

IQAC, Nalbari College, Nalbari

Minutes of IQAC meetings and Action Taken Report (ATR)

(Year 2014-15)

Date of Meeting: 21.10.2014

Venue: Principal's Chamber

Time: 2:30 PM

Members Present:

1. Dr. Dipak Goswami
2. Dr. Pradyumna Sarma
3. Dr. Subrata Barman
4. Dr. Dhiraj Talukdar
5. Kumud Chandra Rabha
6. Mitupan Deka
7. Dilip Deka
8. Surajit Sarma
9. Bishnu Bhattacharyya

Minutes of the meeting:

The meeting was chaired by Dr. Dipak Goswami, Principal, Nalbari College. Coordinator of the cell Dr. Pradyumna Sarma explains the agenda to the house. After prolonged discussion on each agenda the following decisions were unanimously accepted by the house:

1. The IQAC, Nalbari College has decided to organize a day long workshop on preparation for NAAC accreditation and has also decided to invite Dr. Indra Kumar Bhattacharya, Ex-principal, Cotton College, Guwahati, and NAAC Peer Team Member as the resource person of the workshop. The Principal of the College has kindly soldered the responsibility of communicating with the resource person and fixing the date for the event at the earliest.
2. The meeting also showed its concern on the issue of not receiving the ISBN/ISSN even after elapse of one month from the date of dispatch of the proposal in prescribed format to the appropriate authority (under HRD) . Hence it was decided that the coordinator would first communicate with Raja Rammohun Roy National Agency for ISBN through email and if necessary he would resend the proposal immediately.

3. Keeping in view of the duties and responsibility of IQAC in HEIs , the house has schemed out a few time oriented and priority based action for the development of the faculty members , non teaching staff, students and college ad a whole.

For Teachers:

- Activation of different cells (already approved by the G.B , Nalbari College) within the month of October it is also advised the chairperson of the IQAC would invite each cell and would brief the members about the duties and responsibilities of the particular Cell , preferably in the evening hours of the day . The coordinator, IQAC will assist the chairperson in this regard.
- The Principal has assured the house that the problem of adequate classrooms and hygienic Common Room and Toilet facilities will be solved with the completion of the ground floor of the newly constructed building which will house administration block and principal's chamber. He also informed the members that with the completion of all the 3 floors of this building this problem will be minimized to a manageable level, if not solved completely.
- The meeting unanimously accepted the urgency of up gradation of research atmosphere in the campus. It was decided that a sensitization drive should be started from next week (last part of October) to make faculty members aware about different major and minor research scheme and different funding agencies.
- In order to clear the confusion regarding the new UGC guidelines on CAS, IQAC has decided to organize an orientation programme on API.

For Non-Teaching Staff :

- In order to make the college office more sophisticated and organized two day long workshop on office management was decided to be organized within November 2014.
- A meeting of IQAC with the non teaching staff was also in the schedule.
- At least two internet connections should be provided to the college office.

For Students :

- Improvement of boys and girls common room.
- Celebration of 5th November (Dr. Bhupen Hazarika 3rd death anniversary)

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

Date of Meeting: 2.12.2014

Venue: Conference Room

Time: 12 Noon

Members Present:

1. Dr. Dipak Goswami
2. Dr. Pradyumna Sarma
3. Dr. Gautam Kr. Handique
4. Dr. Subrata Barman
5. Dr. Dhiraj Talukdar
6. Kumud Chandra Rabha
7. Mitupan Deka
8. Surajit Sarma
9. Dilip Deka

Minutes of the meeting:

The meeting was held under the Chairmanship of Dr. Dipak Goswami Principal, Nalbari College. The IQAC Coordinator explained the agenda and placed the minutes of the previous meeting of IQAC held on 21st October, 2014, for confirmation of the house. The following decisions were taken there upon:

- The departmental heads are to be requested to submit requisite data as soon as possible.
- Process of students feedback should be initiated
- A Committee to prepare the database of the college should be initiated.
- A team of faculty members should be sent various accredited college for better understanding of accreditation process.

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

Date of Meeting: 7.02.2015

Venue: Examination Room

Time: 1:30 PM

Members Present:

1. Dr. Dipak Goswami
2. Dr. Pradyumna Sarma
3. Dr. Subrata Barman
4. Dr. Dhiraj Talukdar
5. Kumud Chandra Rabha
6. Mitupan Deka
7. Dilip Deka
8. Surajit Sarma
9. Bishnu Bhattacharyya

Minutes of the meeting:

The meeting was chaired by Dr. Dipak Goswami, Principal and Chairperson IQAC. Agenda was explicated to the house by the Coordinator, IQAC. After confirmation of the preceding of the previous meeting, the house has adopted the following decisions out of long discussion on each agenda.

