

MINUTES OF IQAC MEETINGS FOR THE SESSION 2019-20

Meeting-1, Date: 10-08-2019

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 10th August, 2019 for academic year 2019-20 at the Vice-Principal's office Chamber.

Members present:

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| 1. Dr. Kashinath Gogoi, Principal and Chairperson, IQAC | - | Sd/ |
| 2. Mr. Diganta kumar kakati, Co-ordinator, IQAC | - | Sd/ |
| 3. Mr. Debeswar Barua, Asstt. Co-ordinator | - | Sd/ |
| 4. Mr. Mukheswar Chutia, Ex-Offico member | - | Sd/ |
| 5. Mr. Bijoy konwor, invitee member | - | Sd/ |
| 6. Mr. Arun Doley, UDA and Accountant | - | Sd/ |
| 7. Mr. Sadananda Sharma, Library Asstt. | - | Sd/ |

Minutes of the meeting:

The first meeting of the IQAC, Gogamukh College for the academic year 2019-20 was held on 10th August, 2019 at the office of the Vice-principal. The meeting was presided over by Dr. Kashinath Gogoi, Principl i/c. The purpose of the meeting was described by Mr. Diganta kumar Kakati, co-coordinator of IQAC. Mr. Kakati said that we are holding the first meeting of this academic year today. This meeting is very important for us as we have to take several academic and other decisions for the coming academic session. First, we have to take a plan of activities for the coming academic session. We also have to prepare an institutional academic calendar. But for that we have to wait till the university academic calendar is published by the Dibrugarh University. For that we should form a committee which will prepare the calendar after the university calendar is published. With the regular activities like observation of Independence Day, Republic Day, College Foundation Day etc. we also expect to do a few more activities this year. Besides we have to do 3rd cycle of NAAC accreditation in the 2020-21, for that also we have to prepare ourselves. Therefore, we expect to discuss all the matters in today's meeting. At this the chairperson requested the members to present their opinions.

Mr. Mukheswar Chutia, former coordinator of IQAC said that we need to reorganize our IQAC team to make the working more convenient. We should extend our present committee by including new members to the committees as new faculty members have joined in the college. All the members present in the meeting agreed on this. Therefore, it was decided that soon an

extended meeting of the IQAC will be held on a convenient day and the committee will be reformed.

After this the coordinator said about the non-availability of funds to do activities for IQAC and requested the meeting to arrange funds for IQAC. After some discussions, it was decided that the matter of funds for IQAC will be decided in the next meeting. After discussing a few more topics the chairperson delivered his speech and declared the end of the meeting.

The following decisions were taken in the meeting:

1. It was decided that the IQAC committee will be reformed soon.
2. It was decided that the matter of funds for IQAC will be decided in the next meeting.

Meeting-2, Date: 02-09-2019

Minutes of the Internal Quality Assurance Cell (IQAC) Extended Meeting held on September 2nd, 2019 at the Vice- Principal's office Chamber.

Members present:

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| 1. Dr. kashinath Gogoi, Principal and Chairperson, IQAC | - | Sd/ |
| 2. Mr. Diganta kumar kakati, Co-ordinator, IQAC | - | Sd/ |
| 3. Mr. Debeswar Barua, Asstt. Co-ordinator | - | Sd/ |
| 4. Mr. Mukheswar Chutia, Ex-Offico member | - | Sd/ |
| 5. Mr. Bijoy konwor, invitee member | - | Sd/ |
| 6. Mr. Arun Doley, UDA and Accountant | - | Sd/ |
| 7. Mr. Sadananda Sharma, Library Asstt. | - | Sd/ |
| 8. Mr. Dinamohan Doley | - | Sd/ |
| 9. Mrs. Mamoni hazarika | - | Sd/ |
| 10. Mr. Bharat Saikia | - | Sd/ |
| 11. Mr. Paresh Doley | - | Sd/ |

Minutes of the meeting:

An Extended Meeting of the IQAC, Gogamukh College was held on 2nd September, 2019 at the office of Vice-principal as per the decision of the previous meeting. The meeting was presided over by Dr. Kashinath Gogoi, Principal and Chairperson of the IQAC. The purpose of the meeting was described by Mr. Diganta kumar Kakati, coordinator of IQAC. Mr. Kakati in his speech said that due to various reasons including lack of coordination and cooperation among various stakeholders of the college, the activities of the IQAC are not progressing properly.

Therefore, today's meeting is called for reformation of the IQAC committee. So, as the first agenda of the meeting, the IQAC committee was reformed with the following members.

Chairperson: The principal of the college.

Coordinator: Mr. Diganta Kumar Kakati

Associate coordinator: Mr. Debeswar Barua

Ex-officio member: Mr. Mukheswar Chutia

Academic coordinator: Mr. Bipul Palak

Heads of every teaching departments:

Library Assistant: Mr. Sadananda Sarma

Non-teaching members: Mr. Arun Doley and Mr. Uma kanta Pegu

Invited member: Mr. Bijoy Konwor

Student members: President and secretary of GCSU

Stake holder member: Mr. Munim Doley

Member from Industry: Mr. Bhakta Mohan Hazarika

External Expert: Dr. Padmeswar Pegu.

