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:.....

Minutes of the IQAC Meeting

Date: 6th June 2025

Venue: IQAC Office

Resolution1:

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.

Ref..... Date:.....

- 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

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

Members :

1. Bandana Das
2. Rupna Medhi
3.
4. Barnali Thakuria
5. Ankur Jyoti Talukdar
6. Bandita Talukdar
7. Krishna Sharma

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:.....

Minutes of the IQAC Meeting

Date: 9th 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

Ref..... Date:.....

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.

Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

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Ref..... Date:.....

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

Members

1.
2. Rusna Medhi
3.
4. Barnali Thakuria
5. Ankur Jyoti Talukdar
6. Bandita Talukdar
7. Karishma Sharan

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:.....

MINUTES OF THE IQAC MEETING

Date: 26th 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.

Ref..... Date:.....

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

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

Members

1. Bandana Das
2. Rusna Medhi.
3.
4. Barnali Thakuria
5. Ankurjyoti Talukdar
6. Bandita Talukdar
7. Barnali Thakuria
8. Karishma Sharma

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:.....

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)

PANDU, GUWAHATI-781012

E-mail: iqac.pc2024@gmail.com Website: www.panducollege.ac.in

Ref..... Date:.....

Signature
Chairperson, IQAC / Principal 14/10/24

Principal
PANDU COLLEGE, PANDU
Guwahati-12, As

IQAC Coordinator Bibita Tamuli Barua

CO-ORDINATOR
Internal Quality Assu. Cell
Pandu College, Pandu, Guwahati-12

Members

1.
2. Ruma Medhi.
3.
4. Barnali Thakuria
5. Ankur Jyoti Talukdar
6. Bandita Talukdar
7. Kaushna Sharan

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:.....

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.

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:.....

Signature

Chairperson, IQAC / Principal _____ 25/10/25

IQAC Coordinator _____

Date: _____

(Enclosures: Attendance Sheet, Agenda Copy)

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

CO-ORDINATOR
Internal Quality Assurance Cell (IQAC)
Pandu College
Guwahati- 12

Members:

1. Bandana Das
2. Rusma Medhi.
3.
4. Barnali Thakuria
5. Ankurjyoti Talukdar
6. Bandita Talukdar
7. Krishna Sharan

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:.....

Minutes of the Meeting with Coordinators of Clubs and Cells on 25th October 2025

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, with the Coordinators of various Clubs and Cells of the College was held on 25-10-25 to review their functioning, activities, documentation practices and future plans.

The meeting was chaired by the Principal/Chairperson, IQAC. The IQAC Coordinator welcomed all the members and highlighted the importance of Clubs and Cells in promoting the academic, co-curricular, extension and overall developmental activities of the institution.

The following matters were discussed:

1. **Review of Activities of Clubs and Cells**

   The activities conducted by the various Clubs and Cells during the academic session were reviewed. The Coordinators briefly presented the programmes and initiatives undertaken by their respective Clubs and Cells. Emphasis was laid on conducting activities regularly and ensuring active participation of students.

2. **Preparation of Annual Activity Plan**

   The Coordinators were advised to prepare an Annual Activity Plan/Calendar for their respective Clubs and Cells. The activities should be planned in accordance with the objectives of the Club/Cell and the overall institutional goals of Pandu College.

3. **Maintenance of Documentation**

   The meeting discussed the importance of maintaining systematic documentation of all activities. The Coordinators were requested to preserve notices, attendance records, photographs, activity reports, feedback, certificates and other relevant supporting documents for institutional records, IQAC, AAA and accreditation purposes.

4. **Student Participation and Quality Initiatives**

   The members discussed measures to increase student involvement in various programmes. Clubs and Cells were encouraged to organise academic, awareness, cultural, social, extension and outreach activities that contribute to the holistic development of students and promote institutional best practices.

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:.....

Resolutions Adopted

After detailed discussion, the following resolutions were unanimously adopted:

1. All Clubs and Cells shall prepare and maintain an Annual Activity Plan/Calendar and organise activities throughout the academic session in a systematic manner.
2. The Coordinators shall maintain proper documentation of every activity, including notices, attendance sheets, photographs, reports, and other supporting documents, and submit the same to IQAC whenever required.
3. All Clubs and Cells shall make efforts to ensure greater student participation and engagement and organise activities relevant to their respective objectives and the overall development of students.
4. The IQAC shall periodically review the functioning and activities of the Clubs and Cells, and the respective Coordinators shall submit activity reports and supporting records for IQAC, AAA, NAAC and other institutional requirements.

The meeting ended with a vote of thanks to the Chair and all the Coordinators for their active participation and cooperation.