- It has been resolved that a skill development workshop for the non teaching staff should be organized by the IQAC .Members of non teaching staff from neighboring colleges are also to be invited to the workshop resource person in various fields of expertise are to be invited for this two day long workshop.
- The date of the proposed workshop is scheduled on the 12 and 13th Feb. 2014.
- Honorable Vice Chancellor or Register of Gauhati University is to be invited as the inaugurator of workshop.
- A committee headed by the Principal was formed to organize the workshop.
- It was decided that a general meeting of the teaching and the non teaching staff will be held shortly to discuss various issues regarding the workshop.
- In response to the request made by the Principal, Nalbari College, the IQAC has gladly agreed tom prepare the prospectus of the College for the next academic session.

(Due to paucity of time the last two agendas are differed to the next meeting.)

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

Date of Meeting: 19.03.2015

Venue: Conference Room

Time: 1:30 PM

Members Present:

1. Dr. Dipak Goswami
2. Dr. Pradyumna Sarma
3. Dr. Pran Krishna Das
4. Dr. Ranjana Bhattacharyya
5. Dr. Dhanjuman Pathak
6. Bishnu Bhattacharyya
7. Dr. Subrata Barman
8. Surajit Sarma
9. Dr. Dhiraj Talukdar
10. Dr. Rupam Sarma
11. Dr. Hangshadhar Rajbongshi
12. Mitupan Deka
13. Dr. Bhupen Kr. Nath
14. Dr. Mani Sharma
15. Kumud Chandra Rabha

Minutes of the meeting:

The meeting of IQAC was held under the chairmanship of Dr. Dipak Goswami, Principal Nalbari College. The agenda of the meeting was explained to the house by the Coordinator of IQAC. After prolonged discussion on each agenda, the house unanimously has conceded to the following decisions/resolutions.

(Prospectus/Fee Structure)

- Initiating the discussion on new fees structure, the Principal informed the house about the current critical financial condition of the college. He also urged the members to look in to the increasing recurring expenditure incurred in science labs and appointment of additional teacher and employees .Hence to meet up the expenditure, he suggested that the fee should be slightly increased in appropriate heads. Taking part on the discussion Dr. Subrata Barman, HOD, Economics suggested that the hike in fee structure might be the need of the hour, but at the same time the college authority should distribute the money head wise immediately after admission process is over. It would ensure the benefits of the student. Mr. Mitupan Deka representative of non teaching staff informed the house about the shabby state of office. He also expressed his apprehension about the

state of enrollment in bachelor of Physical Education (B.P.E). Dr. Pradyumna Sarma emphasized on the balance between the hike in fee structure and benefits of the student community. Dr. Ranjana Bhattacharyya, Associate Prof. in English, urged the Principal to increase students support services so that it would be justify any increase in fee structure.

It was resolved that a nominal hike in the fee structure would be carried out for the next session subject to the approval of the governing body of the college.

- The HODs of the of the college are to be requested to prepare the Departmental Profile which is a major parts of the Self Study Report

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

Action Taken Report (ATR)

IQAC Meetings 2014-2015

Sl. No.	Decision Taken in the Meetings regarding	Action Taken
1	Workshop on preparation for NAAC Accreditation and Assessment	Workshop on preparation for NAAC Accreditation and Assessment was conducted by IQAC. Prof. Indra Kumar Bhattacharya, Member of NAAC Peer Team and Ex-Principal, Cotton College, Guwahati, was invited as the Resource Person of the workshop. Prof. Bhattacharya minutely explained various facets of NAAC assessment process. He also explained the need of quality assessment and quality sustenance in Higher education institutions.
2	Communication with Raja Rammohun Roy National Agency for ISBN	Communication conducted by the Coordinator, IQAC
3	Refurbishment of infrastructure	<ul style="list-style-type: none"> • Proposal for New Departmental Common Rooms for 04 Departments and the proposal is under consideration • Suggestion to the authority to increase the intake capacity of the Girls hostel of the College. The authority kindly conceded the suggestion and the work is in progress • Proposal for reconstruction of College Canteen, and Boys Common Room and the work is in progress
4	Orientation programme on API	An In-house workshop on “The Basics of API” was organized by the IQAC, Nalbari College on 26 th Nov. 2014. The prime objective of the day long workshop was to sensitize the young faculty members about the basics of API. Dr. Pradyumna Sarma, Coordinator, IQAC, and Dr. Dhiraj Talukdar, Assistant Professor in Chemistry, Nalbari College were the resource persons of the workshop. Around 45 faculty members were present and a healthy interaction was followed.
5	Internet connections in the college office	Two internet connections are provided to the college office
6	Improvement of boys and girls common room.	New Boys Common Room is under construction and the Girls Common Room has been refurbished

