

Meeting NO: 02

Date: 29/09/2016

Today on 29<sup>th</sup> September 2016, a meeting is held for formation of various cells under IQAC in the office of Principal.

Presiding over the meeting, the Principal (P/O), has welcomed the members and delivered a speech about the purpose of the meeting - the formation of various cells of IQAC in the college. He has also explained the activities of the cells to be formed.

Agenda: 01.

Selection of the members of the cells of IQAC.

Discussion:

All the faculty members present in this meeting have discussed at length about the formation of the cells of IQAC as well as the various activities to be performed by the committee. After a long discussion all are agreed to appoint one faculty member as convener of one cell and another one as member of that cell. By following this procedure, seven faculty are selected as convener and another seven are selected as assistant or member teacher.

At the end of the meeting, the IQAC Coordinator has given vote of thanks to all for their active participation and wishes their such kind of participation in all meetings of IQAC in future.

## Resolution

It has resolved to form various cells of IQAC. The members of the cells are as mentioned below:

Sl. No.	Name of Members	Name of Members	Designation
01	Curricular Aspects	Mrs Mamoni Mahanta	Convener
<del>02</del>		Mrs Clewari Sarma	Member
02	Teaching, learning and Evaluation	Dr. Daisy Rani Chitria	Convener
<del>03</del>		Mrs Gitanjali Bharali	Member
03	Research, Innovation and Extension	Ms Nava Kamal Borah	Convener
<del>04</del>		Mr. Chitra Ranjan Mili	Member
04	Infrastructure and Learning Resource	Mrs Monalisha Jamuly	Convener
		Mr. Jayanta Borah	Member
05	Students Support and Progression	Mrs Pallabi Saikia	Convener
		Dr. Kakali Borah	Member
06	Governance, leadership and Management	Mrs Dipty Jamuly	Convener
		Mr Malabya Mohan Borah	Member
07	Institutional values and Best Practices	Mr Binod Konwar	Convener
		Mrs Tribeni Bera	Member

Signatures of faculty members;

1. Indu Lat Hyriker
2. Yugal Jyoti Borah
3. Mohan Baral
4. Mamoni Mahanta
5. Dipty Jamuly
6. Anil Borah
7. Atul Borah
8. Monalisha Jamuly
9. Nava Kamal Borah
10. Binod Konwar
11. Chiranjam Hazra
12. Chitra Ranjan Mili

Approved  
 PRINCIPAL i/c  
 Marangi Mahavidyalaya (Degree)  
 29/05/16

13. Daisy sari Chukri
14. Monikankona Bodo.
15. Himalata Boruah
16. Malasya Mohan Bora ,
17. kakali Borah .
18. Pankaj Borah
19. Mausumi Bora .
20. Rekhamoni Kutum
21. Pallabi Sailein
22. Jayanta Borah
23. Malasya Mohan Bora .

Jan 29/09/16  
PRINCIPAL i/c  
Marang Mahabiyalaya (Degree)

## Internal Quality Assurance Cell (IQAC) forming meeting

Meeting NO. : 01

Date: 15/09/2016

Today, on 15<sup>th</sup> 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, <sup>HOD of English,</sup> 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 <sup>has</sup> 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 Tyoti Bera
4. Mamoni Mahanta
5. Dipty Jambly
6. Arjit Bera
7. Atul Bera
8. Chitra Rajas Mili
9. Himalata Boreen
10. Navar Kamal Bera
11. Monalisha Jambly
12. Binod Chandra
13. Chenzam Hazarica
14. Reba Venka Goyal
15. Daisyrani Chutui
16. Ghanjali Bharali
17. Cheyani Sana
18. Masika Begum
19. Bijunoni Dutta
20. Monikantona 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)