

❖ Minutes of the meeting & Action taken Report (2018-19)

Minutes of the Meeting

1. August,2018

Minutes of the meeting held on **06-08-2018 at 2.00 pm**

Venue: Office of the IQAC.

The principal and the coordinator decided to hold one to one interaction with the subcommittee coordinator. All the criterion (1to 7), Sub Committee coordinators were invited to discuss the progress of the AQAR 2017-2018


Sub- committee coordinators

1. Criterion 06-
 2. Criterion 04-
 3. Criterion 07-
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1. Criterion 1
 2. Criterion 5
 3. Criterion 2
 4. Criterion 3

All the queries were answered and suggestions given to all the Subcommittee Coordinators to enable them to complete their individual reports. They were also informed that they will be shortly updated about the next meeting to further discuss the progress of the report. After the necessary amendments, the new things are to be incorporated.

It was also suggested to increase the cooperation with Gram Panchayat and local organisation.


Co-ordinator, IQAC
Coordinator, IQAC
SMD College


Principal
Principal I/C
S M D College, Charing
Sivasagar Assam

1. Action taken report

- August **06/08/2018**
- The sub-committee coordinators were directed to submit their report to the coordinator, IQAC.
- The coordinator will examine the report before making it final.
- The coordinator suggested expediting the work to submit the report at the earliest.
- The coordinator requested the members to foster the habit of cooperation with local people for healthy academic and social relation.

Minutes of the Meeting

2. November,2018

Minutes of the meeting held on **01-11-2018 at 2.15 pm**

Venue: IQAC Office.

Agenda –

1. Discuss the progress of website
2. Examination (Conducted by the Dibrugarh University)
3. Reports (Coordinators of the subcommittee 1 to 7)

Members Present

Dr. D.K. Rajkhowa	Chairperson
Dr. R.K. Jha	Co –ordinator
Mr. Jadumoni Dutta	Asstt. Co-ordinator
Dr. Mamoni Borah	Faculty member
Mr. Rana Neog	Faculty member
Dr. Gitanjali Borah	Faculty member
Mr. Dipak Ch. Borah	Faculty member
Mr. H.R.Chutia	Faculty member

From Management

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

External Expert

Mr. T. Khanikor Retired Professor & Eminent Educationalist

From Administration

Mr.Pranjal Kumar Das

From Alumni Association

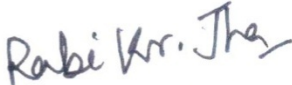
Mr Ananta Khanikor


The principal spoke in length about the website of the college. The members present in the meeting suggested to make certain modification in the website. Some of the members raised the issue of wrong designations and dates mentioned in website. The IT cell of the college was requested to activate their service to rectify the website. It also suggested that the rectification should be made after consensus opinion. The changes made in the website should be informed to the principal and the coordinator.

The office head spoke about the present position of the fund. The financial crunch invited a lot of problems to meet the various demands pertaining to IQAC. The Principal spoke about the self financed seminar held on 14th & 15th June, 2019, and the expenditure incurred on it. He also told that the seminar was organized to make aware to the teachers about NAAC and its activities. The Seminar was organized under the flagship of SMD College Fraternity.

The coordinator expressed his difficulty for preparing the report because of the non compliance of necessary data. He requested the coordinators of the various subcommittees to activate their works at the earliest. He expressed his concern for delay in submission of the data. The criterion (1 to 7) coordinator of the sub-committee, assured the coordinator that they will submit the data at the earliest.

The coordinators of the sub-committee criterion-II and criterion V spoke about the examination, conducted by the University. Criterion V coordinator who also happen to be the coordinator of the examination committee, requested the HOD to submit their internal assessment marks in time. The strict vigilance should be observed by the invigilators. Reliever should be appointed for the smooth running of the examination. Criterion II coordinator expressed satisfaction.


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2. Action taken report

- November **01/11/2018**.
- The coordinator spoke in length about the recently launched website of the college.
- The committee members spoke about the shortcomings and lacuna of the website.
- The coordinator expressed his apprehension on this issue and suggested the I.T. cell to solve the problem.
- The principal expressed thanks to **SMD College Fraternity** for successfully organising the National level Workshop attended by Prof. J. Kalita of Gauhati University and Prof. S. Kakaty of Dibrugarh University.
- The Sub-Committee coordinators spoke their limitations related to finance. The Principal assured them to take a time bound action concerning financially related issue.

Minutes of the Meeting

3. January, 2019

Minutes of the meeting held on **05-01-2019 at 2.00 pm**

Venue: IQAC Office.

