ITEM 5: Student Data Alignment with Samarth Portal

The final agenda item focused on the alignment of student data with the Samarth Portal, which is essential for ensuring uniformity and accurate reporting across institutional and external platforms.

The members discussed the need to reconcile the college's internal student database with the formats and fields prescribed in the Samarth Portal. It was emphasized that properly aligned data would support AQAR preparation, administrative reporting, and digital governance requirements. After discussion, the following points were agreed:

Student data will be streamlined, updated, and aligned as per the requirements of the Samarth Portal.



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Date:.....

APPRECIATION OF FORMER IQAC MEMBERS

Towards the end of the meeting, the Principal took a moment to acknowledge the contributions of the previous IQAC team.

He expressed heartfelt gratitude to each member of the former IQAC for their dedicated service towards institutional quality enhancement and successful completion of earlier AQARs and other quality initiatives. As a token of appreciation, the Principal handed over certificates of appreciation to the former IQAC members.

RESOLUTIONS PASSED

After detailed deliberations on all agenda items, the following resolutions were unanimously adopted:

Resolutions 1:

The resolutions of the IQAC meeting held on 23 November 2024 were read out, reviewed, and reaffirmed. Members confirmed their understanding of the distribution of NAAC criteria among the core committee members.

Resolutions 2:

It was resolved that the current IQAC members will seek assistance from the coordinators of the previous IQAC for the preparation and online submission of the AQAR 2023–24, in order to ensure accuracy, continuity, and adherence to NAAC norms.

Resolutions 3:

It was resolved that online feedback from students will be collected in the months of February/March.

Mr. Anup Das, Coordinator of Criterion 1, is entrusted with the responsibility of coordinating the feedback process. He will be assisted by Mr. Ankujyoti Talukdar and the Criterion 1 subcommittee in designing the feedback tool, collecting responses, and compiling the data.

Resolutions 4:

It was resolved that student data will be aligned and maintained in accordance with the requirements of the Samarth Portal. The administrative section, in coordination with IQAC, will ensure that all necessary fields are properly updated and standardized.

Resolutions 5:

Acting on the suggestion of Dr. Sanjib Barman, it was resolved that the stored data presently maintained by Mr. Bubulmoni Das will be systematically verified by the respective criterion coordinators. Any discrepancies or gaps found during verification will be addressed before finalizing the AQAR.



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Resolutions 6:

It was resolved to formally place on record the appreciation of Pandu College for the dedicated efforts of the former IQAC members. The Principal distributed certificates of appreciation to acknowledge their significant contribution to the quality assurance processes of the institution.

Since there was no other matter to discuss, the meeting concluded with a vote of thanks to the Chair.

Signature

25/11/24

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Principal & Chairperson, IQAC Pandu College

IQAC Coordinator, Pandu College

Binito Teranti Barmah
CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12

Members:

1. Bandana Das
2. Runna Medhi
3. Guptha Das
4. Ankur Jati Talukdar
5. Bandita Talukdar
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Date: 29 November 2024

Venue: the Digital Classroom (Arts Block).

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College with HODs and LOs, was held on 29 November 2024 in the Digital Classroom (Arts Block). The meeting was convened to discuss academic and quality enhancement initiatives related to Add-On Courses, Faculty Development Programmes (FDPs), Short-Term Courses (STCs), publications, and AQAR submission-related processes.

The meeting was presided over by the Principal, Pandu College. The Principal welcomed all members and expressed satisfaction at the presence of IQAC Members, Heads of Departments (HODs), and Liaisoning Officers (LOs) from various departments, underscoring their crucial role in implementing quality initiatives at the departmental level.

Agenda

Add-On Course, Short-Term Course (STC), Faculty Development Programme (FDP), and Publication

Distribution of the format for submission of AQAR by December 2024

Period of AQAR

Any Other Business (AOB)

With the permission of the Chair, the IQAC Coordinator read out the agenda items, and the following discussions and decisions were recorded:

ITEM 1: Add-On Course, STC, FDP, and Publication

The Principal initiated the discussion by addressing all members, particularly HODs and Liaisoning Officers, and placed special emphasis on the need for value-added and Add-On Courses in every department.

Each department should conduct at least one Add-On Course in every semester, tailored to the needs of students and aligned with the emerging demands of higher education, industry, and the job market.



