

# IQAC (CORE) Committee Meeting

Venue: Principal's Chamber

Date: 02/05/2019

## Members Present:

1. Dipti Sultā Bardaloi
2. Dr. Jayanta Barua
3. Dr. NK Boruah
4. Dr. T. A. Hussain
5. Dr. Palem Basual
6. Derajil Phukan
7. Deb Prasad Sui
8. Rajeev Barumotary
9. Jitka Borkotoky
10. Biplob Gogoi
11. Bhakem Barua
12. Dr. Begum Umme Jamil

The meeting was specifically convened to deliberate on the post AAA period of preparation for third cycle of reaccreditation by NAAC. Following a brief discussion on the AAT peer team suggestion, it was decided that preparation for the NAAC reaccreditation process shall be taken up in right earnest and a detailed meeting would soon be convened by the IQAC coordinators in this regard.

schedule of action was taken for the convenience of preparation of report

1. The process of submission of IQA would be accomplished within 20.12.2019
2. The final (SSR) report would be submitted before 31.01.2020 and a general meeting in this regard would be convened on 07.12.2019
3. The core committee of IQAC decided to upgrade and prepare the college database for accreditation before convening of the general meeting. Following resolutions were adopted:
  - i) Upgradation of departmental evaluation report shall have to be done by the Heads of the departments for the post AAA period.
  - ii) Teacher's individual profile shall have to be updated for the post AAA period.
  - iii) For students' satisfaction survey, the email ID of every student needs to be collected and the heads of the departments would help in preparing this database of 5th semester students.
  - iv) Students' feedback report shall be published on college website as per NAAC guidelines
  - v) The existing steering committee of IQAC shall continue to be in office till accreditation

The core committee also discussed about the improvement of Botanical Garden, MOUs with other institutions, review of AAA report, Alumni contribution to the college etc. The chairperson discussed about the function of the beautification cell and the committee advised him to take needful action in this regard.