Signature

Principal / Chairperson, IQAC, Pandu College

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Coordinator, IQAC, Pandu College

CO-ORDINATOR ★ IQAC ★ Internal Quality Assurance Cell
Pandu College
Guwahati-12.

Members, IQAC, Pandu College.

1. Bandana Das
2. RUMA MEDHI
3. Gunjan Das
4. Ankur Jyoti Talukdar
5. Barnali Thakuri
6. Bandita Talukdar
7. Karishma Sharma

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:.....

Minutes of the IQAC Meeting

Date: 01-11-2025
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.

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:.....

Signature

Chairperson, IQAC / Principal _____

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

IQAC Coordinator _____

Date: _____

COORDINATOR IQAC Cell Internal Quality Assurance Pandu College Guwahati- 12

① Bandana Das

② RUMA MEDHI

③ Gunjan Das

④ Barnali Thakuri

⑤ Ankur Jyoti Talukdar

⑥ Bandita Talukdar

⑦ Karishma Sharma

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:.....

Minutes of the IQAC Meeting

Date: 30 December 2025
Venue: IQAC Office

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 30 December 2025 under the chairmanship of the Principal. The IQAC Coordinator welcomed the members and placed the agenda items before the meeting for discussion.

Agenda 1: Review of Academic and Institutional Activities of the Current Session

The members reviewed the academic and institutional activities conducted during the session. The progress of teaching-learning activities, internal assessment, student support activities, departmental programmes and various co-curricular initiatives was discussed.

Resolution:
It was resolved that all departments and concerned committees should continue to maintain proper records of academic and institutional activities and ensure timely completion of the planned activities for the session.

Agenda 2: Review of Documentation for Quality Assurance and Accreditation

The meeting discussed the status of documentation maintained by the departments, committees, cells and clubs. Emphasis was laid on systematic maintenance of notices, attendance records, reports, photographs, feedback and other supporting documents required for IQAC, Academic and Administrative Audit and accreditation purposes.

Resolution:
It was resolved that all departments, committees, clubs and cells should update their records regularly and submit the required documents to IQAC within the stipulated time.

Agenda 3: Planning of Quality Initiatives for the Upcoming Semester

The members discussed various quality enhancement initiatives to be undertaken during the upcoming semester. Particular emphasis was given to student participation, use of ICT and innovative teaching methods, extension activities, skill development programmes, seminars, workshops and other academic and co-curricular activities.

Resolution:
It was resolved that the departments and different institutional committees, clubs and cells should prepare their activity plans for the upcoming semester and organise programmes that contribute to the academic and holistic development of students.

The meeting concluded with a vote of thanks to the Chair and all the members present.

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:.....

Principal / Chairperson, IQAC
Pandu College

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Coordinator, IQAC
Pandu College

CO-ORDINATOR ★ IQAC ★ Internal Quality Assurance Cell
Pandu College
Guwahati-12

Members, IQAC

Pandu College.

1. Bandana Das
2. RUMA MEDHI
3.
4. Gunjan Das
5. Karishma Sharma
6. Bandita Talukdar
7. Ankur Jyoti Talukdar

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:.....

Minutes of the IQAC Meeting

Date: 6 February 2026
Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 6 February 2026 under the chairmanship of the Principal. The IQAC Coordinator welcomed the members and placed the agenda items for discussion.

Agenda 1: Five-Day Workshop on "Roadmap to Success: Guidance for APSC, ADRE, TET & State Recruitment Exams"

The members discussed the need to provide proper guidance and orientation to students preparing for various competitive and state-level recruitment examinations. After discussion, it was decided to organize a Five-Day Workshop on "Roadmap to Success: Guidance for APSC, ADRE, TET & State Recruitment Exams" from 24 March 2026 to 28 March 2026.

Resolution:
It was resolved to organize the five-day workshop from 24 March to 28 March 2026 and to make necessary arrangements for resource persons, student participation, publicity, programme schedule and documentation. Dr. Bandita Talukdar will be the coordinator of the program.

Agenda 2: Bootcamp on Cyber Security and Cloud Computing

The members discussed the importance of developing students' awareness and skills in emerging areas of information technology. It was proposed to organize a Bootcamp on Cyber Security and Cloud Computing by IQAC in association with the Department of Computer Science and Application and NEILIT, Guwahati.

Resolution:
It was resolved to organize the Bootcamp on 19 March 2026 in association with the Department of Computer Science and Application. The concerned department and IQAC would jointly coordinate the programme and maintain proper records of the activity.

Agenda 3: Student Feedback

The members discussed the collection of student feedback on teaching-learning practices, curriculum delivery, academic support by the faculties and other related aspects. The importance of using feedback for continuous improvement was emphasized.