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Faculty members were encouraged to take initiatives in research and publications, and it was requested that each faculty member strive to have at least one publication per year, preferably in reputed and peer-reviewed journals, edited books, or conference proceedings.

ITEM 2: Distribution of Format for Submission of AQAR by December 2024

The IQAC Coordinator informed that, in continuation of the earlier IQAC meetings, it was now necessary to involve all departments systematically for data collection and reporting.

Accordingly: The IQAC Coordinator distributed the AQAR submission format (criterion-wise and department-wise data templates) to all HODs and Liaisoning Officers present.

The format clearly specified the types of data required, including academic, administrative, co-curricular, extension, research, and student support activities conducted during the AQAR period.

Departments were requested to submit the completed AQAR formats on or before 10 December 2024 so that IQAC could consolidate, verify, and finalize the report ahead of the NAAC submission deadline.

ITEM 3: Period of AQAR

The third agenda item concerned the reporting period for the AQAR. The IQAC Coordinator clarified that, as per the institution's existing practice and NAAC's stipulated cycle, the AQAR reporting period for the current submission would cover activities conducted from 1 June 2023 to 31 May 2024. This period was discussed, and the members agreed that:

All academic, co-curricular, extension, administrative, and quality-related activities carried out within this period must be included in the departmental submissions.

ITEM 4: Liaisoning Officers (LOs) for AQAR Submission

The IQAC Coordinator and Principal expressed that the Liaisoning Officers (LOs) of different departments had already gained experience in documentation and communication with IQAC. To ensure continuity and efficiency:



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It was proposed that the same Liaisoning Officers (LOs) will continue to function for this AQAR submission cycle. This would avoid confusion, save time, and allow for smoother communication between IQAC and the departments.

ITEM 5: PowerPoint Presentation on AQAR Submission Process (AOB aligned)

Under discussions aligned with the agenda and AOB, Mr. Ankur Jyoti Talukdar delivered a detailed PowerPoint presentation.

The presentation covered: The step-by-step process of preparing and submitting AQAR data from the departmental level to IQAC. The structure and sections of the AQAR format, including how to fill in quantitative and qualitative data. The importance of maintaining soft copies and hard copies of records for verification and future reference.

RESOLUTIONS PASSED After detailed discussions, the following resolutions were unanimously adopted:

Resolution 1

It was resolved that each department will conduct at least one Add-On Course every semester, focusing on skill enhancement, employability, and career-oriented learning for students.

Resolution 2

Furthermore, faculty members will be encouraged and supported to achieve at least one publication per year in reputed academic forums.

Resolution 3

It was resolved that the AQAR format distributed by the IQAC Coordinator must be duly filled by all departments and submitted to IQAC on or before 10 December 2024.

Resolution 4

It was resolved that the AQAR reporting period will remain 1 June 2023 to 31 May 2024 for the current AQAR submission.

Resolution 5



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012



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Website: www.panducollege.ac.in

Ref.....

Date:.....

It was resolved that the existing Liaisoning Officers (LOs) of all departments will continue in their roles for this AQAR submission, ensuring continuity and smooth coordination.

Resolution 6

It was resolved to place on record the appreciation for the PowerPoint presentation delivered by Mr. Ankur Jyoti Talukdar on the AQAR submission process and to utilize the guidelines shared by him while preparing departmental inputs.

Since there was no further matter to discuss, the meeting concluded with a vote of thanks to the Chair.

Signature:

29/11/24
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Principal & Chairperson, IQAC, Pandu College-

IQAC Coordinator, Pandu College

Binita Baner
CO-ORDINATOR
Internal Quality Assurance Cell
Pandur College, Pandu, Guwahati-12

Members:

1. Bandana Das
2. Runa Medhi
3. Gupkanda
4. Ankur Jyoti Talukdar
5. Binita Baner
6. Barnali Thakura
7. Karushna Sharma



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Ref.....

Date:.....

Date: 29 November 2024

Venue: the Digital Classroom (Arts Block).

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College with HODs and LOs, was held on 29 November 2024 in the Digital Classroom (Arts Block). The meeting was convened to discuss academic and quality enhancement initiatives related to Add-On Courses, Faculty Development Programmes (FDPs), Short-Term Courses (STCs), publications, and AQAR submission-related processes.

