



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

Ref.....

Date:.....

IQAC Meeting

Date: 19-10-2020, Venue: IQAC Office
Session 2020-21, Meeting #1

Members Present

1. Dr. Jogesh Kakati (Chairman) *[Signature]*
2. Mr. Dipjyoti Barman (Co-ordinator) *[Signature]*
3. Dr. Santanu Roy Chowdhury (Member)
4. Dr. Sanjib Kr. Barman (Member) *[Signature]*
5. Dr. Kalyan Deka (Member) *[Signature]*
6. Dr. Sanchay Jyoti Bora (Member) *[Signature]*
7. Dr. Gouri Sankar Karmakar (Member)
8. Dr. Timir Dey (Member of the Routine Committee)
9. Sri Ajoy Prasad Saikia (Member of the Routine Committee) *[Signature]* 19/10/20

AGENDA:

1. Discussion on the Government Guidelines regarding arrangement of class routine of HS and TDC
2. Analysis of students Feedback
3. Others

Resolution

1. The members of the IQAC and the members of the Routine Committee of the college discusses on the notification issued by the Government SOP dated 16-10-2020 regarding making class routine for HS First Year and HS Second Year respectively.
2. It is resolved that the class of HS First Year and HS Second Year will be held from 21-10-2020 as per the Govt. SOP and the routine for these classes will be





Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

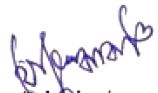
Website: www.panducollege.org

Ref.....

Date:.....

strictly as per Govt. Direction. The meeting requested the Co-ordinator and members of the Routine Committee to make the class routine at the earliest.

3. The members present in the meeting discussed on the report of Feedback received from various stakeholders and request the Principal to take necessary steps/action as per the feedback/suggestion received.


Principal
PANDU COLLEGE
Guwahati-12



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....










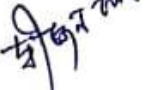
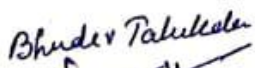
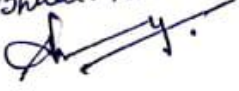
Date:.....

Extended IQAC Meeting

Date: 04-12-2020

Session: 2020-21, Meeting #2

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. Submission of work plane as suggested by NAAC category wise.
2. Assignment of responsibilities to new members of IQAC Dr. Manoj Sarma and Dr. Jayanta Hazarika
3. Discussion on progress of the work regarding submission of AQAR for the session 2018-19 and 2019-20
4. Others



Ref.....

Date:.....

Resolution #1: The members of the IQAC submitted the work plan before Dr. Jogesh Kakati, Chairman of the cell one by one Category wise as distributed in the meeting held on 22-02-2020 and as suggested by NAAC in its last assessment. This was found that many works to be done and after through discussion it is resolved that the suggestions given by NAAC will be taken up by the college one by one in category wise.

It is also resolved that to begin with the following works are to be initiated immediately and meeting resolved to give responsibilities to the members as given:

- a) Communication with Government and Private Hospitals for MoU (Dr. Shantanu Roy Chowdhury, Dr. Gouri Sankar Karmakar)
- b) Making a list of Add-on Courses by searching websites of Assam Skill Development Corporation and others that may be started by the college. (Dr. Sanjib Kumar Barman)
- c) Foreign Collaboration (Dr. Sanchay Jyoti Bora)
- d) Institutional Publication (Dipjyoti Barman, Co-ordinator)
- e) Display of important Notices (Dr. Shantanu Roy Chowdhury, Dr. Gouri Sankar Karmakar)
- f) Letter to various Authorities for statements regarding Students' Scholarships, Students' Welfare Assistance etc. (Dr. Kalyan Deka)
- g) Waste Management of the college: to contact Dr. Amarjyoti Kashyap, Solid waste Management Scientist & Chief Functionary of ENVIRON (Co-ordinator, IQAC)

Resolution # 2: The members present in the meeting welcome its newly added members Dr. Manoj Sarma (Associate Professor, Chemistry) and Dr. Jayanta Hazarika (Assistant Professor, Physics) to the cell. As per the resolution of the meeting, the coordinator distributed some responsibilities regarding preparation of the AQAR as follows:

- a) Category 6: (Governance, leadership and management): Dr. Jayanta Hazarika
- b) Category 7: (Institutional Values & Best Practices): Dr. Manoj Sarma



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

Ref.....

Date:.....

Resolution # 3: The members present in the meeting discussed on the progress of the preparation of the AQAR for the session 2018-19 and 2019-20. As informed by the coordinator, the last date of submission of AQAR has been extended by NAAC to 31st May, 2021 due to the Covid-19 pandemic. Therefore, it is resolved that all the pending AQARs will be submitted before April 30, 2021.

