

Minutes of the meeting & Action Taken Report (2016-17)

Minutes of Meetings (2016-17)

05 August, 2016

Venue: IQAC Office

Time 2.30 p.m.

The Executive Committee of the IQAC met today under the Chairmanship of Mr. Ranendra Kr Mahanta from 2.30 PM onwards in the presence of the following members:

1. Mr. R.K. Mahanta - Chairperson
2. Dr. Jayprakash Ray - Co-Ordinator
3. Dr. R.K. Jha Faculty member
4. Mr. Rana Neog Faculty member
5. Dr. Gitanjali Borah Faculty member
6. Mr. Dipak Ch. Borah Faculty member
7. Mr. H.R.Chutia Faculty member

From Management

1. Dr. A.K.Gogoi. President, Governing Body

External Expert

1. Mr. T. Khanikor Retired Professor & Distinguish Educationalist

From Administration

1. Mr. Pranjal Kumar Das

From Alumni Association

1. Mr Ananta Khanikor

Agenda

- a) Preparation of Academic Calendar for the session 2016-17 and to be completed within a week reflecting working days, teaching days, Days & Diwas to be observed and holidays.
- b) Important Days and Diwas be observed as per scheduled in the Academic Calendar.
- c) Organising Coaching for Secretarial practice and Computer Training under the banner of Career Counselling and Guidance Cell, S.M.D College, Charing
- d) The IQAC will organise World Environment Day to create awareness about the conservation of natural resources
- e) The meeting decided to collect the feedback from different stakeholders.

- f) Extension activities and community service program be organised focusing on the importance of Swachhata initiatives of the government
- g) The IQAC will organise World Environment Day to create awareness about the conservation of natural resources

For Late R.K. Mahanta,
Chairperson
Principal i/c
S.M.D College, Charing
Sivasagar Assam

Jayprakash Ray
Coordinator
Coordinator, IQAC
SMD College

**Action Taken Report on the Resolutions of the previous IQAC Meeting (Executive)
dated 05/08/2016**

1. A Coaching for Secretarial Practice and Computer Training was organized under the initiative of **Career Counselling and Guidance cell** of the college and Mr Atul Chutia ,retired Head Clerk of S.M.D College worked as Resource Person. The computer training module was supervised by Mintusagar Das, of Computech Infosys of Gaurisagar
2. The Academic Committee of the College was developed by The Routine Committee under the supervision of Mr.Ranjit Das, Assistant Professor of Assamese. Every care was taken to include the working days as well as the Holidays and Celebration of different events in the college.
3. The Feedback Committee of the College under the leadership of Mr. Deepak Ch Borah collected feedback from Teachers, students and parents and submitted it to the IQAC for further action.
4. The NSS unit of the College organised an awareness programme “Swachhta Hi Sewa” to spread the message of importance of hygiene and Cleanliness.
5. The World Environment Day was organised on 5th June in the college premises. A

plantation drive was carried out under the aegis of NSS.

Minutes of Meetings (2016-17)

January 3, 201

Time: 2.00 PM,

Venue: Conference Hall.

The Executive Committee of the IQAC met today under the Chairmanship of Mr. Ranendra Kr Mahanta from 2.30 PM onwards in the presence of the following members:

1. Mr. R.K. Mahanta - Chairperson
2. Dr. Jayprakash Ray - Co-Ordinator
3. Dr. R.K. Jha Faculty member
4. Mr. Rana Neog Faculty member
5. Dr. Gitanjali Borah Faculty member
6. Mr. Dipak Ch. Borah Faculty member
7. Mr. H.R.Chutia Faculty member

From Management

1. Dr. A.K. Gogoi, President, Governing Body

External Expert

1. Mr. T. Khanikor Retired Professor & Distinguish Educationalist

From Administration

1. Mr. Pranjal Kumar Das

From Alumni Association

1. Mr. Ananta Khanikor

Agenda

1. To organise one day Orientation Programme on Mentorship
2. To organise Training cum Coaching Programme for Weight Lifting and Power Lifting
3. To organize Counselling session for Adolescent girls regarding Personal hygiene.
4. Review of progress report of the AQAR

The meeting started with the principal taking the chair. The Co-ordinator explained the objectives of the meeting. The committee had a fruitful discussion on the agenda

and the following decisions were taken:-

- As a step towards quality augmentation, IQAC, SMD College decided to undertake series of programmes to make the institution more progressive.
- The meeting decided to invite Mr.Ananta Khanikar as the resource person for the Training cum Coaching Programme for Weight Lifting and Power Lifting.
- The meeting also decided to assign Dr. Jayprakash Ray, the Co-ordinator as the resource for the Orientation Programme on Mentorship. He was also assigned to present a PPT focussing on the relation between mentor and mentee.
- The meeting decided to request Dr. Mamoni Borah, Associate Professor of Assamese to act as the appointed speaker for the Counselling session for Adolescent girls regarding personal hygiene.

For Late R.K. Mahanta,

Chairperson

Principal i/c
SMD College, Charing
Sivasagar Assam

Jayprakash Ray

Coordinator

Coordinator, IQAC
SMD College

Action Taken Report on the Resolutions of the previous IQAC Meeting (Executive)

Dated. January 3, 2017

The following actions were taken on the resolutions adopted in the executive meeting of the IQAC, dated.03/01/2017.

1. An orientation programme on Mentorship was organized on 09th of January 2017. Jayprakash Ray, Assistant Professor, Department of English. was the resource person for the programme. He focused on the importance of Mentorship programme and highlighted the features of mento-mentee relationship. The programme aimed at introducing the concept of Mentorship to the students.
2. A Coaching Programme for Weight Lifting and Power Lifting was organised in the College Gymnasium hall on 22nd& 23rd January 2017. Mr.Ananta Khanikar, the director of Sadhani Sports Club acted as the coach.

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3. The Counselling session for adolescent girls regarding personal hygiene was supervised by the IQAC with Dr. Mamoni Borah, Associate Professor, Department of Assamese as the appointed speaker.