Agenda –

1. Discuss on the implementation of CBCS programme.
2. Discuss about the works conducted by women cell of the college and their future road map.
3. Discuss about the NSS activities of the college and the future plan.
4. The function of different cells of the college.
 - i. Grievance cell – Students, Anti ragging Cell
 - ii. Grievance Cell – Teachers
 - iii. Grievance Cell - Office
5. Any other matters

Members Present

1. Principal
2. Coordinator
3. Academic Coordinator
4. Coordinator – Women Cell
5. Coordinator – NSS Cell
6. Coordinator - Grievance Cell (student)
7. Coordinator – Teachers complaint cell
8. U.D.A. of the office
9. Coordinator of criterion II
10. Coordinator of criterion V

The meeting began with the address of the Principal. The meeting was convened for the first time after the declaration by the University to implement CBCS Programme at degree level. After successfully running the semester system since 2011, the college became ready for implementing CBCS. The parent university, Dibrugarh University, directed all its affiliated colleges to

introduce CBCS syllabus in its curriculum in BA/BSc/B.Com. from 1st July, 2019.

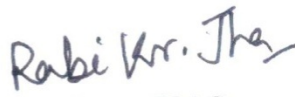
The Criterion 3 convenor explained the CBCS curriculum. He invited the opinions of the teachers on this matter.

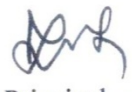
The Criterion 2 convenor spoke in length about the basic difference between the previous (semester) syllabus and present CBCS syllabus to be implemented. The one marks objective question has been withdrawn in CBCS. The period has been increased by 15 minutes .Every class will be of one hour duration. The criterion 5 convenor assured to call the meeting of alumni within the short span of time.

The Women Cell coordinator explained about the extension service conducted by them in the session 2018. The coordinator of the Women Cell presented the road map of the work of the Cell before the end of academic cycle, of 30th June 2019.

The NSS wing coordinator explained in details about the various works done as the extension programme. The coordinator of NSS wing further explained that the wing has decided to do minimum five extension activities in every academic session.

The IQAC coordinator requested them to make their work systematic and fill the data properly. The Grievance Cell of the college successfully solved all the queries raised by the students. It accentuated healthy academic and disciplined atmosphere in the college. There was no complaint of ragging.The Principal requested the teachers that during his absence the steering committee head will represent him.


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3. Action taken report

- **January, 5/01/2019**
- The result of the college was discussed.
- The coordinator of women cell presented her report and spoke about her future plan. The members of the meeting told her to continue the work.
- The coordinator of the student grievance cell of the college presented his report.
- The curricular aspects coordinator spoke about the introduction of CBCS. He wanted help from teaching fraternity.

Minutes of the Meeting

4. April,2019

Minutes of the meeting held on **08-04-2019 at 2.00 pm**

Venue: IQAC Office.

Agenda –

1. Discussion with HoD regarding the submission of the department's data and submission of personal profile to the coordinators of the subcommittees.
2. The necessary information in the department should be made up to date.
3. Office related matters.
4. Library related matters.
5. Any other issues.

Members Present

1. Principal
2. IQAC Coordinator
3. HoD's of all teaching departments.
4. U.D.A.office
5. Librarian

The meeting began with the address of the Principal. The IQAC Coordinator expressed his concern before the HoD's and requested them to give the necessary data to the coordinators of the subcommittee. In the previous meeting, the coordinators of the IQAC, had requested to the subcommittee coordinators to take necessary steps in this matter.


The HoD's assured that all the relevant data will be given to the subcommittee coordinators but they demanded more time for it. In the meeting, HoD English suggested to write the name of the toppers of every department in merit Board in their respective department. It will encourage the students. The HoD Political Science suggested to write the names of the faculty members on the board. Moreover, the names of the retired teachers with their designations should be also maintained on the board of the department, if they served in the college for more than one year. The HoD of Sociology told that it is not possible to write the name of every guest teacher. His plea was granted. The IQAC coordinator requested the HoD of all the departments to tell the respective teachers of their department to maintain their personal profile. They were also asked to prepare a study plan. It will help in academic audit. The CL, SL, EL, ML or any other leave should be mentioned by the teachers. The class adjustment should be notified beforehand to the students. In the month of February the teachers from various departments are appointed as Supervising Officer. The Principal told the HoD's that they should make the routine flexible so that academic hamper should not be occurred.

The IQAC co-ordinator requested the librarian to make library beautiful by developing a small flower garden in front of the library depending upon the financial support of the college authority. The library rules should be displayed on the notice board in front of the library building for the students.

The office head assured to provide every kind of cooperation to IQAC office.

The meeting ends with vote of thanks.


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4. Action Taken Report

April, 08/04/2019

- The Head of the respective department assured the IQAC Coordinator to give their full cooperation in academic pursuit.
- The leave record will be maintained by the office of the Principal.

The department should develop the class adjustment mechanism