

IQAC Meeting Minutes and Action Taken Report

IQAC MEETING 2022-2023

Date-08/08/2022

Agenda:

- a. Teaching learning
- b. IQAC action Plan for the Academic Year 2022-2023
- c. Students Induction programme (Diksharambha)
- d. Other related issues with due permission of the chair

Member present:

Enclosed in the register

Minutes of the meeting:

- a. Teaching learning

The meeting discussed in detail how to improve the teaching learning of the college. It is resolved that the academic committee will prepare the new routine for the session. From the first semester onwards the teacher will create and maintain required students tempo for subsequent years. Mentors register will be maintained by the teacher.

- b. IQAC Action Plan

The meeting discussed the action plan for the academic year 2022-2023 and resolved to prepare the action plan including all the benchmark of quality enhancement of teachers and students.

- c. Students Induction Programme:

The Members discussed about the Diksharambha programme and decided to hold it on 14th August, 2022 under the guidance of Mrs. Minakhi Goswami, Asst. Prof of Economics. The programme will be followed by the celebration of Library Day.

- d. Other related issues with due permission of the chairs

The meeting discussed about the teacher shortage of the Education Department and Assamese department and resolved to appoint two part time teachers one for education and other for Assamese Department. One computer technician will be appointed for computer work.

Action taken Report:

- a. IQAC prepared action plan for the session 2022-2023, incorporating programmes for the quality enhancement of the teacher and student.
- b. Academic Committee prepared the class routine for the odd Semester.
- c. On 12th August, 2022 Diksharambha programme and library day observed.
- d. Two part time teachers Miss Rinki Day and Miss Liza Goswami were appointed in the Department of Education and Mrs. Arihana Saikia was appointed in Assamese department.
- e. A part time computer technician Mr. Nripen Majhi was appointed.



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IQAC Meeting

27/08/2022

Agenda:

1. Academic and Administrative Audit
2. Green and Energy Audit
3. Preparation and submission of IIQA
4. Other relevant issue.

Member attended:

Enclosed in the register

Minutes of the meeting:

1. Academic and Administrative Audit

The meeting discussed the importance of NAAC assessment for the college and come to the conclusion that as the first step for that would be the Academic and Administrative Audit (AAA). Departments should identify their weakness and address them by adopting suitable mechanism to improve score for the NAAC assessment. The meeting resolved to conduct AAA for improving the rank in NAAC. The audit parameters have to be prepared keeping the important metrics of accreditation in mind. IQAC coordinator will do the necessary. The meeting resolved to invite a expert for AAA.

2. Green and Energy Audit:

The members discussed about the need for Green and Energy audit for the NAAC accreditation and resolved to undertake the Audit. A committee is formed under the coordination of Mr. Dewajit Bora, HoD of geography to do the needful for the audit.

3. Preparation and submission of IIQA:

The meeting enquired about the preparation of IIQA. The coordinator explained the NAAC procedure and necessary data for the IIQA. A committee is formed to collect necessary data under the supervision of Mrs. Bithika Borah, Vice Principal of Samaguri College.

4. The meeting discussed on the importance of water testing to be done before audit. It also resolved that the cells would submit their activity reports to IQAC before audit.

Action Taken Report

1. Academic and Administrative Audits were done on 9th October 2022. A team of experts comprised of- Dr. Amar Gautam, Academic Registrar of Robindra Nath Tagore University, Hojai, Dr. Mrinal Kanti Paul, Principal, Lumding College, Dr. Sagar Baruah, Rtd. Principal of Khagarijan College, Dr. Sajnay Kanti Das, Associate Professor & IQACC coordinator, Lumding College, and Mr. Biman Acharjee, Associate professor & RUSA Coordinator, Lumding College visited the college and conducted the audit as per norms.
2. Green Audit was done by Divisional Forest officers on 13/10/2022
3. Energy Audit was done by Bikash Jyoti Deb, Proprietor and electrical Consultant on 15/12/2022
4. Four members' Data Management Committee was formed to provide data for the self-study report.



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IQAC Meeting

12/09/2022

Agenda

1. Recommendation and suggestion of the AAA.
2. Submission of IIQA
3. Academic Performance
4. Infrastructure
5. Other related issue with due permission of the chair.

Attendance of the members is attached in the register.

Meeting Minutes:

1. Recommendation and suggestion of the AAA

The meeting discussed the suggestions and recommendations of the AAA team in details and took the following resolutions-

- a. The Departmental profiles would be made precise and upload in the website.
- b. Before the NAAC assessment provision for separate departmental room will be made.
- c. Separate Laboratory for Geography and Education will be provided.
- d. According to the advice of the AAA necessary correction will be done in the teachers' Academic Diary.

2. Submission of IIQA

The members of the meeting inquired about that submission of IIQA. The IQAC coordinator let the meeting know about the progress of IIQA submission. It was resolved to submit the IIQA in the month of November.

3. Academic Performance

The result of the 6th semester was discussed and members suggested measures to improve the result. It was resolved that the teachers would take remedial classes and assignments would be given based on the previous year's question paper.

4. Infrastructure

The meeting discussed on the development of the college canteen and Geography Department and decided to renovate the canteen and a hall for the Geography classroom.

5. It was resolved that IQAC and Academic Committee will supervise the Departmental activities and syllabus completion quarterly.

6. In order to develop creativity and artistic skill of the students it was resolved to organized wall magazine competition among the Departments of the college.