7	Collection of Feedback from the students.	Feedbacks collected, analyzed and necessary action initiated
8	Organization of a Two Day long Work Shop for Non-Teaching Staff.	Two Day long Workshop on Office Management for Non Teaching Staff was conducted on 13 th and 14 th February. Prof. B.C. Goswami, Director of Academic Staff College, Gauhati University inaugurated the occasion. Altogether 31 participant from 11 colleges took part in the workshop,
9	Preparation of college prospectus	Prospectus was planned, drafted and prepared by the IQAC

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

IQAC, Nalbari College, Nalbari

Minutes of IQAC meetings and Action Taken Report (ATR)

(Year 2015-16)

Date of Meeting: 09.09.2015

Venue: Conference Room

Time: 3:00 PM

Members Present:

1. Dr. Dipak Goswami
2. Dr. Pradyumna Sarma
3. Dr. Pran Krishna Das
4. Kumud Chandra Rabha
5. Dr. Ranjanjyoti Sarmah
6. Dr. Subrata Barman
7. Bishnu Bhattacharyya
8. Dr. Dhiraj Talukdar
9. Ananta Rajbongshi
10. Dr. Rupam Sarma
11. Dr. Ranjana Bhattacharyya
12. Manjula Dutta Ray Barua
13. Arnab Jyoti Arya

Minutes of the meeting:

A meeting of IQAC was held on 09.09.2015 which was chaired by Dr. Dipak Goswami, Principal and Chairperson of IQAC, Nalbari College. The Coordinator of the Cell explained the agenda of the meeting.

Internal Discipline:

Arnabjyoti Arya, the general secretary of the Students Union and member of IQAC has initiated the issue of internal discipline in the campus and he has urged the college authority to initiate eviction of the *pan* and meat shops mushrooming in the surroundings of the college campus. He also insists to make uniform compulsory for all students and impose strict disciplinary action

otherwise. The ban on *gutkha* and other tobacco products should be strictly followed in the campus, he urged.

Mr. Bishnu Bhattacharyya, Asst. Prof. Department of Economics supports the Student Union leader and urges the Internal Discipline Committee to take action against the trouble makers. Dr. Subrata Barman, HOD, Economics also emphasizes the mandatory use of uniform and appointment of active security guards in the college gate so that no one can loiter in the campus. He also requests the Principal to place two hoardings in the college gates clearly informing in the regulations on campus discipline.

Students Progression:

Dr. Pradyumna Sarma, Coordinator, IQAC started the discussion on students progression by appealing the authority to activate the three innovative centre's viz. Centre for Theory and Praxis (CTP), Language and Linguistic Centre (LLC) and Poetry and Philosophy Centre (PPC). He has explained the house how these centre's can be of immense help for Students Community through development of creativity. He also expressed that these centre's can be monitored by the IQAC and at least one event per centre can be carried out each year. It is also mentioned that the authority should release a stipulated amount so that these centre can be activated in the current year.

Dr. Ranjana Bhattacharyya of Dept. of English gives stress on the adequate training to the Students through external expert. She also suggests that the above mentioned three centres should be accorded with one individual coordinator. Dr. P. Sarma stated that coordinator should be selected on the basis (and at the time) of the event and it will be more useful and less tiresome for the concerned coordinators. Dr. Bhattacharyya requests the principal to arrange proper training to the participants of the youth festival so they can bring laurels to the college.

Quality Endeavours:

Several useful decision are made after long discussion

- The feedback of current session should be analyzed and then be sent to the principal at the earliest. Dr. Subrata Barman and Dr. Bhupen Nath are entrusted with the responsibility to analyze the feedback of this session.
- Publication at least two edited volumes are to be carried out by the college. Dr. Gautam Handique and Dr. Subrata Barman have shouldered the responsibility to make necessary

arrangement for publication of a collected volume of noted thinker and retired professor of this college Sashi Sarma.

- Mr. Kumud Chandra Rabha, Asst. Prof. Department of Zoology has been entrusted with the responsibility of plantation. He has already initiated a healthy association with a NGO viz. 'The Green Globe'
- The house has requested the principal to immediately construct the boundary walls of the girls hostel of the college

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

Date of Meeting: 12.11.2015

Venue: Digital Class Room

Time: 2:30 PM

Orientation Programme

Title of the Programme: Understanding NAAC Assessment

Date: 12.11.2015

The IQAC, Nalbari College organized an Orientation Programme on 12.11.2015. The topic of the programme was 'Understanding NAAC Assessment'. It was meant for the newly appointed faculty members, who have joined the college after the first cycle of NAAC assessment of the college i. e. January, 2004.