The meeting was presided over by the Principal, Pandu College. The Principal welcomed all members and expressed satisfaction at the presence of IQAC Members, Heads of Departments (HODs), and Liaisoning Officers (LOs) from various departments, underscoring their crucial role in implementing quality initiatives at the departmental level.

Agenda

Add-On Course, Short-Term Course (STC), Faculty Development Programme (FDP), and Publication

Distribution of the format for submission of AQAR by December 2024

Period of AQAR

Any Other Business (AOB)

With the permission of the Chair, the IQAC Coordinator read out the agenda items, and the following discussions and decisions were recorded:

ITEM 1: Add-On Course, STC, FDP, and Publication

The Principal initiated the discussion by addressing all members, particularly HODs and Liaisoning Officers, and placed special emphasis on the need for value-added and Add-On Courses in every department.

Each department should conduct at least one Add-On Course in every semester, tailored to the needs of students and aligned with the emerging demands of higher education, industry, and the job market.



Ref.....

Date:.....

Faculty members were encouraged to take initiatives in research and publications, and it was requested that each faculty member strive to have at least one publication per year, preferably in reputed and peer-reviewed journals, edited books, or conference proceedings.

ITEM 2: Distribution of Format for Submission of AQAR by December 2024

The IQAC Coordinator informed that, in continuation of the earlier IQAC meetings, it was now necessary to involve all departments systematically for data collection and reporting.

Accordingly: The IQAC Coordinator distributed the AQAR submission format (criterion-wise and department-wise data templates) to all HODs and Liaisoning Officers present.

The format clearly specified the types of data required, including academic, administrative, co-curricular, extension, research, and student support activities conducted during the AQAR period.

Departments were requested to submit the completed AQAR formats on or before 10 December 2024 so that IQAC could consolidate, verify, and finalize the report ahead of the NAAC submission deadline.

ITEM 3: Period of AQAR

The third agenda item concerned the reporting period for the AQAR. The IQAC Coordinator clarified that, as per the institution's existing practice and NAAC's stipulated cycle, the AQAR reporting period for the current submission would cover activities conducted from 1 June 2023 to 31 May 2024. This period was discussed, and the members agreed that:

All academic, co-curricular, extension, administrative, and quality-related activities carried out within this period must be included in the departmental submissions.

ITEM 4: Liaisoning Officers (LOs) for AQAR Submission

The IQAC Coordinator and Principal expressed that the Liaisoning Officers (LOs) of different departments had already gained experience in documentation and communication with IQAC. To ensure continuity and efficiency:



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Ref.....

Date:.....

It was proposed that the same Liaisoning Officers (LOs) will continue to function for this AQAR submission cycle. This would avoid confusion, save time, and allow for smoother communication between IQAC and the departments.

ITEM 5: PowerPoint Presentation on AQAR Submission Process (AOB aligned)

Under discussions aligned with the agenda and AOB, Mr. Ankur Jyoti Talukdar delivered a detailed PowerPoint presentation.

The presentation covered: The step-by-step process of preparing and submitting AQAR data from the departmental level to IQAC. The structure and sections of the AQAR format, including how to fill in quantitative and qualitative data. The importance of maintaining soft copies and hard copies of records for verification and future reference.

RESOLUTIONS PASSED After detailed discussions, the following resolutions were unanimously adopted:

Resolution 1

It was resolved that each department will conduct at least one Add-On Course every semester, focusing on skill enhancement, employability, and career-oriented learning for students.

Resolution 2

Furthermore, faculty members will be encouraged and supported to achieve at least one publication per year in reputed academic forums.

Resolution 3

It was resolved that the AQAR format distributed by the IQAC Coordinator must be duly filled by all departments and submitted to IQAC on or before 10 December 2024.

Resolution 4

It was resolved that the AQAR reporting period will remain 1 June 2023 to 31 May 2024 for the current AQAR submission.

Resolution 5



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Ref.....

Date:.....

It was resolved that the existing Liaisoning Officers (LOs) of all departments will continue in their roles for this AQAR submission, ensuring continuity and smooth coordination.

Resolution 6

It was resolved to place on record the appreciation for the PowerPoint presentation delivered by Mr. Ankur Jyoti Talukdar on the AQAR submission process and to utilize the guidelines shared by him while preparing departmental inputs.

