

# PASCHIM GUWAHATI MAHAVIDYALAYA

## INTERNAL QUALITY ASSURANCE CELL



### MINUTES OF THE MEETINGS OF THE INTERNAL QUALITY ASSURANCE CELL

2016-17



## **IQAC Meeting with the faculty members:**

*Date : 17/08/2016*

*Venue: Conference Hall*

*Time : 02:15 p.m.*

### Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari Das
3. Ms. Parul Baishya
4. Dr. Mrinmoyee Bhattacharyya
5. Ms. Manisha Sarma
6. Ms. Ira Choudhury
7. Dr. Bijoylakshmi Das
8. Dr. Namita Devi
9. Ms. Trishna Choudhury
10. Ms. Antara Choudhury
11. Ms. Nabanita Choudhury
12. Ms. Marie Kalita
13. Mr. Bhudev Das
14. Ms. Purabi Kalita
15. Dr. Archana Borah
16. Mr. Bhupen Das
17. Ms. Nayanmani Devi
18. Ms. Mitali Sarma
19. Dr. Moinul Hoque Choudhury
20. Mr. Achyut Talukdar
21. Mr. Sofiul Islam Khan
22. Mr. Biswajit Sarmah
23. Mr. Phanindra Medhi
24. Mr. Gaganjyoti Bora
25. Mr. Saiful Haque
26. Dr. Nripendra Nath Medhi
27. Mr. Niranjan Sarma
28. Dr. Hemanta Kalita
29. Dr. Yashodhara Medhi

### **Agenda:**

1. To discuss about the forthcoming AQAR Report 2015-16.
2. Departmental activities, suggestions from the HoDs.
3. Discussion regarding preparation of API.
4. Other academic matters.
5. Girls' Hostel.

A general meeting was held among the members of IQAC and the faculty to discuss regarding various academic matters in the college as per the agenda given above.

The teachers were informed about the progress in the preparation of the AQAR 2015-16 and also about the necessary data that is to be furnished by the individual teachers as well as the HoDs and the Conveners of various committees.

Various other discussions about academic matters were held and suggestions were made regarding different academic activities to be taken up by the departments.

Suggestions made by the departments through the HoDs were also discussed.

HoDs are to maintain records of departmental activities and HoDs and Conveners are to maintain the Proceeding Books properly updated.


Girl students are to be informed about the hostel facility available in the campus and are to be encouraged to take advantage of the facility.

The approach road to the Girls' Hostel should be developed properly for convenience of the inmates.

  
9.11.2020

Principal/ Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

Principal  
Paschim Guwahati Mahavidyalaya  
P.O. Dharapur, Guwahati-17

  
9/11/2020

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17

## IQAC Meeting with the Heads of Departments:

Date : 08/09/2016

Venue: IQAC Room

Time : 02:30 p.m.

### Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari Das
3. Dr. Mrinmoyee Bhattacharyya
4. Dr. Bijoylakshmi Das
5. Ms. Marie Kalita
6. Mr. Bhudev Das
7. Dr. Moinul Hoque Choudhury
8. Dr. Sofiul Islam Khan
9. Mr. Phanindra Medhi
10. Mr. Niranjana Sarma
11. Dr. Yashodhara Medhi

A meeting was held among the Heads of Departments to discuss various academic matters including forthcoming Sessional Examination.

It was decided upon that, in compliance with the instruction in the Academic Calendar from Gauhati University, the Sessional Exams would be held in the afternoons maintaining the regular classes in the first half.


Home assignments should be given to the students as supplements to the Sessional Exam.

The Principal presided over the meeting.



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Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17



## **IQAC Meeting with the Academic Committee:**

*Date : 08/11/2016*

*Venue: Conference Hall*

*Time : 02:00 p.m.*

### Members Present:

1. Dr. Balendra Kumar Das
2. Ms. Parul Baishya
3. Dr. Mrinmoyee Bhattacharyya
4. Ms. Saraswati Rajbongshi
5. Ms. Nabanita Choudhury
6. Ms. Marie Kalita
7. Mr. Bhudev Das
8. Dr. Purabi Kalita
9. Dr. Moinul Hoque Choudhury
10. Mr. Achyut Talukdar
11. Dr. Sofiul Islam Khan
12. Mr. Biswajit Sarmah
13. Mr. Phanindra Medhi
14. Dr. Gaganjyoti Bora
15. Mr. Saiful Haque
16. Mr. Niranjan Sarma
17. Dr. Yashodhara Medhi

A meeting was held among the members of IQAC and the Academic Committee to discuss about various academic matters in the college and the following resolutions were adopted:

1. Remedial Classes are to be conducted by the departments and records are to be maintained.
2. Every department has to maintain the records of the departmental results.
3. Departmental Heads and Conveners of various committees are to maintain the Proceeding Books regularly.
4. Teachers have to submit proposals for MRPs.
5. Considering the time constraint, it was decided to hold the departmental seminars in the next Even Semester only when the students would be available. Departmental seminars could not be held due to National Seminar of Economics Department, ACTA Women's Convention and preponed Final Examinations.
6. Teachers are asked to hold ICT classes regularly.
7. Feedbacks to be collected from the students.
8. To enroll new batch for Spoken English Course.
9. More books, course related and reference and journals are to be procured for the library.