Action Taken Report:

1. IIQA submitted on 18/11/2022. Queries from NAAC on IIQA were clarified and clarification was submitted online.
2. Separate rooms were provided to the departments.
3. Departmental profile uploaded in the website
4. Teachers' academic dairy corrected according to the advice of the AAA.
5. Quarterly evaluation by IQAC and Academic Committee initiated.
6. Iqac arranged wall magazine competition among Departments.



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IQAC meeting

15/11/2022

Agenda:

1. Submission of SSR
2. Suggestion and recommendation of Green and Energy Audit.
3. IQAC member inclusion
4. Other relevant issues

Signatures of the attendees attached in the register

Minutes of the meeting

1. Submission of SSR

The meeting discussed on the writing of the SSR. IQAC coordinator placed the data and progress of SSR and evaluated. It was resolved to place draft SSR in front of statutory body before submitting to the NNAC portal.

2. Suggestion and recommendation of Green and Energy Audit.

The members discussed the recommendations and suggestions of the AAA, Green and Energy audit in details and came into conclusion that it is not possible to fulfill all the suggestion at a time that is why it will be followed step by step.

3. IQAC members

The Iqac member from management has retired and new member has to be included in the body. It was suggested by the chairperson of the IQAC that since the previous member from management could not give time so the new member should be selected from college management. Accordingly, Mr. Zakir Hussain, assistant prof. and HoD of Political Science Department proposed Mr. Mintu Kamal Das, senior assistant from Samaguri College as the new member from management in IQAC body.

The member from Alumni Association Sri Utpal Sonar retired and Mrs. Bithika Bora proposed Miss Aliza Khatun as representative from the Alumni in the IQAC body.

Action taken Report:

1. The draft SSR was placed in front of statutory body, checked and corrected and uploaded in the portal. The queries clarified and submitted.
2. College website upgraded and uploaded the entire necessary documents in support of the SSR.
3. NAAC awareness programme conducted.
4. Cells under IQAC organized and some new committees were formed.



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IQAC meeting

27/01/2023

Agenda

1. Institutional Preparedness for NAAC visit.
2. Discussion on leave
3. Other relevant issue

Signature of the attendee attached in the register.

Meeting Minutes:

1. Institutional Preparedness for NAAC visit.
The meeting discussed the institutional preparedness for NAAC peer team visit and resolved to renovate the college signboards, banners, classrooms and building.
2. The members discussed on the bio-diversity wall Magazine and entrusted the preparation of it to Mr. Dewajit Bora, HOD of Geography Department.
3. Beautification committee, College Renovation Committee, Playground Committee and Cultural Committee were formed to look after the preparedness.
4. A uniform format of leave application for all will be developed.

Action Taken Report:

1. College building, playground, signboard, classroom etc. were colored and renovated before the peer team visit.
2. The committees performed their assigned works before peer team visit.
3. A common format is provided for leave application to the employees



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IQAC meeting

03/03/2023

Agenda

1. Date for the NAAC peer team visit
2. Logistic accommodation for peer team visit
3. Institutional preparedness for NAAC peer team visit
4. Cultural Programme
5. Other relevant issues

Signature of the attendee

Minutes of the meeting

1. The meeting decided to propose three probable dates to NAAC peer team. One in the second week of April, second in the last week of April and last date to be proposed in the second week of May.
2. The meeting discussed about logistic accommodation of the team and selected three hotels to be proposed for the purpose. Two teachers Miss Jyotirekha Keot, HOD Assamese and Utpal Baruah asst. professor of Economics were given responsibility to go and inquiry about the facilities of the hotels.
3. The committees which were formed for institutional preparedness of the institution reported the progress of the work.
4. Since 8th March is a holiday the women Day would be celebrate on 13th March

Action taken report:

1. NAAC peer team visited the College on 27th and 28th April, 2023.
2. International Women's Day was celebrated on 13th March, eminent feminist activists Rtd. Principal of Nonoi HS school Mrs. Damayanti Das delivered a speech on the occasion.



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IQAC Meeting on 29/05/2023

Agenda:

1. Discussion on FDP
2. Discussion on NAAC grade
3. Workshop on NEP-2020
4. Other relevant issues

Signatures attached in the register

Minutes of the meeting:

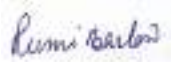
1. Discussion about FDP

The meeting discussed on the need of a workshop for quality enhancement and resolved to organize 7 days FDP in collaboration with Alhaz Sunai Bibi College Udali, Hozai from 23/06/2023 to 29/06/2023. The topic selected for the FDP was “Research, Academic Writing, Publication and Ethics”. The participants have to pay Rs. 800 for the registration and the money will be collected in the staff account.

2. A five members committee was formed to prepare and publish the FDP brochure. The members of the committee would be- Dr. Indrajit Bezbarua, Principal Samaguri College cum IQAC chairperson, IQAC coordinator Mrs. Rumi Barlow, Asst. Coordinator Mr Hiranya Kr. Sharma. Miss Jyotirekha keot, Asst. prof of Assamese, Mrs. Nandita Bhuyan, Asst prof of Geography.
3. Members of NEP Task Force Mrs. Labanya Goswami, HOD English, Mr. Dilip Das HOD Education and Mr. Utpal Baruah and Coordinator of Admission Committee Mr. Dewajit Borah were selected to participate in the Workshop on NEP-2020 organized by Gauhati University.
4. The members discussed on the NAAC grade and suggestions of the peer team and resolved to follow the suggestions step by step.

Action Taken Report:

1. One week FDP was organized from 23rd June to 29th June, 2023. 120 faculties attended the workshop through Google meet online platform. University professors were invited as resource persons. Participants were given completion certificates.
2. The members of the NEP Task Force from College attended the workshop organized by the University.



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