Since there was no further matter to discuss, the meeting concluded with a vote of thanks to the Chair.

Signature:

29/11/24
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Principal & Chairperson, IQAC, Pandu College-

IQAC Coordinator, Pandu College

Binita Banerjee
CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12

Members:

1. Bandana Das
2. Ruma Medhi
3. Gupkanda
4. Ankur Jyoti Talukdar
5. Binita Banerjee
6. Barnali Thakuria
7. Karushna Sharma



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Ref.....

Date:.....

MINUTES OF THE IQAC MEETING

Date: 13th December 2024

Time: 12:00 Noon

Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 13th December 2024 at 12:00 Noon in the IQAC Office. The meeting was convened primarily to review the status of the Annual Quality Assurance Report (AQAR) for the academic year 2023–24, to assess the progress of data submission and verification from departments/clubs/cells, and to plan an academic activity related to quality research practices and UGC CARE-listed journals.

The meeting was chaired by the Principal, Pandu College, who is also the Chairperson of IQAC.

Agenda

Discussion on the submission of the Annual Quality Assurance Report (AQAR).

Review of verification and analysis of data submitted by departments, clubs, and cells.

Planning of intensive AQAR preparation work.

Proposal for a talk on "Research Practices and UGC CARE".

Any Other Business (AOB).

PROCEEDINGS

The Principal opened the meeting by welcoming all IQAC members and briefly outlined the purpose of the meeting. He emphasized the importance of timely submission of the AQAR to NAAC and the need for coordinated and meticulous work in compiling, verifying, and finalizing the data.

The Principal then initiated a focused discussion on the submission of the Annual Quality Assurance Report (AQAR). The IQAC Coordinator presented an update on: The status of receipt of activity reports and data from various departments, clubs, and cells. The ongoing process of verification and analysis of the submitted information.

Members noted that data pertaining to academic activities, extension programmes, seminars, workshops, student support, research, and other quality-related initiatives were being compiled for the period 1st June 2023 to 31st May 2024, in line with the AQAR reporting period.

Resolution 1:

The meeting acknowledged and recorded that IQAC had sent a notice dated 30th November 2024 to all departments, clubs, and cells, instructing them to submit their activity reports for the period 1st June 2023 to 31st May 2024 to the IQAC email ID on or before 15th December 2024. The members reiterated the importance of adhering to this deadline to facilitate timely AQAR preparation.



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Ref.....

Date:.....

Resolution 2:

It was decided that from 15th December 2024, all members of the IQAC will sit in the IQAC Office to prepare the AQAR in a coordinated manner, so that the report can be completed and submitted on time, i.e., by 31st December 2024. This collective effort is aimed at ensuring that the AQAR is comprehensive, accurate, and in full conformity with NAAC requirements.

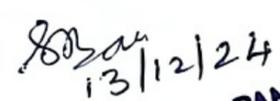
Resolution 3: Proposal for a Talk on "Research Practices and UGC CARE"

The IQAC proposed to organize a talk on "Research Practices and UGC CARE" by Dr. Ramesh Chandra Deka, Vice-Chancellor, Cotton University, with the aim of enhancing awareness and understanding of quality research practices among faculty and students.

The Principal thanked all members for their active participation and stressed the importance of maintaining momentum in AQAR-related work. He urged everyone to ensure that the data received from departments, clubs, and cells is complete, verified, and properly documented.

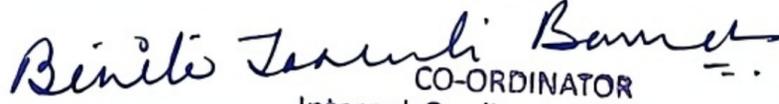
Since there was no further matter to discuss, the meeting concluded with a vote of thanks to the Chair.

Signature:

Signature:  13/12/24
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Principal & Chairperson, IQAC, Pandu College-

IQAC Coordinator, Pandu College


CO-ORDINATOR
Internal Quality Assurance Cell
Panducollege, Pandu, Guwahati-12

Members:

1. Bandana Das
2. Ruma Medhi.
3. 
4. Ankur Jyoti Talukdar
5. Bandita Talukdar
6. Barnali Thakuria
7. Karishma Shraan



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Ref.....

Date:.....

