



MEETING I

(IQAC Meeting)

Date: 28/09/2023

A meeting of IQAC (Internal Quality Assurance Cell), Abhayapuri College is held on 28/09/2023 at 11:00 AM to discuss the following agenda. The meeting is chaired by Mr. C. D. Sarma (Vice Principal, Abhayapuri College).

Agenda:

1. Discussion regarding development of the Course Outcome (CO) and Program Outcome (PO) of the college.
2. Immediate activities to be undertaken before submitting the AQAR for the session 2022-23.
3. Discussion on developing the Annual plane of action of IQAC.
4. Initiatives to organize webinars, workshops, training programs, awareness programs, etc.
5. Initiatives to organize national and international conferences.
6. Initiatives to boost up research activities through the Research and Development Cell of the College.
7. Collection of personal data and teaching plan from each faculty.
8. Collection of the annual action plan of each department.
9. Discussion on constitution on committees and sub-committees of the college.
10. Formation of mentoring groups of 1st semester students.
11. Miscellaneous.

Members Present

1. Mr. Chintamani Dev Sarma
2. Dr. Rajesh Tiwari
3. Dr. Bijoy Barman
4. Dr. Santanu Konwar
5. Dr. Kuleswar Singha
6. Mr. Pranjit Kalita
7. Dr. Gahin Ch. Das
8. Dr. Subrata Sarkar
9. Dr. Mandeep Kaur
10. Ms. Aakanksha S. Bhargava
11. Dr. Pori Devi

Resolutions Adopted

Resolution 1: The meeting discussed the suggestions extended by the recent NAAC peer team visit regarding the course outcome (CO) and program outcome (PO) of the college. Therefore, the meeting after discussion resolved that the IQAC will work promptly to finalizing the CO & PO of the college. In this regard, a webinar will be organized, inviting an expert in this field. As first preference IQAC suggest the name of DR. Shukla as the resource person and Dr. Rajesh Tiwari was assigned the task to contact him.

Resolution 2: The meeting after discussion resolved that a list of suggestive activities be made by the IQAC and the list be forwarded to the departments. The departments would take the initiatives to conduct the activities according to their convenience.

Resolution 3: The meeting resolved that as per practice all the departments will submit the Annual Action Plan of the session 2023-24. The IQAC, will then prepare the Annual Action Plan in line with the Departmental Annual Action Plan.

Resolution 4: In order to create a research friendly environment, the meeting resolved that the IQAC would seek proposals for conducting national/international seminars/conferences from faculty members/departments.

Resolution 5: In order to involve students and faculties in research activities, the meeting resolve that IQAC will take the initiative to publish a minimum of four journal or e-books and the publication cost (a maximum of Rs. 1,00,000/-) will be afforded by the college administration.

Resolution 6: The meeting resolve that the Research and Development Cell, Abhayapuri College, be requested to take the initiative to publish a research book with ISBN Number. The meeting further resolved that the Research and Development Cell be requested to form small groups of faculty members in order to boost up research activities and publications.

Resolution 7: The meeting after discussion resolved that IQAC will take the initiatives to continue the process of conducting inter-departmental seminars involving students and faculties.

Resolution 8: The meeting resolved that an individual hard file-cover be assigned to each faculty member and the same be submitted comprising all individual documents related to the information in their personal profile.

Resolution 9: The meeting resolved that the committees and subcommittees of the college be reconstituted and each faculty member be assigned a responsibility of a particular committee or subcommittee. Dr. Santanu Konwar, Mr. Pranjit Kalita and Dr. Pori Devi were entrusted the duty of reconstituting the committees and subcommittees.

Resolution 10: The meeting resolved that as per tradition mentor-mentee groups for 1st semester students be formed. Mr. Pranjit Kalita be assigned to take the initiative and form the groups with the help of office staff.

Resolution 11: Considering the importance of NCC-C certificate, the meeting after threadbare discussion resolved that the NCC office be requested to take an initiative so that the students can secure NCC-C certificates.

Resolution 12: The meeting resolved that an IQAC logbook be prepared. It is further resolved an IQAC bulletin be prepared and published annually.


Resolution 13: The meeting felt the importance of a student welfare fund and suggested that a minimum of Rs. 50/- per month be collected from each faculty member. The left the discussion to be finalized in a staff meeting.

Resolution 14: For making the teaching learning process an interesting one, the meeting resolved that an appeal be made to all stake holders of the college to submit innovative ideas to the IQAC in order to make the teaching learning process more interesting.

ACTION TAKEN REPORT

S. No.	Resolution No.	Action Taken
1	1	A webinar has been organized with Dr. Shukla as the resource person.
2	2	A list of suggestive activities from the IQAC has been forwarded to all the departments
3	3	Annual Action Plan of the session 2023-24 has been prepared.
4	4	Proposals are invited from faculty members/departments for conducting national/international seminars/conferences. A list of funding agencies has also been forwarded to each faculty members.
5	5 & 6	RDC has been assigned the task to initiate then process of publishing a book with ISBN number as early as possible. RDC is also requested to form small groups of faculty members in order to boost up research activities and publications.
6	7	Head of the departments are requested to take the initiatives to conduct few inter-departmental seminars.
7	8	An individual hard file-cover has been provided to each faculties.
8	9	The committees and subcommittees of the college has been reconstituted
9	10	Mentor-mentee groups for 1 st semester students has been formed
10	11	NCC officer of the college has been requested to take initiatives so that the students can secure NCC-C certificates
11	12	An IQAC logbook has been prepared, maintained and updated regularly. Initiatives for the preparation of an annual IQAC bulletin has already been started.
12	13	The importance of a student welfare fund has been discussed in a general stall meeting and a committee was formed to finalize the process of raising the fund.
13	14	An appeal has been made to all stake holders of the college to submit innovative ideas to the IQAC in order to make the teaching learning process more interesting.


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