



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: igacpandu@gmail.com/igac@panducollege.ac.in

Website: www.panducollege.org

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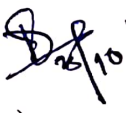



Date:.....

IQAC Meeting

Date: 25-10-2019, Venue: IQAC Office

Session 2019-20, Meeting #1

MEMBERS PRESENT:

1. Dr. B. C. Das Purkayastha (Advisor) 
2. Dr. Jogesh Kakati (Chairman)
3. Mr. Dipjyoti Barman (Co-ordinator) 
4. Dr. Santanu Roy Chowdhury (Member)
5. Dr. Sanjib Kr. Barman (Member) 
6. Dr. Sanchay Jyoti Bora (Member) 
7. Dr. Kalyan Deka (Member) 
8. Dr. Gouri Sankar Karmakar (Member)

AGENDA:

1. Discussion on the recent NAAC Assessment and Plan of Action for next assessment.
2. Discussion on National Institutional Ranking Framework (NIRF), 2020
3. Discussion on online Feedback
4. Others

RESOLUTIONS

Agenda #1:

The members present in the meeting discussed on the recent NAAC assessment of the college in detail covering all the points of strengths and weaknesses of the college in different criterion as per the Assessment report. After discussion the meeting unanimously adopted the following resolutions:





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Resolution #1:

- 1) IQAC meeting will be held once in every month to discuss the progress of the resolutions adopted in the previous meeting.
- 2) Members of the IQAC will frequently seat in the office to formulate and finalize different measures to make the weak points to strength as per NAAC report and Peer Team suggestion.
- 3) IQAC will initiate to conduct various Government / Non-Government agencies for Industry-Academia relationships and for getting grants and in different fields. The meeting entrusted Dr. Sanchay Jyoti Borah to take necessary steps in this regard with the help of MTA of the college.
- 4) Opening up different Vocational and Add-on courses along with Life Skill development of the students (earn by learn) will be taken up shortly. Dr. Sanjib Kr. Barman is entrusted the responsibility for collecting information in this regard.
- 5) The meeting resolved to collect the progress report of the students of the college who passed recently (2019, Final Semester). All HODs will be requested to submit the information along with necessary supporting documents.
- 6) Initiative will be taken for admitting international students from next academic session. Hostel seats will be reserved for both boys and girls from the next academic session for international students.
- 7) Initiatives will be taken up for opening up a Second Campus of the college. The meeting requested the Principal for taking initiatives by approaching Railway, Local MLA and other appropriate authorities in this regard.
- 8) The meeting requested the Coordinator to organize various workshops / seminar on ICT Presentation, IPR etc for teachers as well as students of the college.

Agenda # 2:

The meeting discussed on the progress of the NIRF Ranking will be completed within 30th November 2019. The meeting requested Dr. Sanchay Jyoti Borah to do the needful in this regard.



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Resolution # 2:

The meeting resolved that the complete procedure for NIRF ranking will be completed within 30th November, 2019. The meeting requested Dr. Sanchay Jyoti Borah to do the needful in this regard.

Agenda # 3:

The meeting discussed on the online progress of Feedback. System and resolved the following:

Resolution # 3:

It is resolved that the online feedback will be initially taken by the students, teachers, alumni and other stakeholders of the college in phase manner.

The meeting ended with vote of thanks from the coordinator.


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Date:.....

IQAC Meeting

Date: 22-02-2020, Venue: IQAC Office

Session 2019-20, Meeting #2

MEMBERS PRESENT:

1. Dr. B. C. Das Purkayastha (Advisor)
2. Dr. Jogesh Kakati (Chairman) 
3. Mr. Dipjyoti Barman (Co-ordinator) 
4. Dr. Santanu Roy Chowdhury (Member)
5. Dr. Sanjib Kr. Barman (Member) 
6. Dr. Sanchay Jyoti Bora (Member) 
7. Dr. Kalyan Deka (Member) 
8. Dr. Gouri Sankar Karmakar (Member)

AGENDA:

1. Discussion on implementation of resolution adopted on 25-10-2019
2. Discussion on preparation of AQAR to be submitted this year (Ref: NAAC email.)
3. Discussion on Plan of Action for coming two years prepared by the coordinator.
4. Others.

Resolution # 1: The meeting discussed on the resolutions adopted in the meeting held on 25-10-2019. The members express their satisfaction of the data to NIRF within the stipulated time. Some of the resolutions are yet to be materialized, so the members present requested the coordinator and the Chairman to take necessary action for implementation of those within a specific time frame.

Resolution # 2: The meeting discussed on the email received from NAAC on 12-02-2020 regarding our pending AQAR to be submitted to NAAC. After through discussion





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the meeting decided to distribute the responsibilities Category wise to the members for preparation of the AQARs for the session 2019-20. The responsibilities distributed are as follows:

Category 1 (Curricular Aspects)	: Dr. Sanjib Kumar Barman
Category 2 (Teaching Learning & Evaluation)	: Dr. Shantanu Roy Choudhury
Category 3 (Research, Innovation & Extension)	: Dr. Sanchay Jyoti Borah
Category 4 (Infrastructure & Learning Resources)	: Dr. Gauri Sankar Karmakar
Category 5 (Student Support & Progression)	: Dr. Kalyan Deka
Category 6 (Governance, Leadership & Management)	: Dipjyoti Barman
Category 7 (Institutional Values & Best Practices)	: To be allotted to new members

The meeting requested the members to make the AQARs ready, so that these can be submitted before 15-03-2020 as per NAACs direction.

