

Minutes of Meetings and Compliance To the Decisions

2018-2019

Internal Quality Assessment Cell

Chaiduar College, Gohpur

Internal Quality Assessment Cell

Chaiduar College, Gohpur

Date: 22-08-2018

Time: 12.30 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding the plan of action for the smooth conduct of the new academic session
4. Discussion regarding the quality enhancement measures in the current year (2018-2019)
5. Others
6. Closing of the meeting

Proceeding

A meeting of the IQAC, Chaiduar College, was held today on 22/08/2018 at 12.30 PM in the IQAC Room. It was attended by all the members of the IQAC as well as the principal of the college who is also the chairman of the IQAC.

The meeting started with the taking of the chair by the chairman. Briefly explaining the purpose of the meeting, the co-ordinator of IQAC, Dr. Arindam Sarma said that it was convened to discuss plan of action for the smooth conduct of the new academic session. He also stated that the meeting would try to find measures for efficient management of classes and conduct of tests during the session.

The principal said that the general class routine that is prepared must be checked thoroughly by the departmental heads to see if any mistake is there. He also stressed that class records must be maintained in work diaries by all faculty members. He also said that all the teachers must be vigilant regarding any act of ragging in the college campus, and that a zero-tolerance policy towards ragging in any form will be maintained.

Dr. Joydev Dutta said that the Chemistry department is in needs of some equipments and material for the lab. The principal/chairman assured him that these will be procured and that a letter of requirement should be given by the department.

Mr. Padmeswar Bhuyan spoke on the needs of new chairs and desk-benches for some classrooms. He also spoke on the need of repairing some fans and lights.

Mr. Hridaya Hazarika, Dept. of English, said that in matters of examinations, the departments should be given autonomy to conduct sessional examinations as far as the major subjects are concerned. When the dates for sessional examinations will be announced in the middle of the

term, the major subject examinations can be conducted by the concerned departments, while the examination committee constituted for the purpose will conduct the general subject tests as well as exams for those subjects in which the number of students is large. A discussion followed where other members also commented and gave suggestions.

Dr. Arindam Sarma, co-ordinator of IQAC, requested all the members of the IQAC to stress to their colleagues the need of doing a few extension activities by the departments. He also said that all the faculty members should keep records of their professional academic activities and that he will request the teachers to submit their records of seminar/conference participation and publication details on timely basis to the office of the IQAC. The members discussed regarding the conduct of extension activities.

At last the chairman concluded the meeting.

Internal Quality Assessment Cell

Chaiduar College, Gohpur

Date: 10-10-2018

Time: 2.30 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding the various aspects of the forthcoming Golden Jubilee Celebration of the College
4. Others
5. Closing of the meeting

Proceeding

A meeting of the IQAC, Chaiduar College, was held today on 10/10/2018 at 2.30 PM in the IQAC Room. It was attended by all the members of the IQAC as well as the principal of the college who is also the chairman of the IQAC.

The meeting started with the taking of the chair by the chairman. Briefly explaining the purpose of the meeting, the co-ordinator of IQAC, Dr. Arindam Sarma said that it was convened to discuss the plans and strategies of the IQAC for the upcoming Golden Jubilee Celebration scheduled to be held in November.

The Principal the members present that already a lot of planning has been done regarding this mega event. He also said that the IQAC should play a substantial role in the fruitful and successful completion of the event. The members discussed the matter related to the alumni meet to be held in the event. All the members agreed that the IQAC should play a co-ordinating role in the Alumni Meet.

The meeting also discussed the matter of forming various committees and sub-committees for the smooth conduct of the Golden Jubilee Celebration.

Another point of discussion was related to the guests and artists to be invited and segments of events to be held during the four day celebration.

A few other points related to the conduct of classes and classroom materials were also discussed.

The meeting came to a close at 4 PM.

Internal Quality Assessment Cell

Chaiduar College, Gohpur

Date: 12-11-2018

Time: 12.00 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding the hosting of the NAAC-Sponsored National Workshop in the College in February, 2019
4. Discussion regarding the activities and future plan of action of the IQAC
5. Others
6. Closing of the meeting

Proceeding

A meeting of the IQAC with all the faculty members of Chaiduar College was held today on 12/11/2018 at 2.30 PM in the Teachers Common Room. It was attended by the members of the teaching staff and members of the IQAC as well as the principal of the college who is also the chairman of the IQAC.

