

Minutes of the Meeting and Action Taken Report (2017-18)

1. January 2018

Minutes of the meeting held on **05.01.2018 at 2.00 p.m.**

Venue: **Conference Hall**

Room No. **24**

Members Present

Chairperson : Dr. D.K. Rajkhowa

Coordinator : Dr. R. K. Jha

Asstt. Co-ordinator : Mr. Jadumoni Dutta

Members of IQAC : Mr. Rana Neog

Dr. Gitanjali Borah

Mr. Dipak Ch. Borah

Mr. H.R.Chutia

Mr. Pranjal Kumar Das

Sub-Committee Convenors

Mr. Smaran Saikia

Mr. Ranjit Das

Mr. Rubul Duarah


Agenda

1. AQAR
 2. Students Satisfaction Survey
 3. Any Other matters
- The newly appointed coordinator took charge on 4th January, 2018 after getting snap appointment from the office of the Principal, after the verbal approval of G.B. President. He expressed his difficulty. He requested the coordinators of the subcommittee to give the necessary data in the time. The newly appointed coordinator raised the issue of reaccreditation, as the Peer Team visited the college long back in 2004. The Coordinators of the subcommittees assured full cooperation to meet the challenges in preparing the report.
 - Criterion I: The subcommittee coordinator suggested some measures to overcome the difficulty because of the teacher's engagement as Supervising Officers in coordinator examinations. To meet this challenge academic flexibility was followed. The teachers were allotted the class after conducting the supervising duty.
 - Criterion II : The subcommittee coordinator stressed to finalise the dates pertaining to the feeling of ACQR. He also told to conduct the remedial classes regularly. Special attention should be given to academically brilliant student to secure first class in the examination.
 - Creation III- The criterion III subcommittee convenor demanded the supporting documents from the respective faculty to fill up the data. He also told that seminar should be conducted on ethics and morality.
 - Creation IV- The subcommittee convenor delivered her opinion concerning the newly constructed library building. Moreover, she told that the journals should be continued in the library.

- Creation V- The subcommittee stressed that the mentorship should reach the last needy student of the college to overcome the menace of dropout. He also suggested to arrange the seminar to frustrate the early marriage and motherhood among the girls students.
- Creation VI- The subcommittee suggested to develop a format for academic audit regularly. Environment audit should be conducted at the earliest.
- Creation VII- The subcommittee coordinator stressed to observe every important dates related to regional, national and international importance should be maintained systematically.

The meeting ended with a vote of thanks co-ordinator, IQAC.


Co-ordinator, IQAC
Coordinator, IQAC
SMD College


Principal
Principal I/C
SMD College, Charing
Sivasagar Assam

Action taken report

The Sub Committee Coordinators suggested to continue the newly appointed Coordinators and assured him full support.

The Coordinator expressed his gratitude to the Subcommittee coordinators for their assurance. He told them to imitate the process of collecting data.

2. April, 2018

Minutes of the meeting held on **07.04.2018 at 2.00 p.m.**

Venue : **Conference Hall**

Room No. **24**

Agenda

1. Reaccreditation.
2. College website
3. Any other matters.

Members Present

Chairperson : Dr. D.K. Rajkhowa

Coordinator : Dr. R. K. Jha

Asstt. Co-ordinator : Mr. Jadumoni Dutta

Members of IQAC : Mr. Rana Neog

Dr. Gitanjali Borah

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The coordinator welcomed all the members. He suggested that the college should be registered for reaccreditation. The coordinator told that the college has two windows for applying for reaccreditation (Nov/Dec 2018 and May/June 2019). The members agreed to the same. The members expressed apprehension as two previous years AQAR was yet to be submitted. The year 2016-17 and 2017-18 AQAR needed to be prepared at the earliest. The coordinator assured the members that with their full cooperation, he will be capable to prepare the AQAR for 2017-2018. The AQAR for 2016-17 will be prepared in due time, the coordinator assured. The previous Principal who superannuated in July 2017.


The Librarian stressed the importance of having a college website with a revised capacity to hold all the data including the webpage for teaching staff as suggested by criterion 3 subcommittee coordinator. The office Head suggested that the capacity should be developed in such a way that most of the important things of college should be incorporated.

The criterion 4 will handle the orientation of the students for student satisfaction survey.

The various slides of the RAF (Revised Assessment and Accreditation Framework) was presented by steering committee member. The coordinator informed that a hard copy of the RAF will be given to all the subcommittee convenors.

It was decided that SWOT Analysis will be handled by the criterion III Coordinator with the help of other members,


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SMD College


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The meeting ended with vote of thanks.

Action taken report

The implementation of issues decided in the meeting should be forced immediately.
The College website should become functional immediately.

All sub Coordinators should do the work assigned to them.