Resolution:
It was resolved to collect student feedback systematically thrugh college portal , analyse the responses and communicate relevant observations and suggestions to the concerned departments and committees for necessary action.

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:.....

Agenda 4: Student Satisfaction Survey

The members discussed conducting a Student Satisfaction Survey to assess the overall level of satisfaction of students regarding the teaching-learning environment, infrastructure, support services and other institutional facilities.

Resolution:
It was resolved to conduct the Student Satisfaction Survey during the academic session, analyse the responses and use the findings for quality enhancement and institutional improvement.

The meeting concluded with a vote of thanks to the Chair and all the members present.

Principal / Chairperson, IQAC
Pandu College

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Coordinator, IQAC
Pandu College

Members, IQAC
Pandu College.

1. Bandana Das
2. RUMA MEDHI
3.
4.
5. Karishma Sharma
6. Bandita Talukdar
7. Ankur Jyoti Talukdar

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:.....

Minutes of the IQAC Meeting with HODs, Los and Coordinators of Clubs and Cells

Date:21-02-26

Venue: Digital Classroom (Administrative Block)

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, with the Heads of Departments, Liaison officer and Coordinators of various Clubs and Cells was held on 21st February 2026 under the chairmanship of the Principal. The IQAC Coordinator welcomed the members and placed the following agenda items.

Agenda 1: Visit of Peer Groups

The members discussed the proposed visit of peer groups from Lok Bhavan Office to Pandu College to take stock of implementation of various aspects of NEP 2020 in the institute.

Resolution:
It was resolved that all departments and concerned committees shall keep the relevant records and supporting documents regarding the implementation of NEP 2020 updated and ready for verification. The IQAC shall coordinate the preparations for the proposed visit of the peer group from the Lok Bhavan Office and ensure that necessary information and documentation are made available during the visit.

Agenda 2: AAA Readiness

The meeting reviewed the overall preparedness of the College for the forthcoming **Academic and Administrative Audit (AAA)**. The members discussed documentation, departmental profiles, supporting records, presentation of activities and physical arrangements required for the audit.

Resolution:
It was resolved that all departments, clubs and cells would keep their records complete, updated and properly arranged. Any deficiencies pointed out by IQAC should be rectified before the AAA visit.

Agenda 3: Activities of the Departments

The Heads of Departments were requested to review the academic, co-curricular, extension and student-centric activities undertaken by their respective departments and to ensure that the activities planned for the academic session are completed and properly documented.

Resolution:
It was resolved that each department would conduct meaningful academic and student-centric activities in accordance with its departmental plan and maintain proper documentation, including notices, attendance records, photographs, reports and feedback.

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:.....

Agenda 4: Activities of Clubs and Cells

The functioning and activities of the various Clubs and Cells of the College were discussed. The Coordinators were encouraged to organise programmes relevant to the objectives of their respective Clubs and Cells and to involve students actively in such activities.

Resolution:
It was resolved that all Clubs and Cells would organise appropriate activities regularly, ensure active student participation and maintain complete records and supporting documents of every programme conducted.

Agenda 5: Updating of College Website

The meeting reviewed the status of the College website and the webpages of individual departments, clubs and cells. The members stressed the need to ensure that all information available online is current and supported by institutional records.

Resolution:
It was resolved that all Heads of Departments and Coordinators of Clubs and Cells would update their respective webpages with the latest profiles, activities, achievements, reports, photographs and other relevant information before the AAA visit.

Agenda 6: College Anthem and Asom Sangeet

The members discussed the inclusion of the College Anthem and Asom Sangeet in appropriate institutional programmes and important College events.

Resolution:
It was resolved that the College Anthem and Asom Sangeet would be appropriately incorporated into major institutional programmes and events..

Principal / Chairperson, IQAC
Pandu College

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Coordinator, IQAC
Pandu College

1. Bandana Das
2. RUMA MEDHI
3. [signature]
4. Ankur Jyoti Talukdar
5. Bandita Talukdar
6. Karishma Sharma

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:.....

Minutes of the IQAC Meeting

Date: 24-04-26
Venue: IQAC Office, Pandu College

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 24 April 2026 under the chairmanship of the Principal. The IQAC Coordinator welcomed the members and placed the following agenda items before the house for discussion.

Agenda 1: Faculty Development Programme on "Curriculum Design and Pedagogical Innovation"

The members discussed the need to organise a Faculty Development Programme to enhance teachers' understanding of curriculum design, learner-centred teaching approaches and innovative pedagogical practices. The programme was proposed as part of the institution's quality enhancement initiatives.