10. Departments were asked to do the needful to publish the research papers from the National Seminars held earlier.  
The Principal presided over the meeting.

*[Handwritten Signature]*  
9.11.2020

Principal/ Chairman, IQAC  
Paschim Guwahati Mahavidyalaya  
Principal  
Paschim Guwahati Mahavidyalaya  
P.O. Dharapur, Guwahati-17

*[Handwritten Signature]*  
9/11/2020

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17

## **IQAC Meeting with the Feedback Committee:**

*Date : 22/11/2016*

*Venue: IQAC Room*

*Time : 01:45 p.m.*

### Members Present:

1. Dr. Balendra Kumar Das
2. Ms. Manisha Sarma
3. Dr. Nripendra Nath Medhi
4. Dr, Hemanta Kalita
5. Mr. Achyut Talukdar
6. Dr. Gaganjyoti Bora
7. Mr. Niranjana Sarma
8. Dr. Yashodhara Medhi

A meeting was held among the members of IQAC and the Feedback Committee to discuss about various matters related to Feedback. After discussion about the various problems regarding Feedback, the following resolutions were adopted:

1. A new format is to be prepared for Students' Feedback.
2. Face to face feedback sessions are to be held.
3. Parents Teachers Meet is to be convened soon.
4. Feedbacks to be collected from Parents, Alumni and also for the library.
5. Formats to be checked and changed or edited as found necessary.

The Principal presided over the meeting.



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Coordinator, IQAC  
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Dharapur, Guwahati-17



## **IQAC Meeting with the Library Advisory Committee:**

Date : 29/11/2016

Venue: IQAC Room

Time : 01:00 p.m.

### Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Hazarat Ali
3. Ms. Madhuleema Chaliha
4. Mr. Manik Ch. Roy Pradhani
5. Mr. Phanindra Medhi
6. Dr. Mrinmoyee Bhattacharyya
7. Dr. Moinul Hoque Choudhury
8. Dr. Yashodhara Medhi
9. Mr. Sofiul Islam Khan
10. Dr. Nripendra Nath Medhi


A meeting was held among the members of IQAC and the Library Advisory Committee and discussed in details about the various problems in the library and steps to be taken for it. After discussion following resolutions were adopted:

1. Journal should be procured personally to avoid irregularity by post.
2. More text books to be procured.
3. Book Bank facility to be strengthened.
4. 'Best Library User Award' to be revived.
5. 'Vaisnava Study Centre' to be organised in the library.
6. New computer requirements to be fulfilled in the new library building.
7. News Papers to be preserved only for the last five years because of problems in storing and preserving them.

The Principal presided over the meeting.



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Dharapur, Guwahati-17



## **IQAC Meeting with the faculty members:**

*Date : 20/01/2017*

*Venue: Conference Hall*

*Time : 01:30 p.m.*

### Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari Das
3. Ms. Parul Baishya
4. Ms. Manisha Sarma
5. Ms. Ira Choudhury
6. Dr. Bijoylakshmi Das
7. Dr. Namita Devi
8. Ms. Trishna Choudhury
9. Ms. Nabanita Choudhury
10. Ms. Maya Dutta
11. Ms. Marie Kalita
12. Ms. Prabalika Sarma
13. Ms. Saraswati Rajbongshi
14. Mr. Bhudev Das
15. Ms. Purabi Kalita
16. Dr. Archana Borah
17. Mr. Bhupen Das
18. Ms. Nayanmani Devi
19. Dr. Moinul Hoque Choudhury
20. Mr. Achyut Talukdar
21. Mr. Sofiul Islam Khan
22. Mr. Biswajit Sarmah
23. Mr. Gaganjyoti Bora
24. Dr. Nripendra Nath Medhi
25. Mr. Saiful Haque
26. Mr. Niranjan Sarma
27. Dr. Hemanta Kalita
28. Dr. Yashodhara Medhi

### **Agenda:**

1. Submission of AQAR 2015-16 and discussion regarding preparation of AQAR 2016-17.
2. Reports and plans from the Conveners and Co-ordinators of various committees.
3. Placement cell
4. Others.

A general meeting was convened by the IQAC with all the faculty members to discuss various academic and other important matters of the college with the agenda given above.

Following is a brief account:

The IQAC convenor informed about the submission of the AQAR 2015-16 and thanked everyone for their co-operation and requested for full help and co-operation in preparing the next AQAR 2016-17 also.

A brief reporting from the departmental heads and co-ordinators of various committees.

Plans were discussed for the next semester.

Discussions were held regarding the adopted school, Bipin Baruah Memorial Lecture and Pradip Das Memorial Lecture.

Video recording of the best classes to be sent to the DHE at the earliest.

A Placement Cell and Publicity Cell have been constituted.