The meeting also resolved that for preparation of AQAR, a sub-committee will be constituted for each category. The members of IQAC are requested to choose three to four faculties/non-teaching staff as the members of the sub-committee and distribute responsibilities matrix wise as early as possible.


Principal
PANDU COLLEGE
Guwahati-12



Office of the Co-ordinator
Internal Quality Assurance Cell (IQAC)
PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org








Ref.....

Date:.....

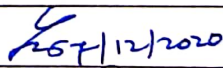
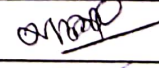
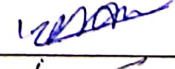
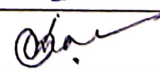
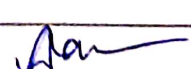
IQAC Meeting with HoDs

Date: 07-12-2020, Venue: IQAC Office
Session 2020-21, Meeting #3

MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Chairperson)
2. Sri. Dipjyoti Barman (Coordinator) 
3. Dr. Santanu Roy Chowdhury (Member)  7/12/2020
4. Dr. Manoj Sarma (Member)  7/12/2020
5. Dr. Sanjib Kr. Barman (Member) 
6. Dr. Sanchay Jyoti Bora (Member) 
7. Dr. Kalyan Deka (Member) 
8. Dr. Gouri Sankar Karmakar (Member)
9. Dr. Jayanta Hazarika (Member) 

HoDs Present:

Sl. No.	Name	Department	Signature
1.	Ms. Satarupa Devi Acharyya	Assamese	
2.	Dr. Santanu Roy Choudhury	Bengali	 7/12/2020
3.	Dr. Aniruddha Sarma	Biotechnology	
4.	Dr. Pranab Narzary	Bodo	
5.	Sri Mantu Mahanta	Botany	
6.	Dr. Sanchay Jyoti Bora	Chemistry	
7.	Sri Ajoy Prasad Saikia	Commerce	
8.	Dr. Asha Sama	Coordinator, HRE	
9.	Bhaskar Singha	C. Sc.	
10.	Dr. Angana Barua	Economics	





Ref:.....

Date:.....

11.	Dr. Ruma Medhi	Education	pl
12.	Dr. Mridul Das	English	M
13.	Dr. Niranjan Bhattacharjee	Geography	
14.	Ms. Jupita Pator	Hindi	
15.	Dr. Sirin Banu	History	
16.	Sri Dipjyoti Barman	Mathematics	
17.	Dr. Maitreyee Sharma	Philosophy	u. 3
18.	Dr. Bandana Das	Physics	Be
19.	Dr. Navajyoti Bora	P. Sc.	
20.	Ms. Kamala Das	Sanskrit	
21.	Ms. Manika Devi Barman	Statistics	r
22.	Ms. Gitali Das	Zoology	

AGENDA:

1. Analysis of results of students.
2. Opening of Diploma / Certificate Courses
3. Library visit of teachers / students
4. Regarding Skill Development Courses

Agenda #1: Student Result Performance Analysis Report to be implemented in organized form relating with NAAC criterion.

Resolution #1: A student-teacher-department performance as well as feedback system will be created based on various indicators or parameters which will enhance the result as well as teaching approach based on CBCS system. A link will be uploaded on the student as well as teacher profile for feedback system. Dr. Bandana Das, HOD department of Physics and Dr. Sanchay Jyoti Bora, HOD department of Chemistry took the lead to work on the above-mentioned system.

Agenda #2: Opening of add-on, certificate, diploma courses in the college.



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....

Date:.....

Resolution #2: Each department is requested to put on ideas regarding opening of add-on, certificate, diploma courses in the college. Main focused of the ideas will be to eliminate the possible gap between "Program outcome & desired outcome." The Principal has recommended to take ideas for the course from NSDC site and will be linked it with the respective departments and advised to develop the course module keeping the possible and guaranteed benefit of the students in view. NSQF shall be considered as accreditation authority. The courses will be job oriented and skill based.

Agenda 3: Mandatory library visits for the students according to NAAC criterion.

Resolution #3: Library visit will be made mandatory and will be included in the course curriculum as project guidance and marks will be provided based on that. 2 marks will be provided for library visit and this mark will be carried from attendance marks. The meeting desired the teacher to visit the library with a zeal of rigorous study and thereby it is expected that this kind of attitude would ultimately encourage the student.

Agenda 4: Implementation of skill enhancement courses.

Resolution #4: Subject selection for Skill enhancement course will be made open to select any subject within the stream i.e. arts, commerce and science in compliance with Gauhati University circular vide Ref. No. GU/Acad/CBCS/6531.

