

Minute of the IQAC Meeting- 1

Panigaon Om Prakash Dinodia College

Time: 1 p.m.

Date: 14-09-2018

Place: IQAC Room, POPDC

Agenda

1. Chairperson's taking the Chair
2. Objectives of the meeting
3. Plan of Action
4. Teaching Learning and evaluation
5. Library as a Learning Resources
6. Research , Publication and Extension Activities
7. Student support Activities
8. Teaching Learning and Evaluation
9. Others.

Members Present:

- | | | |
|---|---|--------------------|
| 1. Dr. Suresh Dutta, Principal | - | Chairman |
| 2. Mr. Biren Gogoi, Vice Principal | - | Member |
| 3. Mr. Birendra Kr. Saikia, Academician | - | Member |
| 4. Mrs. Ambika Dutta Hazarika, Faculty Member | - | Member |
| 5. Mr. Gopal Krishna Borah, Faculty Member | - | Member |
| 6. Dr. Robin Saikia, Faculty Member | - | Member |
| 7. Mr. Anunay Kumar, Faculty Member | - | Member |
| 8. Mrs. Karuna Dutta, Faculty Member | - | Member |
| 9. Dr. Sonaram Kalita, Faculty Member | - | Member |
| 10. Mr. Nolin Goswami, Alumni Member | - | Member |
| 11. Mr. Pulin Goswami, Office Member | - | Member |
| 12. Mr. Jibedhar Nath | - | , Coordinator |
| 13. Mr. Babul Barhoi | - | Asstt. Coordinator |
| 14. Mrs. Madhurima Dowarah | - | Asstt. Coordinator |
| 15. Mrs. Runjun Saikia | - | Asstt. Coordinator |

Proceeding

An Executive Meeting of IQAC, Panigaon OPD College has been convened today dated 14-09-2018 on the Plan of Action to be taken by IQAC, Panigaon OPD College for the year 2018-19 and to discuss about the academic matters of the college at 1.30 p.m. at the IQAC Room, Panigaon OPD College under the Chairmanship of Dr. Suresh Dutta, Principal Cum Chairperson, IQAC, Panigaon OPD College.

The following resolutions are taken unanimously in the meeting;

Resolutions:

1. The meeting decides to appeal to the principal to issue necessary direction to the departments to use ICT facility in teaching. The meeting further suggested that at least two ICT classes per week from each department should be ensured with effect from 1st March, 2019.
2. The meeting decides to appeal to the Vice-Principal and the Coordinator IQAC to make an enquiry about the possibility to get idea about the Google Classrooms.
3. The meeting decides to entrust the responsibility of evaluation to the Vice-Principal and also to request him to make evaluation more effective as per the need of the hour.
4. The Head Assistant Mr. P. Goswami is to be instructed to send each and every office orders to the IQAC Room also.
5. The meeting decides to request the Member Secretary of CBCS to convene a workshop to discuss thoroughly about the new CBCS system which is to be introduced from the next academic session. Further, the meeting decides to appeal the SWAYAM Coordinator to make a presentation about the SWAYAM Courses in the said workshop.
6. The meeting decides to appeal to the college authority to ensure presentation and sharing of ideas from the teachers who have recently attended the different short term courses on ICT at North Lakhimpur.
7. The meeting decides to request Dr. S. Kalita, Dr. R. Saikia, Mr. G.K. Borah and Mrs. Runjun Saikia to prepare and submit seminar/workshop proposals to the concerning sponsoring authorities.
8. The Vice-Principal and Dr. Sonaram Kalita are to be requested to prepare the academic calendar for the year 2018-19.

9. The meeting decides to request Dr. R. Saikia and Dr. S. Kalita to determine the Best Practices of IQAC of the college for the current session.
10. The meeting decides to organize plantation and beautification programme of the college campus in collaboration with NSS Unit,
11. The IQAC meeting decides to take initiative to entrust the responsibility to conduct the plantation free admission students to Mr. Biren Gogoi and Mr. Anunay Kumar.
12. The meeting appeals all the faculty members to counsel the students in their academic, health and mental problems.
13. The meeting decides to appeal to the coordinators of the NSS Unit, Legal Literacy Club, Woman Cell, Career Counseling Cell etc. to organize extension activities in their respective fields.
14. The meeting decides to recommend the proposals of promotion of Mr. Biren Gogoi, Mrs. Sahida Begum and Mrs. Rina Gogoi and send them to the G.B. for necessary action.

**Chairperson
IQAC**

**Coordinator
IQAC**

Panigaon OPD College

Minute of the IQAC Meeting-2
Joint Meeting (IQAC with Teachers' Unit)
Panigaon Om Prakash Dinodia College

Time: 1 p.m.

Date: 18-09-2018

Place: Teachers' Common Room, POPDC

Agenda

1. Chairperson's taking the Chair
2. Keynote Address
3. Objectives of the meeting
4. Academic Discussion
5. Co-curricular Activities
6. Research Activities
7. Academic Calendar
8. Best Practices
9. Others
10. Conclusion

Members Present:

- | | | |
|---|---|--------------------|
| 1. Dr. Suresh Dutta, Principal | - | Chairman |
| 2. Mr. Biren Gogoi, Vice Principal | - | Member |
| 3. Mr. Birendra Kr. Saikia, Academician | - | Member |
| 4. Mrs. Ambika Dutta Hazarika, Faculty Member | - | Member |
| 5. Mr. Gopal Krishna Borah, Faculty Member | - | Member |
| 6. Dr. Robin Saikia, Faculty Member | - | Member |
| 7. Mr. Anunay Kumar, Faculty Member | - | Member |
| 8. Mrs. Karuna Dutta, Faculty Member | - | Member |
| 9. Dr. Sonaram Kalita, Faculty Member | - | Member |
| 10. Mr. Nolin Goswami, Alumni Member | - | Member |
| 11. Mr. Pulin Goswami, Office Member | - | Member |
| 12. Mr. Jibedhar Nath | - | , Coordinator |
| 13. Mr. Babul Barhoi | - | Asstt. Coordinator |

