

Internal Quality Assurance Cell (IQAC) forming meeting

Meeting NO. : 01

Date: 15/09/2016

Today, on 15th September 2016 a meeting is held in the office of Principal to form the Internal Quality Assurance Cell (IQAC). The meeting is presided over by the Principal (I/C), and he has welcomed the teaching staff and non-teaching staff in his speech. After that he has discussed about the aims and objectives of IQAC and explain the prime need of it in a college.

Agenda NO. 1:

Selection of the committee members.

Discussion:

The members have discussed about the formation of IQAC as well as various activities to be performed by the IQAC. Mr Tugal Tyoti Borah, ^{HOD of English,} has explained about the activities of IQAC and the process how the college will be benefitted by IQAC. He also explains that it is mandatory for all colleges to have an IQAC. Mr Motan Borah, Vice Principal of the college supports Mr Tugal Tyoti Borah and asked the other members to take initiatives in forming the IQAC. All the members present in this meeting support Mr Motan Borah and agree to form the IQAC. Mrs Mamoni Motan ^{has} HOD of History, nominated the name of

Mr Yugal Jyoti Borah as the co-ordinator of the IQAC. She has the opinion that Mr Borah is perfect for this because he has vast knowledge about computer education and it will be profitable in future. Other members support her and give a big applause. ~~of day~~ Thus, the other members of the IQAC are selected by the faculty members.

Resolution:

1. It is decided to form the committee of IQAC. The members of IQAC are as mentioned below:

Sl-NO	Names	Designation
01	Mr. Padma Kanta Hazarika	Chairman
02	Mr. Yugal Jyoti Borah	Coordinator
03	Mrs. Mamoni Mahanta	Member from faculty
04	Dr. Daisy Rani Chutia	Member from faculty
05	Mrs. Menalisha Jamuly	Member from faculty
06	Mr. Nava Kamal Borah	Member from faculty
07	Mrs. Pallabi Saikia	Member from faculty
08	Mrs. Biply Jamuly	Member from faculty
09	Mr. Binod Konwar	Member from faculty
10	Mr. Reba Kanta Gogoi	Member from office staff
11	Mr. Jishnu Ballav Phukan	Student member
12	Mr. Manash Pratim Gogoi	Student member

Agenda - 2:

To record the aims and objectives, strategies and the functions of IQAC.

Discussion:

The members have discussed about the various aims and objectives as well as minutes of IQAC.

and suggest how these could enrich and progress the academic, administrative and infra-structural scenario of the college.

Resolution:

After the long discussion, the committee members have recorded a few aims and objectives of IQAC as mention below:

OBJECTIVES OF IQAC

1. To a heightened level of clarity and focus on institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
2. To enhancement and integration among the various activities of the institution and institutionalize many good practices.
3. To provide a sound basis for decision making to improve institutional functioning.
4. To act as a change agent in the institution.
5. For better internal communication.

Strategies IQAC shall evolve mechanisms and procedures for:

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic, research and extension programmes.

3. Equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of evaluation procedures.
6. Ensuring the adequacy, maintenance and functioning of the support structure and services.

Functions:

Some of the functions expected of the IQAC are,

1. Development and application of quality benchmark/parameters for various academic and administrative activities of an institution.
2. Dissemination of information on various quality parameters of higher education.
3. Organization of workshops, seminars, training programmes for the quality upliftment of teaching staff, non-teaching staff as well as student community.
4. Documentation of the various programmes/activities leading to quality improvement Acting as a nodal agency of the institution for quality-related activities.

Decision:

Newly appointed Chairman and Co-ordinator of IQAC are directed to form the other IQAC as per NAAC guidelines.

After all the discussions and resolutions the Principal, etc, has offered voted of thanks and ended the meeting.

Approved
15/09/16

Signatures of the members:

PRINCIPAL i/c
Marang Mahavidyalaya (Degree)

1. Padma Bala Hujiker
2. M. A. Bera
3. Yugal Tyagi Bera
4. Mamoni Mahanta
5. Dipty Jamuly
6. Arjit Bera
7. Atul Bera
8. Chitra Rajas Mili
9. Himalata Boreen
10. Navar Kamal Bera
11. Monalisha Jamuly
12. Pinodceen Dor
13. Chenziam Hazarica
14. Reba Verda Goyal
15. Daisyrani Chetri
16. Ghanjali Bhalali
17. Cheyani Sana
18. Masbika Begum
19. Bijumoni Dutta
20. Monikankona Bose
21. Jribeni Bera
22. Rekhamoni Kutum
23. Pallabi Saileria
24. Jayanta Bera
25. Malabya Kahan Bora
26. Sai Kestab Phukan
27. Mausumi Bora
28. Roman Bera

15/09/16
PRINCIPAL i/c
Marang Mahavidyalaya (Degree)