Before the next agenda of the meeting, the coordinator informed the meeting that a few activities were performed during the past period. Among them one is Anti-ragging Workshop on 31st August, 2019 and holding of Kabi Sanmilan in collaboration of Kabya Kanan, a literary organization, on 1st September, 2019 in the college premises on the occasion of 150th birth anniversary of Mahatma Gandhi.

Then the meeting discussed about holding national seminars in the college and for that purpose a Seminar sub committee was formed with Dr. Amarjyoti Doley as Member Secretary and Dr. Jhuma Das, Diganta kumar kakati, Debeswar Barua and Bijoy Konwor as members. The meeting directed the subcommittee to take necessary steps in the earliest.

The meeting decided to receive contribution from the teachers and the non-teaching faculties Rs. 1000 and Rs. 500 respectively for IQAC expenditure. The meeting also decided to

send a reminder to the Governing Body to sanction Rs. 1,00,000 (One Lakh only) for IQAC as proposed by IQAC earlier.

All the members present in the meeting opined that as a part of the preparation for the forthcoming NAAC visit to the college every branch of the college such as Teaching departments, Library, accountancy, Administration etc. should keep their respective data and documents properly.

Respected member and former coordinator of IQAC, Mr. Mukheswar Chutia appealed Mr. Pitambar pēgu, coordinator, RUSA to give one computer each to all teaching departments of Arts faculty of the college from the funds to be received from RUSA in future. Then Mr. Chutia also requested the meeting to review the recommendations of the Peer team of NAAC during the second cycle and to fulfill the remaining points before the 3rd cycle of the visit.

In the next agenda of the meeting, it was decided that before the visit of NAAC peer team, at least two issues of Progyan should be published. For this the meeting requested Dr. Amarjyoti Doley and Mr. Debeswar Barua work accordingly. In the other heading of the meeting, on the occasion of the International Women's Day, the Women Cell of the college should publish a souvenir

At the end of the meeting, the chairman Dr. Kashinath Gogoi appealed all concerned to work properly. First try to do better results of the students, as the academic matter is the most important factor of an educational institution. He requested the senior faculty members to attend and participate in Short Term Courses and seminars and the junior faculty members to do PhD and other research works. After that he expressed happiness over the smooth running of the meeting with the active cooperation of the colleagues and declared the end of the meeting.

Following are the decisions taken in the meeting:

1. Reformation of the IQAC committee done.
2. Formation of a seminar subcommittee done.
3. Decided that the teaching faculty will pay Rs. 1000/ and non-teaching faculty will pay Rs. 500/ each.

4. Decided to send a reminder to the GB to sanction Rs. 1,00,000/ by the college authority for NAAC work.
5. Decided to provide a computer to each teaching department of Arts faculty.
6. Decided to review the recommendations of NAAC second cycle.
7. Decided to keep all data of every aspect of the college up-to-date.
8. Decided to publish a souvenir on the occasion of International Women's Day by the Women cell.

Following are the activities done during the period:

1. Anti-ragging legal awareness camp on 31-08-2019
2. Kabi Sanmilan on the occasion of Mahatma Gandhi's 150th birth anniversary in collaboration of Kabya Kanan on 1st September, 2019.
3. Career Counselling Workshop on 10-09-2019 with Asstt. Commandant BSF as resource person in collaboration with Counselling and Guidance Cell of the college.
4. Career counseling Class was organized on 19-09-2019 for HS second class students in collaboration with Potential and Concept Education, Tezpur and Counselling and Guidance cell.

Meeting-3, Date: 19-01-2020

Minutes of Internal Quality Assurance cell (IQAC) meeting held on 19-01-2020

Members present:

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|---|---|-----|
| 1. Dr. kashinath Gogoi, Principal and Chairperson, IQAC | - | Sd/ |
| 2. Mr. Diganta kumar kakati, Co-ordinator, IQAC | - | Sd/ |
| 3. Mr. Debeswar Barua, Asstt. Co-ordinator | - | Sd/ |
| 4. Mr. mukheswar Chutia, Ex-Offico member | - | Sd/ |
| 5. Mr. Bijoy konwor, invitee member | - | Sd/ |
| 6. Mr. Arun Doley, UDA and Accountant | - | Sd/ |
| 7. Mr. Sadananda Sharma, Library Asstt. | - | Sd/ |
| 8. Mr. Dinamohan Doley | - | Sd/ |
| 9. Mrs. Mamoni hazarika | - | Sd/ |
| 10. Mr. Bharat Saikia | - | Sd/ |
| 11. Mr. Paresh Doley | - | Sd/ |
| 12. Ms. Anima Saikia | - | Sd/ |

Minutes of the meeting:

A meeting of the IQAC, Gogamukh College was held on 19th January, 2020 at the Vice-principal's Office chamber. The meeting was presided over by Dr. Kashinath Gogoi, Principal and Chairperson of the IQAC. The purpose of the meeting was described by Mr. Diganta kumar Kakati, coordinator of IQAC. Mr. Kakati then read the minutes of the last IQAC meeting and also informed the meeting what actions were taken on the decisions of the meeting. Then he said that the proposal taken in the last meeting seeking Rs. 1,00,000 from the college sent to the GB on 13-09-2019. Then Mr. kakati informed the meeting that the annual issue of the college research journal Progyan was duely published in December, 2019.