MINUTES OF IQAC MEETING

Date: 31st January 2025

Venue: IQAC Office, Pandu College

The meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 31st January 2025 in the IQAC Office. The meeting was chaired by the Principal, who welcomed all members and briefly highlighted the purpose of the meeting, with a special focus on strengthening quality assurance mechanisms, institutional initiatives, and compliance with NAAC requirements.

Agenda

Reappointment of LO (Liaison Officer)

Formation of IKS Cell

Academic and Career-related initiatives

Gender Audit

Any Other Business (AOB)

Item 1: Reappointment of Liaison Officers (LOs)

The Principal emphasized the important role played by Liaison Officers (LOs) in coordinating between the IQAC and the departments, particularly in matters related to data collection, documentation, and timely submission of information for AQAR and NAAC-related work.

After discussion, it was agreed that: The IQAC Coordinator will formally write to all Heads of Departments (HODs) requesting them to nominate new LOs for their respective departments.

Item 2: Formation of IKS (Indian Knowledge System) Cell

The Principal proposed that an Indian Knowledge System (IKS) Cell be formed in the college to strengthen initiatives related to traditional and indigenous knowledge in line with national educational priorities.

It was discussed that the IKS Cell may: Promote awareness of Indian heritage, local traditions, indigenous practices, literature, culture, and knowledge systems. Organize lectures, workshops, exhibitions, field visits, and documentation activities related to Indian and regional knowledge traditions.

Item 3: Academic and Career-Related Initiatives

The IQAC discussed the need to further strengthen academic and career-related support to students in alignment with outcome-based education and employability enhancement.



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Organizing career guidance talks, workshops on competitive examinations, higher education opportunities, CV writing, interview skills, and soft skills.

Item 4: Invitation of Resource Person on New Binary System of NAAC Accreditation

The Principal stressed the importance of keeping faculty updated on revised NAAC frameworks, particularly the New Binary System of NAAC Accreditation. It was decided to invite a resource person to deliver a talk on the "New Binary System of NAAC Accreditation", with the objective of enhancing awareness and preparedness among faculty and staff for upcoming assessments. IQAC will identify and formally invite the resource person and fix a suitable date in consultation with the Principal.

Item 5: Gender Audit for the Year 2024–25

It was proposed that a structured Gender Audit be undertaken for the academic year 2024–25.

It was suggested and agreed that: Dr. Barnali Thakuria and Dr. Bandita Talukdar would be entrusted with the responsibility of coordinating and conducting the Gender Audit. They will be assisted by representatives from Gauhati University and other colleges, to ensure objectivity and proper methodology.

No additional specific points were recorded in the given text; any such matters, if discussed, may be included in the final record.

RESOLUTIONS

Resolution 1

Reappointment of Liaison Officers (LOs): Liaison Officers will be reappointed for all departments. The IQAC Coordinator will request HODs to submit the names of new LOs.

Resolution 2

Formation of IKS Cell: An IKS (Indian Knowledge System) Cell will be constituted in the college to promote traditional and indigenous knowledge.

Resolution 3

Academic and Career-Related Initiatives: IQAC will request the Career Counselling and Placement Cell to organize career-related programmes for the benefit of students.

Resolution 4

Talk on New Binary System of NAAC Accreditation: A resource person will be invited to deliver a talk on the New Binary System of NAAC Accreditation to enhance awareness and preparedness for upcoming assessments.



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Resolution 5

Gender Audit 2024–25: A Gender Audit for the year 2024–25 will be conducted, with Dr. Barnali Thakuria and Dr. Bandita Talukdar responsible for the audit, in collaboration with representatives from Gauhati University and other colleges.

Signature:

Principal
31/1/25
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Principal & Chairperson, IQAC, Pandu College-

IQAC Coordinator, Pandu College

Bisita Yasuuli Barua

CO-ORDINATOR
Internal Quality Assurance Cell
Panducollege, Pandu, Guwahati-12

Members:

1. Bandana Das
2. Rumna Medhi.
3. *[Signature]*
4. Barnali Thakuria
5. Ankur Jyoti Talukdar
6. Bandita Talukdar
7. Karishma Shrauan



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Ref.....

Date:.....

MINUTES OF THE IQAC MEETING

Date: 7th February 2025

Time: 12:00 Noon

Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 7th February 2025 at 12 Noon in the IQAC Office. The meeting was convened to discuss academic planning, institutional development, and community engagement initiatives.