Resolution #3: The members discussed on the Plan of action prepared by the coordinator to be under taken for next two years. The members express their satisfaction and request the coordinator to carry out programmes as mentioned.


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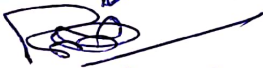


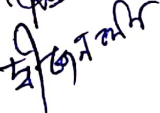
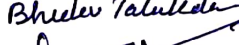

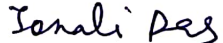
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Extended IQAC Meeting

Date: 27-05-2020

Session: 2019-20, Meeting #3

Members Present:

1. Dr. Jogesh Kakati, *Principal & Chairperson*
2. Mr. Dipjyoti Barman, *Co-ordinator* 
3. Dr. Shantanu Roy Choudhury, *Teacher Members* 
4. Dr. Manoj Sarma, *Teacher Member* 
5. Dr. Kalyan Deka, *Teacher Member* 
6. Dr. Sanjib Kr. Barman *Teacher Member* 
7. Dr. Sanchay Jyoti Bora, *Teacher Member* 
8. Dr. Parag Deka, *Teacher Member* 
9. Dr. Gauri Sankar Karmakar, *Librarian* 
10. Dr. Bandana Das *Member, GB, Pandu College* 
11. Mr. Dwijen Barman, *Senior Administrative Officer* 
12. Dr. Nilmohan Ray, *Member (Local Society)*
13. Sri Bhudev Talukdar, *Members (Student)* 
14. Mr. Ajay Chakraborty, *Member (Alumni)* 
15. Mr. Subhash Gupta, *Proprietor, Just Impex Original Plastic*
16. Smt. Jonali Saikai Das, *Parent* 

AGENDA:

- 1) Discussion on the Feedback received from various stakeholders during the session 2019-20
- 2) Discussion on E-mail received from NAAC regarding submission of AQAR 2018-19
- 3) Discussion on progression of AQAR of 2019-20
- 4) AOB



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RESOLUTION 1:

Resolution on Students' Feedback on Curriculum and Infrastructure

IQAC called on a meeting to discuss the feedback received from Students on Curriculum and Infrastructure for the session 2019-20 and the following resolutions are adopted and forwarded to the appropriate authority for implementation:

1. All departments are requested to add-on courses along with remedial classes.
2. Number of smart Classroom to be increased to create better teaching learning ambience.
3. Teachers are requested to use ICT during class
4. Teachers are requested to take online class

Resolution on Students' Feedback on Teachers

After discussing the feedback of students on teachers, IQAC has forwarded the following resolutions for implementation:

1. All the teachers should be given a copy of the feedback and request to improve the weak points.
2. Faculty members should be requested to take extra classes for slow learners.
3. To enhance the infrastructure facility of the college for better transaction of teaching learning process.

Resolution on Parents' Feedback

IQAC conducted a meeting to discuss parents' feedback received during the session 2019-20 and following issues are found that need to be addressed and take action:

1. Teachers are requested to use latest technology available in transaction of classes.
2. Pure drinking water facility should be maintained.
3. Number of library books mentioned in curriculum should be increased.

Resolution on Alumni Feedback

Based on the feedback reports of Alumni the following points were recommended to implement:

1. To introduce more value added and job-oriented courses.
2. To develop own playground to conduct sports event of college
3. To start coaching for civil services examinations

Resolution on Teachers' Feedback

Feedback of faculty members on different points were analysed and based on their feedback the following issues are forwarded for implementation:

1. Department facility should be enhanced by providing computer etc. and renovation works to be done in some departments.



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2. Spacious parking facility should be provided to both teachers and students.
3. To establish smart class room so that faculty members can use ICT tools during class.

RESOLUTION 2:

The members present in the meeting discussed about the E-mail received from NAAC regarding submission of pending AQAR. As the last date submission of pending AQARs has been extended to 16-06-2020, therefore the meeting resolved that, the same will be submitted before 30-05-2020.

RESOLUTION 3:

The co-ordinator took the account of progress of work of preparation of AQAR of 2019-20. The members present gave a brief elaboration about the progress.

The meeting ended with vote of thanks from the co-ordinator.


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Pandu College, Guwahati



URL: <https://www.panducollege.org>

Email: iqacpandu@gmail.com


Phone: +91-361-2570450

IQAC ACTION TAKEN REPORT 2019-20

Following the IQAC meetings held on **25-10-2019**, **22-02-2020**, **27-05-2020**, and **20-02-2019**, the decisions made were implemented through the following actions:

Sl. No.	Decision	Action Taken
1.	Adopt and Implement Choice Based Credit System (CBCS)	Choice Based Credit System (CBCS) and elective courses across all disciplines have been adopted and implemented.
2.	Opening of different Vocational, Add-on Courses	Add-on certificate courses were introduced by various departments.
3.	Analysis of progress report of students who passed in the final semester examination	Analyzed and follow up action taken
4.	Organizing Seminar, Workshop on Entrepreneurship, IPR etc.	Organized
5.	Participation in NIRF Ranking	Submitted data for NIRF Ranking
6.	Criteria wise distribution of responsibility to IQAC Members	Seven Criteria were distributed among seven IQAC members
7.	Decision to collect feedback from stakeholders	Feedbacks were collected from all stakeholders and action was taken for improvement
8.	Apply for ISO-9001:2015 certification.	College has been certified
9.	Online class	Started online classes due to Covid-19 pandemic situation.
10.	Encouraging Conducting Webinars by departments.	National and state level webinars were conducted by various departments




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