

## Minutes of the meeting held on 11-11-2016

Today on 11<sup>th</sup> November 2016 a meeting of IQAC held at 2.15PM, under the chairmanship of the Principal Dr. Jogesh Kakati. The coordinator appraised the members about the objectives to be discussed in the meeting.

The meeting discussed on the recommendations made by last NAAC peer team and works done by the previous IQAC committee. The members express their concern for the college has not been able to fulfill many of the recommendations made by the NAAC in last years. In view of these deficits the members resolved to work hard to come up with new works and activities in connection with the proposed NAAC visit to the college for 3rd cycle of assessment and accreditation.

The members present actively participated in the discussion on every agenda and anonymously adopted the following resolutions.

### Resolution 1:

It is resolved in the meeting that one volleyball, badminton and basket ball courts be arranged in the open area in front of the college. The principal be requested to take necessary action in this regard at an early date.

### Resolution 2:

The meeting resolved to request the Principal and the coordinator of IQAC to make an arrangement for play ground through execution of MOU with the authorities of Gauhati University and Tarun Sangha Puthibharal, Boripara, Maligaon for using their playgrounds by the students of the college as and when necessary.

### Resolution 3:

The meeting decided to distribute the responsibility of different works and activities among the members of the cell in the following manner.

<b>1. Record keeping:</b>	Mr. Ajay Prasad Saikia and Dr. Gouri Sankar Karmakar
<b>2. Accounting:</b>	Mr. Deepjyoti Barman and Mr. Sanjib Kumar Barman
<b>3. API Review:</b>	Mr. Mantu Mahanta Dr. Ruma Medhi Dr. Binita Tamuli Barman
<b>4. Electronic Communication:</b>	Dr. Sanchay Jyoti Bora



**Resolution 4:**

It is resolved that the Self Study Report (SSR) preparation sub-committees constituted by earlier committee of IQAC be remained same. It is further resolved that the names of existing IQAC members be withdrawn from those committees and new members will be included as per requirement by the coordinator.

**Resolution 5:**

It is resolved that the NAAC peer team be invited during the month of October 2017 for 3<sup>rd</sup> cycle of assessment and accreditation of the college. So, all works related to this be completed as soon as possible. It is further resolved that the different subcommittees be requested to submit their reports for preparation of SSR on or before 30<sup>th</sup> November 2016 along with all information for the period of 2012-13 to 2016-17.

**Resolution 7:**

It is resolved that the coordinator of IQAC be allowed to incorporate or induct any individual or institution for helping IQAC in doing/ performing different works/activities.

**Resolution 8:**

The meeting resolved to request the Principal to make necessary arrangement for appointment of one office assistant and one Grade IV employee for IQAC.

**Resolution 9:**

The meeting has requested Mr. Mantu Mahanta to help PCSUS in keeping their activity record, preparing budgets, maintaining audit and accounts properly retrospectively for last three years.

**Resolution 10:**

The meeting has resolved to make arrangement of online feedback system, online admission, and online fee payment/transaction with some laid down principles. Dr. Sanchay Jyoti Bora be requested to full proof project on this. In this connection the Principal be requested to go for electronic advertisements to invite banks and other financial institutions at an early date to finalize the modalities/ MOU.

**Resolution 11:**

The meeting resolved to request the Skill Development Committee to make necessary arrangement for one training programme of computer literacy for



the benefit of the women of self help groups of surrounding areas of Pandu College. Further the committee was also requested to take necessary help from Extension Activity cell if and when required for such community services.

**Resolution 12:**

The meeting resolved to adopt two schools from the neighboring areas to extend different services on need base basis.

**Resolution 13:**

The meeting decided to request the Press and Publicity Committee to take the responsibility to publish the monthly college bulletin.

**Resolution 14:**

It is resolved that Dr. Sanchay Jyoti Bora be requested to make necessary for uploading different activities of IQAC including objectives and minutes of the meetings in the college website regularly at least once after completion of each activity or meeting.

**Resolution 15:**

The meeting has taken resolution to request Mr. Deepjyoti Barman and Mr. Sanjib Kumar Barman to help in extension community service/ activity of the college.

The meeting resolved to take necessary steps in addressing different issues raised by the coordinators under the priority discussion area.

Meeting ended with vote of thanks by the coordinator.