*Devi*  
9-11-2020

Principal/ Chairman, IQAC  
Paschim Guwahati Mahavidyalaya  
Principal  
Paschim Guwahati Mahavidyalaya  
P.O. Dharapur, Guwahati-17

*Hmedhi*  
9/11/2020

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC  
Paschim Guwahati Mahavidyalaya  
Dharapur, Guwahati-17



## IQAC Meeting with the Academic Committee:

Date : 27/01/2017

Venue: Conference Hall

Time : 02:00 p.m.

### Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari `Das
3. Ms. Marie Kalita
4. Dr. Mrinmoyee Bhattacharyya
5. Ms. Saraswati Rajbongshi
6. Mr. Bhudev Das
7. Mr. Bhupen Das
8. Mr. Achyut Talukdar
9. Dr. Moinul Hoque Choudhury
10. Mr. Biswajit Sarmah
11. Mr. Gaganjyoti Bora
12. Mr. Phanindra Medhi
13. Mr. Saiful Haque
14. Mr. Niranjan Sarma
15. Dr. Yashodhara Medhi

A meeting among the members of the IQAC and the Academic Committee was held to discuss various academic matters in the college. In the meeting the following topics were discussed in detail.

1. Preparation of the new prospectus
2. Class routine
3. Tutorial class
4. Model Class
5. Departmental activities
6. Recruitment of contractual teachers



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## IQAC Meeting with the Faculty:

Date : 17/05/2017

Venue: Conference Hall

Time : 01:30 p.m.

### Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari `Das
3. Ms. Marie Kalita
4. Dr. Mrinmoyee Bhattacharyya
5. Mr. Bhudev Das
6. Dr. Moinul Hoque Choudhury
7. Mr. Biswajit Sarmah
8. Mr. Gaganjyoti Bora
9. Mr. Phanindra Medhi
10. Dr. Yashodhara Medhi
11. Ms. Prabalika Sarma
12. Dr. Bijoylakshmi Das
13. Dr. Archana Borah
14. Ms. Mamata Thakuria
15. Ms. Ira Choudhury
16. Ms. Parul Baishya
17. Ms. Trishna Choudhury
18. Ms. Manisha Sarma
19. Dr. Hazarat Ali
20. Ms. Purabi Kalita
21. Ms. Nirmali Borah
22. Mr. Hemanta Kalita
23. Mr. Jayanta P. Kumar

A meeting among the members of the IQAC and the faculty members was held to discuss various academic matters in the college. In the meeting the following topics were discussed in detail.

As per suggestions of Department of Education, Govt. of Assam:

1. Science Stream should be started in the college immediately.
2. All Cultural events in the college should be finished before 7P.M.
3. College administration should pursue the pending matters of promotion of the faculty members in the DHE or the Secretariat.
4. Report about the adopted school is to be submitted immediately to the DHE, Education Minister, Govt. of Assam.
5. Vocational courses are to be started immediately.
6. Only magazine, sports, cultural and festival fees are to be collected from those students who got free admission.

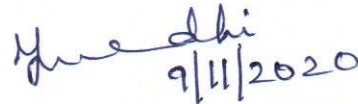
The meeting was presided over by the Principal.

  
9.11.2020

Principal/ Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

Principal

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Dharapur, Guwahati-17



## **IQAC Meeting with the Faculty:**

*Date : 12/06/2017*

*Venue: Conference Hall*

*Time : 01:30 p.m.*

### Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari `Das
3. Ms. Marie Kalita
4. Dr. Mrinmoyee Bhattacharyya
5. Mr. Bhudev Das
6. Dr. Moinul Hoque Choudhury
7. Mr. Biswajit Sarmah
8. Mr. Gaganjyoti Bora
9. Mr. Phanindra Medhi
10. Dr. Yashodhara Medhi
11. Ms. Prabalika Sarma
12. Dr. Bijoylakshmi Das
13. Dr. Archana Borah
14. Ms. Mamata Thakuria
15. Ms. Ira Choudhury
16. Ms. Parul Baishya
17. Ms. Trishna Choudhury
18. Mr. Ananta Chetia
19. Dr. Hazarat Ali
20. Ms. Purabi Kalita
21. Ms. Nirmali Borah
22. Mr. Hemanta Kalita
23. Mr. Jayanta P. Kumar
24. Dr. Namita Devi
25. Ms. Madhuleema Chaliha
26. Ms. Maya Dutta
27. Ms. Nabanita Choudhury
28. Ms. Saraswati Rajbongshi
29. Dr. Nripendra Nath Medhi
30. Mr. Bhupen Das
31. Mr. Saiful Haque
32. Mr. Niranjan Sarma
33. Mr. Achyut Talukdar

Under the aegis of the IQAC of the college a general meeting was convened among all the faculty members to discuss the newly proposed Qualitative Indicator Framework (QIF) by NAAC.

The new format was discussed in detail and steps to be taken in view of the forthcoming challenges were also discussed.

Discussions were held as to the ways for improvising the percentage of attendance in the class and the overall results of the students.

Emphasis was laid also on extension work, adopted school, departmental seminars and research publication etc.

*David*  
9.11.2020

Principal/ Chairman, IQAC  
Paschim Guwahati Mahavidyalaya

Principal  
Paschim Guwahati Mahavidyalaya  
P.O. Dharapur, Guwahati-17

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9/11/2020

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