The programme was attended by 35 young faculty members. Dr. Dipak Goswami the Principal of the college inaugurate the programme. The Coordinator IQAC then give detail description of necessity of NAAC accreditation. Dr. Subrata Barman Coordinator of NAAC Steering Committee Shared his experience of 1st visit of NAAC. He then phase wise describes the important step to be taken in case of the next visit of NAAC. The discussion was followed by long interaction.

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

Date of Meeting: 04.05.2016 **Venue: IQAC**

Time: 12 Noon

Members Present:

1. Dr. Dipak Goswami
2. Dr. Pradyumna Sarma
3. Dr. Ranjana Bhattacharyya
4. Dr. Gautam Choudhury
5. Bishsal Bikram Choudhury
6. Ananta Rajbongshi
7. Mitupan Deka
8. Dr. Dhanjuman Pathak
9. Kumud Chandra Rabha
10. Dr. Pran Krishna Das
11. Dilip Deka
12. Bishnu Bhattacharyya
13. Dr. Dhiraj Talukdar

Minutes of the meeting:

The meeting of IQAC was held under the chairmanship of Dr. Dipak Goswami, Principal, Nalbari College. The agenda of the meeting was explained to the house by the Coordinator of IQAC. After prolonged discussion on each agenda, the house unanimously has conceded to the following decisions.

Agenda 1: (Action Plan for the New Session)

- It has been decided that the college will organize a National Level Seminar in the next session preferably in the month of August or September. Topic and dates are to be finalized in a staff meeting.
- A peer reviewed multidisciplinary edited volume covering the research papers of the faculty members is to be published within this year.
- Active emphasize should be given on making the college campus clean and green. Plantation programme should be carried out.

- College office is to be thoroughly digitized and Office Automation Software is to be updated regularly.
- College Website should be updated

Agenda 2: (Prospectus for the New Session)

- IQAC will take the responsibility of preparing the prospectus for 2016-17
- Contact detail of all teaching and non-teaching staff will be provided for the benefit of the students.

Agenda 3: (Any others with the permission of the chair)

- Three innovative centres are to be inaugurated within this year.
- The IQAC should take initiative to prepare the College Anthem and preferably by the alumni of this college.
- Non-stop power supply to all departments and classrooms.
- Students Enrichment Programme like *Vision Youth* (held in last February) should be continued.

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C

Action Taken Report (ATR)

IQAC Meetings 2015-2016

Sl. No.	Decision Taken in the Meetings regarding	Action Taken
1	Maintenance of Internal Discipline	A Vigilance Cell has been constituted to monitor the internal discipline of the college. Strict measures are to be initiated against students who go against the stated code of conduct of the students.
2	Activation of three cells	Proposal submitted to the Principal
3	Processing of Feedback	A committee of two members analyzed the Students Feedback and submitted the report to the Principal for necessary action
4	Refurbishment of infrastructure	Proposal for immediate construction of the boundary walls of the girls hostel of the college submitted to the Principal and the work is in progress
5	National Level Seminar	A National Seminar entitled "Environmental Awareness: Issues, Concerns and Challenges" was organized by the college on 27 th and 28 th August, 2016
6	Publication of Edited Volume	A Peer Reviewed Multidisciplinary Book entitled <i>Crescent</i> has been published.
7	Plantation	Plantation programmes are continued inside and outside of college campus through NSS, NCC, Students Union and other bodies and cells
8	Digitization of college office	Action has been initiated
9	Updatation of the College Website	College Website updated
10	Preparation of college prospectus	Prospectus was planned, drafted and prepared by the IQAC
11	Inauguration of the three innovative centres	Three innovative centres Viz. CTP, LLC and PPC are inaugurated and three eminent thinkers from varied fields (Dr. B.K. Bhattacharyya, renowned litterateur, Dr. B.C. Pathak, Principal B.H. College, Howly and Prof. B. K. Choudhury, Professor Department of English, Gauhati

		University) were invited to deliver Inaugural Lecture.
12	College Anthem	Action has been initiated
13	Non-stop power supply to all departments and classrooms	Action has been initiated
14	Student Enrichment Programme	Action has been initiated. Proposal has been submitted to Rajiv Gandhi National Institute for Youth Development (RGNIYD)

(Dr. Dipak Goswami)
Principal & Chairperson
IQAC, N.C

(Dr. Pradyumna Sarma)
Coordinator,
IQAC, N.C