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Date:.....

### Minutes of the IQAC Meeting

**Date: 6<sup>th</sup> June 2025**

**Venue: IQAC Office**

#### **Resolution 1:**

The IQAC discussed the proposal to engage eminent experts as Professors of Practice in order to strengthen the linkage between academic learning and real-world experience. After detailed deliberation, the committee unanimously resolved to appoint Dr. Purnima Devi Barman as Professor of Practice at Pandu College.

It was further decided that:

- The appointment of Dr. Purnima Devi Barman will be made in accordance with UGC guidelines and institutional norms for the position of Professor of Practice.
- As Professor of Practice, she will be encouraged to
  - deliver special lectures, talks, and interactive sessions for students and faculty,
  - guide field-based projects, internships, and community outreach activities, and

#### **Resolution 2:**

The IQAC recognized the need to expose students to diverse talents, career pathways, and practical skills beyond the formal curriculum. After discussion, the committee resolved:

1. Inviting professionals from Sports, Music, and Fine Arts
  - The College will regularly invite professionals and experts from fields such as Sports, Music, Fine Arts, and other co-curricular domains to interact with students.
  - These professionals may be engaged for motivational talks, demonstrations, workshops, coaching sessions, and interactive performances with the objective of
    - encouraging holistic development,
    - identifying and nurturing student talents, and
    - promoting participation in cultural, artistic, and sports activities at institutional and higher levels.

#### **Resolution 3:**

MoU with Tool Room & Training Centre, Guwahati under MSME, GOI and introduction of add-on course

- The meeting resolved to explore and formalize a Memorandum of Understanding (MoU) with Tool Room & Training Centre under MSME.
- Under this collaboration, the College will work towards starting an add-on course in relevant areas (such as entrepreneurship development, small business management, startup skills, or vocational training) in joint collaboration with MSME.



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## Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

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- o IQAC, in coordination with the Career Guidance / Placement Cell and concerned departments, will
  - draft a proposal and framework for the add-on course (duration, credits, curriculum outline, evaluation pattern),
  - process the MoU at the institutional level, and
  - ensure that all activities and outcomes are systematically recorded for quality assurance and reporting in the AQAR.

### Resolution 4:

The IQAC resolved to collect structured feedback from students, teachers, alumni, and parents regarding curriculum, teaching-learning, infrastructure, and support services. The analysis of feedback and Action Taken Report (ATR) will be prepared and displayed on the institutional website / notice board as per NAAC guidelines.

### Resolution 5:

It was decided in the meeting that an IQAC Bulletin for the academic year 2024-25 will be published, highlighting the initiatives, activities, achievements, and quality enhancement measures undertaken by the institution.

Signature:

*6/6/25* Principal  
PANDU COLLEGE, PANDU  
Guwahati-12, Assam  
*Binita Ghosh Barua*  
CO-ORDINATOR  
Internal Quality Assurance Cell  
Pandu College, Pandu, Guwahati-12

Members :

1. Bandana Das
2. Rumona Medhi
3. Joybas
4. Barnali Thakuria
5. Ankur Jyoti Saikia
6. Bandita Ghosh
7. Karishma Shraava



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### Minutes of the IQAC Meeting

**Date: 9<sup>th</sup> August 2025**

**Venue: IQAC Office**

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 9th August 2025 in the IQAC Office. The meeting was chaired by the Principal, Pandu College, who welcomed all members and highlighted the importance of continuous quality enhancement in line with NAAC guidelines and institutional goals.

### Agenda

1. Collection and analysis of structured feedback from stakeholders.
2. Promotion of faculty research, publications, and extension/outreach activities.
3. Best Department selection and recognition.
4. Selection of Best Non-Teaching Staff (Grade III and Grade IV).

### PROCEEDINGS & RESOLUTIONS

After the agenda was placed by the IQAC Coordinator, the following points were discussed and resolutions were adopted:

#### **1: Structured Feedback Collection and Action Taken Report**

The IQAC discussed the need to strengthen the structured feedback system from various stakeholders in accordance with NAAC requirements.

#### **Resolution 1:**

It was resolved that the IQAC will collect structured feedback from students, teachers, alumni, and parents on the following broad areas:

- Curriculum and academic programmes
- Teaching–learning processes
- Infrastructure and learning resources
- Student support and services



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The feedback will be compiled and analysed, and an Action Taken Report (ATR) will be prepared based on the findings.

