

Minutes of IQAC Meeting held on 19/02/2022

A general meeting of IQAC has been convened on 19/02/2022 at 11 am. Ms. Chandana Gogoi, Convenor of NEP committee has been invited as a special invitee of the meeting.

Member Present:

1. Dr. Jitu Buragohain (Principal)
2. Ms. Chandana Gogoi
3. Dr. Adity Baruah
4. Mr. Manoj Kr. Sarma
5. Mr. Pranab Paul
6. Dr. Jaswant Singh
7. Dr. Jayanta Saud
8. Dr. Maitreyee Mayuree Sarma

Item No. 1: Confirmation of the minutes of the last IQAC meeting.

The Minutes of the last IQAC meeting has read out and confirmed and signed by the convenor.

Item No. 2: Letter from Higher Education Department dated 11th Feb, 2022 with subject name 'Assessment and Accreditation.'

The office memorandum from the Department of Higher Education (DHE), Government of Assam dated 11th February 2022 with the subject 'NAAC Assessment and Accreditation' was discussed in detail.

Item No. 3: Proposed list of Activities suggested by Prof. J.C. Kalita.

The Routine Committee of the college will allot a slot in the daily routine for use of smart boards for taking classes by each department . A log book will be maintained to keep records of classes in the smart classrooms.

IQAC will prepare a format for Institutional Social Responsibility (ISR).

To enable the teachers to prepare a uniform style of 'Lesson Plan' Ms. Sangeeta Sukla, Assistant Professor of the Department of Education of the college will give a presentation on 'Lesson Planning'. The date of the workshop will be decided shortly.

It has been resolved that the Alumni Association of the college must be mandatorily registered. The Principal will issue a letter for the same to the Secretary of the Alumni Association to proceed with the necessary steps including framing the by-laws of the Alumni Association for getting the association registered as urgently as possible.

Item No. 4: Suggestion of NEP Committee Convenor.

The meeting elaborately discussed the add-on courses proposed to be started by the college in response to the National Educational Policy (NEP) guidelines.

The NEP Committee of the college proposes to start 15 add-on courses to be initiated by different departments and faculty members of the college. The concerned departments will proceed with designing the syllabi of the proposed courses and take necessary steps to get them approved from Dibrugarh University.

The proposed add-on courses as per the recommendation of the Committee for Institutional Preparedness for NEP which was presented by Ms. Chandana Gogoi, Convenor of the committee include:

Sl. No.	Name of the Courses	Department/ Faculty member
1	Proof Reading/ Pragmatics of Assamese Writing	Assamese
2	Vermicomposting/Mushroom Cultivation Technology	Botany
3	Tourism in North-East India	History/ Anthropology
4	Women Rights as Human Rights	Political Science
5	Techniques of Teaching	Education
6	Introduction to C-Programming	Computer Science
7	Physics Laboratory Instrument Handling and Maintenance	Physics
8	Entrepreneurship Development	Economics/Commer ce
9	Spoken English and Personality Development	English

10	Library and Information Science	Library
11	Beautician Course	Dr. Nandini Konwar
12	Tea-Plantation and Management Technology	<i>To be decided by the Principal</i>
13	Ornamental Fish-Farming	Zoology
14	Self Defence	NCC/NSS unit of the college
15	Skill Development a) Sattriya Dance b) Vocal c) Instrument	Dr. Adity Baruah & Sri Manoj Sharma

The meeting ended with a vote of thanks to and from the Coordinator.



(Dr. Jayanta Saud)
Co-ordinator, IQAC