- 14. Mrs. Madhurima Dowarah - Asstt. Coordinator
- 15. Mrs. Runjun Saikia - Asstt. Coordinator
- 16. Dr. Ranjula Bora Saikia, Faculty
- 17. Mrs. Nikunja Deka, Faculty
- 18. Mr. Joyprakash Bhuyan, Faculty
- 19. Mrs. Rina Gogoi, Faculty Member

Proceedings

A joint meeting of IQAC, POPDC and Teachers' Unit, POPDC is organised today (04/08/'18) at the Common Room of POPDC. The meeting is presided by Dr. Suresh Dutta, Chairperson, IQAC, POPDC cum Principal, POPDC.

The Coordinator of the IQAC, POPDC delivered the keynote Address and the objectives of the meeting.

In the next sessions, the meeting discusses in detail the complete agenda and the following resolutions are taken:

Resolutions Taken:

1. The Faculty Members of the college have taken resolution to use the ICT facilities in teaching activities from the current session.
2. To ensure minimum 80% attendance of the students the meeting suggests to the Departments to call Guardian's meeting, arrange regular unit tests, submission of monthly attendance report to the principal.
3. Arrange quality oriented Departmental Seminar and Group Discussions.
4. Suggests to the Academic Advisory Committee to at least one period of duration in the Daily Class Routine for Co-curricular Activities.
5. Suggests the Faculty Members to attend in Seminars and workshops and submit research papers there. The meeting suggests them also to conduct MRP's and PhD works and to publish research papers in the national and internal journals. The Departments are also suggested to apply for financial assistance from financing agencies to organize National level Seminars.
6. The meeting approved the Academic Calendar prepared by the IQAC.

7. Considering the needs of legal awareness of the students as well as the general public, the meeting today decides to open Legal Literacy Club in the college and adopt it as a Best Practice for the current session.

After the successful completion of the discussion, the Chairperson concludes the meeting with thanksgiving to all.

Chairperson
IQAC

Coordinator
IQAC

Panigaon OPD College

Minute of the IQAC Meeting-3

Panigaon Om Prakash Dinodia College

Time: 1 p.m.

Date: 13-03-2019

Place: IQAC Room, POPDC

Agenda

1. Chairperson's taking the Chair
2. Objectives of the meeting
3. Academic discussion
4. Research and extension activities
5. Feedback
6. Students Satisfactory Survey
7. Others.

Members Present:

- | | | |
|---|---|--------------------|
| 1. Dr. Suresh Dutta, Principal | - | Chairman |
| 2. Mr. Biren Gogoi, Vice Principal | - | Member |
| 3. Mr. Birendra Kr. Saikia, Academician | - | Member |
| 4. Mrs. Ambika Dutta Hazarika, Faculty Member | - | Member |
| 5. Mr. Gopal Krishna Borah, Faculty Member | - | Member |
| 6. Dr. Robin Saikia, Faculty Member | - | Member |
| 7. Mr. Anunay Kumar, Faculty Member | - | Member |
| 8. Mrs. Karuna Dutta, Faculty Member | - | Member |
| 9. Dr. Sonaram Kalita, Faculty Member | - | Member |
| 10. Mr. Nolin Goswami, Alumni Member | - | Member |
| 11. Mr. Pulin Goswami, Office Member | - | Member |
| 12. Mr. Jibedhar Nath | - | , Coordinator |
| 13. Mr. Babul Barhoi | - | Asstt. Coordinator |
| 14. Mrs. Madhurima Dowarah | - | Asstt. Coordinator |
| 15. Mrs. Runjun Saikia | - | Asstt. Coordinator |

Proceeding

An Executive Meeting of IQAC, Panigaon OPD College has been convened today dated 13-03-2019 at 1.30 p.m. at the IQAC Room, Panigaon OPD College under the Chairmanship of Dr. Suresh Dutta, Principal Cum Chairperson, IQAC, Panigaon OPD College.

The following resolutions are taken unanimously in the meeting;

Resolutions:

1. The meeting requests all the faculty members to organize tutorial classes for the slow learners.
2. For their quality developments of the students the meeting decides to request the Heads of the Departments to organize popular lectures, departmental seminars, group discussions, debating and Essay competitions etc. amongst the students.
3. The IQAC decides to organize a field work on socio-economic condition of fishing community at local area.
4. The IQAC request to all the head of the department to take initiative to organize educational tour amongst the departmental students in their respective field.
5. The meeting decides to entrust the responsibility to conduct Students Satisfactory Survey to Dr. S. Kalita as per NAAC guideline and submit the report to the college authority.
6. The meeting decides to entrust the responsibility to upload personal profiles of all teachers to Dr. S. Kalita.
7. The meeting decides to request Mrs. A.D. Hazarika, Mrs. K.L. Dutta, Mr. J.P. Bhuyan to work on extension activities to be carried out as per NAAC guideline.
8. The meeting decides to request the college authority to introduce a computer diploma course w.e.f. March, 2019.
9. The meeting decides to request to Mr. B. Barhoi to work out a strategy to conduct Yoga /Naturopathy / Meditation programme in the college.
10. The meeting decides to entrust the responsibility to conduct a programme on spirituality, concentration and non-violence etc. to the Department of Philosophy.
11. The meeting decides to entrust the responsibility to arrange a Voter Awareness Programme in the College to the Department of Political Science (Mr. G.K. Borah).

Chairperson
IQAC

Coordinator
IQAC

Panigaon OPD College