### **2: Promotion of Research, Publications, and Extension / Outreach Activities**

It was discussed in the meeting the ways to encourage faculty members to strengthen their research profile and community-oriented contributions.

#### **Resolution 2:**

It was resolved that faculty members shall be encouraged to:

- Undertake research projects,
- Publish in quality peer-reviewed / indexed journals, and
- Participate in seminars, conferences, and workshops.

Further, it was resolved that each department will plan at least one extension / outreach / community engagement activity linked to local needs, such as health, education, gender, environment, or financial literacy.

### **3: Best Department Selection for the Year 2024–25**

The IQAC proposed a systematic process for selecting the “Best Department” for the academic year 2024–25 based on pre-defined criteria.

#### **Resolution 3:**

It was resolved that IQAC will send the “Best Department Form” to all departments, requesting them to fill up the form and submit it to the IQAC email ID within the specified deadline. The members of IQAC will verify all the submitted forms and supporting documents and will choose the Best Department for the year 2024–25. It was further resolved that the result will be announced on 5th September, during the General Meeting of the College Foundation Day.

### **4: Selection of Best Non-Teaching Staff (Grade III and Grade IV)**

The IQAC then discussed recognizing the contributions of non-teaching staff, particularly those in Grade III and Grade IV, who play a vital role in the smooth functioning of the institution.



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## Resolution 4:

It was resolved to prepare a Google Form and circulate it among the faculty members and the Principal to collect nominations / preferences for the "Best Non-Teaching Staff" from Grade III and Grade IV. Based on the responses received:

- IQAC will compile and review the feedback, and
- Finalize the Best Non-Teaching Staff (one each from Grade III and Grade IV or as decided) following a fair and transparent process.

The recognition will be conferred on an appropriate institutional occasion, to be decided in consultation with the Principal.

## SIGNATURES

Principal Pandu College

*9/8/25*  
Principal  
PANDU COLLEGE, PANDU  
Guwahati-12, Assam

IQAC Coordinator Pandu College

*Binita Zaman Barua*  
CO-ORDINATOR  
Internal Quality Assurance Cell  
Pandu College, Pandu, Guwahati-12

## Members

- 1.
2. *Rusna Medhi*
3. *Gayatri Das*
4. *Barnali Thakuria*
5. *Ankurjyoti Talukdar*
6. *Bandita Talukdar*
7. *Karishma Shrauan*



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### MINUTES OF THE IQAC MEETING

Date: 26<sup>th</sup> September 2025

Time: 1 PM

Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 26th September 2025 in the IQAC Office.

#### Agenda

1. MoUs with a minimum of five (05) industries/institutions to strengthen industry–academia linkage.
2. Establishment of a Coaching Cell / Workshops for competitive examinations such as NET/SLET, UPSC, CAT and other career-oriented examinations.

#### Proceedings of the Meeting

The meeting commenced with the Chairperson welcoming all members and highlighting the importance of strengthening employability and career progression of students in alignment with institutional quality benchmarks and the long-term development goals of the college. The Chairperson placed the agenda items before the house for discussion.

#### Agenda 1: MoUs with Minimum Three Industries/Institutions

The members deliberated on the need to develop structured collaborations with industries and professional organizations to facilitate internships, industrial exposure, skill development, and placement opportunities. After discussion, the IQAC resolved to initiate immediate steps to sign MoUs with at least five industries/institutions.

#### Resolution 1:

It was unanimously resolved that Pandu College shall **enter into MoUs with a minimum of Three (03) industries/organizations/institutions** to strengthen industry–academia linkage. These MoUs shall primarily focus on:

- student internships and field exposure,
- industry visits and expert lectures,
- skill development and add-on/certificate courses, and
- placement and career support initiatives.

#### Agenda 2: Workshops for Competitive Examinations

The IQAC discussed the increasing need for systematic mentoring and guidance for students preparing for national and state-level competitive examinations. Members emphasized conducting orientation and capacity-building workshops with expert resource persons.



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## Resolution 2: Competitive Exam Support

It was resolved to:

- organize workshops/orientation sessions by subject experts,
- maintain a schedule for regular guidance sessions,
- prepare and circulate exam-related resources (syllabus, study links, previous year papers, etc.), and
- coordinate with departments for student enrolment and mentoring support.