After that Mr. kakati said that the preparations for NAAC visit are going on and all the concerned departments are working on this and most probably the college would be able to invite NAAC PEER TEAM within the stipulated time frame.

Then answering on the question of publishing a souvenir on the occasion of International Women's day by the Women's Cell of the college, Mrs. Anima Saikia, secretary of women's Cell said that the Cell will nominate an Editor for the proposed Souvenir of the Cell. She also said that like other years this year also the Women's Cell like to organize the International Women's Day in some village of the locality. For this the Cell will need approval from the college authority. At this the members present in the meeting requested the principal to approve the proposal of the Women Cell and the Principal in principle agreed to approve the organization of the Women's Day and also to help by granting an amount of money from college fund.

The following decisions were taken in the meeting:

1. A souvenir will be published by the Women's Cell on the occasion of the Women's Day on 8th March 2020.
2. It was decided that the Women's Day will be observed in some local village by the Women's Cell.
3. It was decided that the college authority will give a certain amount of money to observe women's day.

Meeting-4, Date: 12-03-2020

Minutes of the Internal Quality Assurance Cell Meeting held on 12-03-2020

Members present:

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|---|---|-----|
| 1. Dr. kashinath Gogoi, Principal and Chairperson, IQAC | - | Sd/ |
| 2. Mr. Diganta kumar kakati, Coordinator, IQAC | - | Sd/ |
| 3. Mr. Debeswar Barua, Asstt. Co-ordinator | - | Sd/ |
| 4. Mr. Mukheswar Chutia, Ex-Offico member | - | Sd/ |
| 5. Mr. Bijoy konwor, invitee member | - | Sd/ |
| 6. Mr. Arun Doley, UDA and Accountant | - | Sd/ |
| 7. Mr. Sadananda Sharma, Library Asstt. | - | Sd/ |
| 8. Mr. Dinamohan Doley | - | Sd/ |
| 9. Mrs. Mamoni hazarika | - | Sd/ |
| 10. Mr. Bharat Saikia | - | Sd/ |
| 11. Mr. Paresh Doley | - | Sd/ |
| 12. Dr. Jhuma Das | - | Sd/ |
| 13. Anima Saikia | - | Sd/ |
| 14. Dr. Amarjyoti Doley | - | Sd/ |
| 15. Mr. Pitambar Pegu | - | Sd/ |

Minutes of the meeting:

A meeting of the IQAC, Gogamukh College was held on 12-03-2020 at the Vice-principal's room. The meeting was presided over by Dr. Kashinath Gogoi, Principal and Chairperson of the IQAC. The purpose of the meeting was described by Mr. Diganta kumar Kakati, coordinator of IQAC. Mr. Kakati said that due to gaps and delay in uploading IQAR to NAAC, there is a threat of the institution being deprived from getting further accreditation. The problem is that the college website is not properly maintained by uploading the various data of the college from time to time. The problem was detected while uploading college Annual Report to NAAC. It can be mentioned that NAAC examines the reports sent by the college in college website itself. But due to various reasons we haven't sent annual reports of a couple of years. Now it has become mandatory that we first upload the annual reports of the left out years and then go for accreditation process. And without first uploading past annual reports and other data we can't go forward to accreditation process.

Taking part in the grave situation, all members present in the meeting including Chairperson Dr. K.N.Gogoi, Mr. Bijoy Konwor, Mr. Dinamohan Doley, Mr. Mukheswar Chutia

expressed their views and wanted to know the reason. Moreover, all the members who took part in the discussion said that by any means the website must be repaired in the earliest and upload necessary data and make it up-to-date so that college must not be deprived from next assessment of NAAC. Mr. Sadananda Sarma said that the website of our college crashed and it needs repairing. Therefore, the recent data of the college couldn't be uploaded. He also said that for repairing the website, we shall have to take help from outside experts and it will take some time. Then the meeting entrusted the responsibility of repairing the website to Mr. Sadananda Sharma and Mr. Ranjan Barua to make necessary arrangements to repair the college website.

The Chairman delivered his speech and urged and wished early solution of the problem of the website of the college and said that he will extend all help for the purpose. Then he declared the end of the meeting.

The following decisions were taken in the meeting:

1. The meeting decided to up-date the website of the college.
2. The responsibility of repairing the college website was bestowed on Mr. Sadananda Sharma and Mr. Ranjan Barua.



(Mr. Diganta Kumar Kakati)
Coordinator, IQAC
Gogamukh College.