The meeting started with the taking of the chair by the chairman. Briefly explaining the purpose of the meeting, the co-ordinator of IQAC, Dr. Arindam Sarma said that it was convened to discuss the matter of hosting the NAAC-Sponsored National Workshop in the College in February, 2019.

The Principal of the college informed the members present that an amount of Rs. 100000/- has been sanctioned by NAAC to the IQAC of the college for holding a national level workshop on the revised format of the accreditation and assessment criteria of NAAC.

The Co-ordinator of the IQAC apprised the members present the requirements and guidelines of NAAC regarding such an event.

A lively and substantial discussion followed among the faculty members on this point. It was agreed that the workshop should be held in the first week of February. Discussions were also done on the strategies for smooth conduct of the event, resource persons to be invited, invitations to various institutions in Assam and the neighbouring states etc.

The principal asked the members present to think of and plan new initiatives for the IQAC to be followed in the coming days.

The meeting came to an end at 2.15 PM.

Internal Quality Assessment Cell

Chaiduar College, Gohpur

Date: 08-01-2019

Time: 12.30 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Meeting and discussion with the office staff of the college regarding the smooth functioning of office matters, work environment, deficiencies and requirements etc
4. Closing of the meeting

Proceeding

A meeting of the IQAC with all the members of the office staff of Chaiduar College was held today on 08/01/2019 at 12.30 PM in the IQAC Room. It was attended by the members of the office and library staff and members of the IQAC as well as the principal of the college who is also the chairman of the IQAC.

The meeting started with the taking of the chair by the chairman. Briefly explaining the purpose of the meeting, the co-ordinator of IQAC, Dr. Arindam Sarma said that it was convened to discuss matters related to the office requirements, stationery, computers, library related issues etc.

The principal asked the office staff to give an outline of the needs and requirements for the office, if any. Some members of the office staff informed that new LED lights should be installed in a couple of places in the office. It was also pointed out by them that one or two computers in the office should be replaced with new ones and that new printers should be bought. One member also pointed out the need of repairing one Xerox machine.

The librarian spoke on this occasion and apprised the members present the need for procuring new books and journals in the new session.

The Principal, Dr. Anjan Kr. Ozah assured all the members present that all these matters would be discussed with the relevant committees and that these issues will be resolved at the earliest. A few general points related to the office and library were also discussed.

The meeting came to an end at 2 PM.

Internal Quality Assessment Cell

Chaiduar College, Gohpur

Date: 25-01-2019

Time: 12.00 PM

Agenda

Internal Quality Assessment Cell

Chaiduar College, Gohpur

Date: 23-04-2019

Time: 12.00 PM

Agenda

1. Chairman taking the chair
2. Explanation of the purpose of the meeting
3. Discussion regarding the academic performance and result, Research and Extension activities,
4. Discussion regarding new admission and modus operandi thereof for the forthcoming session
5. Closing of the meeting

Proceeding

A meeting of the IQAC with all the faculty members of Chaiduar College was held today on 23/04/2019 at 12.00 PM in the Teachers Common Room. It was attended by the members of the teaching staff and members of the IQAC as well as the principal of the college who is also the chairman of the IQAC.

The meeting started with the taking of the chair by the chairman. Briefly explaining the purpose of the meeting, the co-ordinator of IQAC, Dr. Arindam Sarma said that the meeting was convened to discuss the academic matters related to examinations and results of the college. He also said that matters related to the new admission and holding of extension activities would be discussed.

The principal and chairperson in his speech asked the faculty members to be more hard-working and give more efforts in their teaching and nurturing the students in their academic performances. He said that even though results of the college are good but a lot more is yet to be achieved. He also appealed to the faculty members to take up and peruse more research and publish quality research work in their relevant fields. The co-ordinator of the IQAC apprised the faculty members of new developments and changes in the UGC listed journal

database. He requested the members present to regularly update themselves on these developments and to browse various sites for research call for papers. It was also discussed whether the publication of research journal “Scholar’s View” published by the Research Forum of the college can be renewed again. A number of faculty members briefly discussed and revealed the research work they are engaged in at this moment.

The principal started the discussion on the new admission process and the faculty members joined in this discussion. Everybody agreed that the admission process should be done as usual on the online mode. The advertisement and admission details are to be posted in the website and on local news papers.

After a lively and engaging discussion, the meeting also decided to hold a four day induction program for the newly admitted students in the upcoming new academic session.

The meeting also decided to organize an extension program on health and hygiene in the adopted village of Jaipur in the month of May.

The meeting came to a close at 2 PM.