The meeting commenced with the Principal welcoming all members and briefly outlining the agenda for discussion.

Agenda

- Submission of faculty teaching plans
- Autonomous Status of the College
- Registration of the College under MOOCs
- Adoption of village

PROCEEDINGS & RESOLUTIONS

1. Submission of Faculty Teaching Plans: It was discussed in the meeting about the importance of systematic academic planning for the smooth conduct of classes and timely completion of syllabi. It was discussed that each faculty member should prepare a teaching plan for the January–June 2025 session, clearly indicating units/chapters, tentative time schedule, teaching methods, and modes of internal assessment.

Resolution 1:

It was decided that all departments will submit the teaching plans of their faculty members for the session January–June 2025 on or before 25th February 2025. Departments are to consolidate the teaching plans and submit them to IQAC in the prescribed format (soft copy/hard copy), ensuring that all courses offered in the semester are covered.



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Date:.....

2. Autonomous Status of the College: The Principal initiated a discussion on the possibility of Pandu College applying for autonomous status. The members noted that: Autonomy would provide greater academic flexibility in curriculum design, examination reforms, and introduction of innovative courses, while continuing affiliation with the parent university. Applying for autonomous status requires detailed data regarding programmes, faculty profile, student performance, research, infrastructure, governance, and institutional outcomes. It was agreed that IQAC should coordinate the preparatory work.

Resolution 2:

It was decided that Pandu College will apply for autonomous status. The IQAC has taken the responsibility of collecting the necessary data from: Departments (academic activities, results, research, extension, mentoring, etc.), Library (holdings, e-resources, services, infrastructure), and Office/Administration (enrolment, finances, infrastructure, governance, etc.) required for filling up the application form for autonomous status.

3. Registration of the College under MOOCs: The house then discussed the registration of the college under MOOCs (Massive Open Online Courses), especially platforms such as SWAYAM/NPTEL and similar initiatives. Registration as a Local Chapter facilitates better tracking of enrolments, certifications, and integration of MOOCs with the college's academic ecosystem.

Resolution 3:

It was decided that the college will be registered under MOOCs (Massive Open Online Courses), and that a Local Chapter Coordinator will be appointed to facilitate the process, which will include:



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Internal Quality Assurance Cell (IQAC)

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Ref.....

Date:.....

4. Adoption of Villages under Unnat Bharat Abhiyan: The Principal then proposed that the college should strengthen its community engagement and rural outreach in line with national initiatives such as the Unnat Bharat Abhiyan (UBA).

Resolution 4:

It was decided in the meeting to adopt five (5) villages in the Rani Revenue Circle under the Unnat Bharat Abhiyan. IQAC, in coordination with all departments, cells and clubs will prepare an initial roadmap for surveys, awareness programmes, and developmental initiatives..

The Principal thanked all members for their constructive participation and urged them to extend full cooperation in the implementation of the resolutions, particularly the teaching plan submission, autonomous status preparation, MOOCs registration, and village adoption under UBA.

Signature:

[Handwritten Signature]
7/2/25
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Principal & Chairperson, IQAC, Pandu College-

IQAC Coordinator, Pandu College

[Handwritten Signature]
COORDINATOR
Internal Quality Assurance Cell
Pandur College, Pandu, Guwahati-12

Members:

1. Bandana Das
2. Ruona Medhi
3. *[Handwritten Name]*
4. Barnali Thakuria
5. Ankur Jati Talukdar
6. Bandita Talukdar
7. Karishma Shraava



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Ref.....

Date:.....

MINUTES OF THE IQAC MEETING

Date: 15th February 2025

Time: 2:00 PM

Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 15th February 2025 at 2:00 PM in the IQAC Office.

Agenda

1. Implementation of Open Book System in internal assessments
2. Invitation of resource person for NAAC accreditation awareness
3. One Day National Workshop on Outcome-Based Education (OBE)
4. Any Other Business (AOB)

PROCEEDINGS

1. Implementation of Open Book System in Internal Assessments :The Principal initiated a detailed discussion on the introduction of the Open Book System for internal assessments such as Class Tests, Unit Tests, and Assignment Writing.