Resolution:
It was resolved to organise a Faculty Development Programme on "Curriculum Design and Pedagogical Innovation" for the contractual faculty members of the College from 13th May to 18th May 2026. The IQAC member Dr. Karishma Shravan would coordinate the programme and make necessary arrangements regarding resource persons, schedule, participation and documentation.

Agenda 2: Talk on "Values, Rights, Duties and Responsibilities of Citizens"

The meeting discussed the importance of creating awareness among non-teaching regarding constitutional values, rights, duties and responsibilities of citizens. It was proposed to organise a talk on the topic by IQAC in association with the Department of Economics.

Resolution:
It was resolved to organise a talk on "Values, Rights, Duties and Responsibilities of Citizens" by IQAC, Pandu College, in association with the Department of Economics. The programme would aim to promote civic awareness, responsible citizenship and constitutional values among students.

Agenda 3: Planning of Student-Centric Quality Enhancement Activities

The members discussed the need to organise more student-centric programmes focusing on skill development, career awareness, value education, employability and holistic development.

Resolution:
It was resolved that departments, clubs and cells would be encouraged to organise

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relevant student-centric quality enhancement programmes during the remaining part of the academic session. IQAC would periodically review the progress of such activities.

The meeting concluded with a vote of thanks to the Chair and all the members present.

Principal / Chairperson, IQAC
Pandu College

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Coordinator, IQAC
Pandu College

Pandu College
Guwahati-12

Members, IQAC
Pandu College.

① Bandana Das

② RUMA MEDHI

③

④ Ankur Jyoti Talukdar

⑤ Barnali Thakuria

⑥ Bandita Talukdar

⑦ Karishna Shavar

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:.....

Minutes of the IQAC Meeting

Date: 1 June 2026
Venue: IQAC office, Pandu College.

A meeting of the Internal Quality Assurance Cell (IQAC), Pandu College, was held on 1 June 2026 under the chairmanship of the Principal. The IQAC Coordinator welcomed the members and placed the following agenda items before the house for discussion.

Agenda 1: Verification of Documents for Academic and Administrative Audit (AAA)

The members discussed the need for systematic verification of documents maintained by all Departments, Clubs, Cells, NSS and NCC in preparation for the forthcoming Academic and Administrative Audit (AAA). The objective of the verification would be to identify gaps, inconsistencies or areas requiring modification before the audit.

Resolution:
It was resolved that the IQAC would verify all relevant documents and supporting records. For this purpose, three members of the Extended IQAC, namely Dr. Maitrayee Sharma, Mr. Dipjyoti Barman and Dr. Dipanjali Haloi, along with other IQAC members, would examine the documents and suggest necessary corrections or modifications wherever required.

Agenda 2: Strengthening Best Practices on Digitisation and Green Initiatives

The members discussed strengthening the institutional best practices related to digitalisation and green initiatives. Emphasis was laid on reducing paper use, promoting digital communication and documentation, encouraging energy conservation, proper waste management, plantation activities and creating greater environmental awareness among students and staff.

Resolution:
It was resolved to further strengthen the College's Digital and Green Initiatives as an institutional best practice. Departments, Clubs, Cells, NSS and NCC would be encouraged to promote paperless practices, digital record keeping, responsible use of resources, waste reduction, environmental awareness and other eco-friendly activities. Proper documentation of these initiatives would also be maintained for AAA and other quality assurance purposes.

Agenda 3: Preparation of Departmental Profiles and Updating of Website for AAA

The members discussed the preparation and updating of Departmental Profiles and the need to ensure that the webpages of all Departments, Clubs, Cells, NSS and NCC contain complete and updated information. The importance of maintaining uniformity between the information displayed on the College website and the supporting documents kept for AAA verification was also emphasized.

Resolution:
It was resolved that all Departments, Clubs, Cells, NSS and NCC would update their profiles and

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Ref..... Date:.....

wcbpagcs with the latest informaiton, activities, photographs and relevant documents. The information provided in the departmental profiles and webpages should be supported by proper records. IQAC would review the updated profiles and website content as part of the AAA preparation process.

The meeting concluded with a vote of thanks to the Chair and all the members present.

Principal / Chairperson, IQAC
Pandu College

Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Coordinator, IQAC
Pandu College

CO-ORDINATOR ★ IQAC Cell ★ Internal Quality Assurance
Pandu College
Guwahati- 12

Members, IQAC

Pandu College.

1. Bandana Das
2. RUMA MEDHI
3. Arupa Das
4. Dr Smti Jyoti Talukdar
5. Bandita Talukdar
6. Karishma Sharma