The Career Counselling/Placement Cell will work in coordination with IQAC for implementation.

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

## SIGNATURES

Principal Pandu College

*26/9/25*  
Principal  
PANDU COLLEGE, PANDU  
Guwahati-12, Assam

IQAC Coordinator Pandu College

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

Members

1. Bandana Das
2. Runa Medhi.
3. *[Signature]*
4. Barnali Thakurè
5. Ankurjoti Talukdar
6. Bandita Jahan
7. Barnali Thakurè
8. Karishma Shraua



Office of the Co-ordinator

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Date:.....

### Minutes of the IQAC Meeting

Date: 14th October 2025

Time: 2 PM

Venue: IQAC Office

The meeting was attended by the Chairperson (Principal), IQAC Coordinator, and members of the IQAC.

#### Agenda

1. To conduct a Workshop on Computer Skills for Laboratory Bearers and Grade IV employees.
2. To organize workshops/awareness programmes on the Code of Conduct for students, teachers, and office staff.
3. To invite renowned athlete Ms. Hima Das for an interactive session with students to promote sports activities.

#### Proceedings of the Meeting

The meeting commenced with the Chairperson welcoming all the members. The agenda items were taken up one by one for discussion.

#### Resolutions Adopted

##### Resolution 1: Computer Skills Workshop

It was resolved to organize a Workshop on Computer Skills for Laboratory Bearers and Grade IV employees. The workshop will focus on basic computer operations, digital documentation, and the use of essential software to improve workplace efficiency.

##### Resolution 2: Code of Conduct Awareness Programmes

The meeting resolved to conduct workshops and awareness programmes on the Code of Conduct for students, teachers, and office staff. These programmes will aim to ensure clarity, compliance, and adherence to institutional rules, ethics, and professional responsibilities.

##### Resolution 3: Interactive Session with Ms. Hima Das

It was resolved to invite Ms. Hima Das, renowned athlete, for an interactive session with students on 17th October 2025. The programme will focus on motivating students towards sports participation, discipline, perseverance, and overall physical well-being.



Office of the Co-ordinator

# Internal Quality Assurance Cell (IQAC)

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Ref.....

Date:.....

Signature

Chairperson, IQAC / Principal

*[Signature]*  
14/10/24

Principal  
PANDU COLLEGE, PANDU  
Guwahati-12, Assam

IQAC Coordinator

*[Signature]*

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

Members

- 1.
2. Ruma Medhi.
3. *[Signature]*
4. Barnali Thakuria
5. Ankur Jyoti Talukdar
6. Bandita Talukdar
7. Kaishwa Shraon



Office of the Co-ordinator

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Date:.....

### Minutes of the IQAC Meeting

Date: 25th October 2025

Time: 1 PM

Venue: IQAC Office

The meeting commenced with the Chairperson welcoming all the members and outlining the agenda for discussion. The agenda items were taken up sequentially and discussed in detail.

#### Agenda

1. To make necessary arrangements for conducting Green Audit and Energy Audit of the college.
2. To conduct a Workshop on CAS Promotion for faculty members and librarian.
3. Planning and organization of a National / International Seminar.

#### Resolution 1: Green Audit and Energy Audit

It was resolved to initiate necessary arrangements for conducting Green Audit and Energy Audit of the college. The college will coordinate with competent agencies/experts to carry out the audits.

#### Resolution 2: Workshop on CAS Promotion

It was resolved to organize a Workshop on CAS Promotion for faculty members and librarians to familiarize them with the prevailing rules, eligibility criteria, documentation requirements, and quality benchmarks prescribed by regulatory bodies.

#### Resolution 3: National / International Seminar

The meeting resolved to plan and organize a National/International Seminar in the relevant academic disciplines. A coordinating committee will be constituted to finalize the theme, resource persons, timeline, and budget for the seminar.

The meeting concluded with a vote of thanks to the Chair.



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Date:.....

Signature

Chairperson, IQAC / Principal

*25/10/25*

Principal  
PANDU COLLEGE, PANDU  
Guwahati-12, Assam

IQAC Coordinator

*Bismita Talukdar*

Date: \_\_\_\_\_



(Enclosures: Attendance Sheet, Agenda Copy)

Members:

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