Resolution 1

It was decided that all departments will be notified to conduct Open Book System examinations for Class Tests, Unit Tests, and Assignment Writing, with the objective of promoting analytical thinking, critical reasoning, and deeper understanding among students.

2. Invitation of Resource Person for NAAC Accreditation Awareness: The second agenda item concerned enhancing awareness among faculty members about the New Binary System of NAAC Accreditation.

Resolution 2

It was decided that Prof. Jogen Ch. Kalita will be invited as the resource person to deliver a talk on the "New Binary System of NAAC Accreditation" on 19th March 2025.



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Date:.....

3. One-Day National Workshop on Outcome-Based Education (OBE): The third agenda item was the proposal to organize a One-Day National Workshop on Outcome-Based Education (OBE). It was proposed that the workshop be organized as a National-level programme, inviting participants from other institutions as well, and that it be conducted in collaboration with the Department of Education of Pandu College,

Resolution 3

It was decided to organize a One-Day National Workshop on "Outcome-Based Education (OBE)" on 9th April 2025, in collaboration with the Department of Education of Pandu College.

4. Any Other Business (AOB)

Under AOB, members were invited to raise additional issues or suggestions related to teaching-learning quality, accreditation readiness, or student-centric reforms. Since there was no further matter to discuss, the meeting concluded with a vote of thanks to the Chair.

SIGNATURES

Principal, Pandu College

[Signature]
15/2/25
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

IQAC Coordinator, Pandu College

[Signature]
CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12

Members:

1. Bandana Das
2. Ruma Medhi.
3. *[Signature]*
4. Barnali Thakuria
5. Ankur Joti Talukdar
6. Bandita Talukdar
7. Kaishna Shraan



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Ref.....

Date:.....

MINUTES OF THE IQAC MEETING

Date: 3rd March 2025

Time: 2 PM

Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 3rd March 2025 in the IQAC Office. The meeting was convened to discuss initiatives related to MOOCs awareness, institutional social impact and community-oriented activities, and the organization of a Faculty Development Programme (FDP) under the Hub and Spoke Model.

The meeting was chaired by the Principal, Pandu College, who welcomed all the members and briefly highlighted the importance of the proposed initiatives in enhancing academic quality, outreach, and faculty capacity building.

Agenda

1. Organization of a talk on SWAYAM – MOOCs Courses.
2. Institutional social awareness and community impact programmes through departments/clubs/cells.
3. Conduct of an FDP on “Advanced Pedagogy and Classroom Delivery Enhancement Techniques” under the Hub and Spoke Model.

PROCEEDINGS & RESOLUTIONS

The IQAC Coordinator presented the proposed items for decision. After deliberation, the following resolutions were adopted:

1: Talk on SWAYAM – MOOCs Courses: It was discussed the need to increase awareness among students and faculty members about MOOCs platforms, particularly



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SWAYAM, and how these platforms can complement regular teaching-learning processes.

Resolution 1:

It was decided that Prof. Ishankuur Saikia, Nodal Officer of MOOCs, Gauhati University, will be invited to deliver a talk on "SWAYAM – MOOCs Courses." The objective of this programme is to raise awareness among students and faculty members about MOOCs platforms. Explain the benefits of enrolling in SWAYAM courses, including skill enhancement, subject enrichment, and certification.

2: Awareness Programmes on Institutional Social Impact and Community Engagement

The IQAC deliberated on the need to strengthen and systematically document the institution's social outreach and community impact, in keeping with NAAC criteria related to extension activities, best practices, and community engagement

Resolution 2:

It was decided that all departments, clubs, and cells will be notified to conduct awareness programmes and outreach activities focusing on the following key areas of social awareness and community impact:

- (a) Improved sex ratio
- (b) Improved Gross Enrolment Ratio (GER)
- (c) Clean Village recognitions
- (d) Disease-free village initiatives
- (e) Eco-friendly communities/villages
- (f) Improved literacy levels
- (g) Empowered women communities
- (h) Hygiene-related activities
- (i) Medical camps
- (j) Blood donation camps
- (k) Promoting village sports
- (l) Educating rural students, including remedial and motivational activities.

3: Faculty Development Programme on "Advanced Pedagogy and Classroom Delivery Enhancement Techniques"

The IQAC then discussed the importance of continuous professional development of faculty members, especially in the context of advanced pedagogy, use of ICT, and innovative classroom delivery techniques. It was informed that an opportunity had been



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Ref.....

Date:.....

explored to conduct an FDP under the Hub and Spoke Model, in collaboration with the EICT Academy, IIT Guwahati.

Resolution 3:

It was decided that the Internal Quality Assurance Cell (IQAC) of Pandu College will conduct a Faculty Development Programme (FDP) on "Advanced Pedagogy and Classroom Delivery Enhancement Techniques" under the Hub and Spoke Model from March 31 to April 5, 2025, in collaboration with the EICT Academy, IIT Guwahati. IQAC will: Coordinate with EICT Academy, IIT Guwahati regarding the schedule, resource persons, registration process, and certification. Notify all faculty members of Pandu College and encourage maximum participation. Ensure that the FDP is properly documented through attendance records, reports, feedback forms, and photographs for academic and quality assurance purposes.

The Principal thanked all members for their active participation

SIGNATURES

Principal Pandu College

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

IQAC Coordinator Pandu College

CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12

Members

1. Bandana Das
2. Ruona Medhi
3. Anurupa
4. Barnali Thakuria
5. Ankur Jyoti Mukherjee
6. Bandita Talwar
7. Kaishna Sharan



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Ref.....

Date:.....

MINUTES OF THE IQAC MEETING

Date: 25th March 2025

Time: 1 PM

Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 25th March 2025 in the IQAC Office. The meeting was convened to deliberate on measures for strengthening ICT-enabled teaching–learning, student mentoring and support systems, and academic/ICT enrichment activities for faculty, staff, and students.

Agenda

1. Strengthening of student mentoring and collaboration between Career Guidance / Placement Cell and Counselling Cell.
2. Organization of ICT-related hands-on training and academic enrichment activities (seminars, webinars, FDPs, workshops, outreach, etc.).
3. Any Other Business (AOB).

PROCEEDINGS & RESOLUTIONS

1: Enhancement of ICT-Enabled Teaching–Learning and Documentation

The Principal initiated a discussion on the need to further integrate ICT into the teaching–learning process across all departments.

Key points highlighted:

- ICT-enabled teaching–learning — including PowerPoint presentations (PPTs), e-content, audio-visual resources, and learning management platforms (LMS) — contributes to more engaging, interactive, and student-centric classroom delivery.
- The creation and use of e-content (such as recorded lectures, digital notes, modules, and online resources) can support blended learning and help students revisit concepts at their own pace.



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Resolution 1:

It was resolved that all departments shall enhance the use of ICT-enabled teaching-learning methods, including:

- Preparation and use of e-content;
- Use of PPTs and other digital resources in classroom/online teaching;
- Use of learning management platforms, wherever feasible.

2: Strengthening of Student Mentoring and Career/Counselling Initiatives

The house then discussed the need to strengthen the student mentoring system and to ensure better coordination between the Career Guidance / Placement Cell and the Counselling Cell.

Resolution 2:

It was resolved to strengthen the student mentoring system in the college by:

- Allotting a fixed number of mentees to each mentor, as per departmental arrangements;
- Ensuring at least two formal mentoring sessions per semester for each mentee group;
- Giving special attention to slow learners, with mentors identifying such students and providing them with additional academic support and guidance.

Further, it was resolved that the Career Guidance / Placement Cell and the Counselling Cell will collaborate to:

- Conduct career counselling programmes;
- Organize soft skill development activities (e.g., communication skills, interview skills, CV building, etc.);

3: ICT Training, Outreach Activities, and Academic Enrichment Programmes

The IQAC then deliberated on the need to organize hands-on training programmes on ICT and a range of academic enrichment and outreach activities to benefit teaching staff, non-teaching staff, and students.



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

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Ref.....

Date:.....

Resolution 3:

It was resolved that IQAC will organize and promote hands-on training programmes on ICT for teaching staff, non-teaching staff, and students.

Since there was no further matter to discuss, the meeting concluded with a vote of thanks to the Chair.

SIGNATURES

Principal Pandu College

25/3/25
Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

IQAC Coordinator Pandu College

Binita Tanti Bora
CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12

Members

- 1.
2. *Ruma Medhi.*
3. *Amrita Das*
4. *Barnali Thakuria*
5. *Ankurajati Talukdar*
6. *Bandita Talukdar*
7. *Kaishna Shraon*