The meeting ended with vote of thanks to and from the chair.


Principal
PANDU COLLEGE
Guwahati-12



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

Ref.....

Date:.....

IQAC Meeting with HoDs of Science Departments

Date: 03-02-2021, Venue: IQAC Office

Session 2020-21, Meeting #4

HoDs / Faculty Members / IQAC Members Present:

1) Dr. Bandana Das

[Signature]
3/2/21

2) Manika Devi Barman

3) Bhaskar Singha

[Signature]
3/2/21

4) Dr. Anirudha Sarma

5) Mantu Mahanta

6) Dr. Gouri Sankar Karmakar

7) Dr. Sanchay Jyoti Bora

[Signature]

8) Dipjyoti Barman

[Signature]
3/2/21

AGENDA:

- 1) Discussion on formation of a Forum / Society.
- 2) Programs to be undertaken by the Forum / Society.
- 3) Others.

Resolution # 1: The meeting resolved to form a forum named "Pandu College Science Forum".

The main objective of the forum will be to popularize science in the society by holding talks, seminar, workshops, exhibitions, publication etc inside and outside college. All faculty members and students of the science stream will be compulsory members of the forum. An executive committee has been constituted for the session 2020-21 as follows:

- | | | |
|-------------|---|---|
| 1. Chairman | : | Dr. Jogesh Kakati, Principal |
| 2. Advisors | : | Mrs. Gitali Das, Dipjyoti Barman, Dr. Manoj Sarma |





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

Ref.....

Date:.....

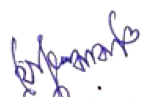
3. Secretary : Dr. Sanchay Jyoti Bora
4. Asst. Secretary : Dr. Bandana Das
5. Treasurer : Mrs. Manika Devi Barman
6. Members : All faculty members of Science stream.

Resolution # 2: The meeting decided to take up following activities under the banner of the forum initially:

- a) To observe National Science Day on 27-02-2021. It will be observed by organizing a popular talk or inter institutional Science Quiz competition.
b) To observe World Environmental Day on 5th June, 2021.

Resolution #3: The meeting resolved that a high quality multidisciplinary peer reviewed journal of science will be published by the forum starting from this year. The meeting also resolved that the Chief Editor of the Journal will be a renowned scholar from outside the college. The Editorial Board will be selected from among the science faculties of the college in a general meeting to be held very shortly. The Editorial Board will decide and finalize all required formalities for publishing the journal.

Resolution # 4: The expenditure of various events and publication works of the forum will be done by the fund generated by the contribution of the teachers and students of the science stream along with the fund allocated by the college authority.


Principal
PANDU COLLEGE
Guwahati-12



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....


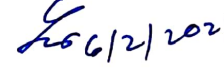

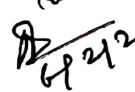



Date:.....

IQAC Meeting with Teaching Staff

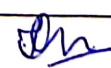
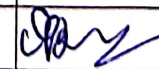

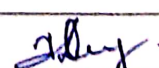
Date: 06-02-2021, Venue: IQAC Office

Session 2020-21, Meeting #5

IQAC Members Present:

1. Dr. Jogesh Kakati (Chairman)
2. Mr. Dipjyoti Barman (Co-ordinator) 
3. Dr. Santanu Roy Chowdhury (Member) 
4. Dr. Manoj Sarma (Member) 
5. Dr. Sanjib Kr. Barman (Member) 
6. Dr. Sanchay Jyoti Bora (Member) 
7. Dr. Kalyan Deka (Member) 
8. Dr. Jayanta Hazarika (Member) 
9. Dr. Gouri Sankar Karmakar (Member)

FACULTY MEMBERS PRESENT :

Sl. No.	Name	Department	Signature
1.	Mrs. Satarupa Devi Acharyya	Assamese	
2.	Dr. Tonoy Jyoti Dowerah	Assamese	
3.	Dr. Sunpahi Morang	Assamese	
4.	Dr. Gita Barman	Assamese	
5.	Pranjal Talukdar	Assamese	
6.	Dr. Sharbori Roy	Bengali	
7.	Dr. Timir Dey	Bengali	





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

Ref.....

Date:.....

8.	Dr. Sanjay Ch. Das	Bengali	
9.	Dr. Aniruddha Sarma	Bio-Technology	
10.	Kangkana Kataki	Bio-Technology	
11.	Dr. Shally Sultana Choudhury	Bio-Technology	
12.	Pranab Jyoti Narzary	Bodo	
13.	Mr. Mantu Mahanta	Botany	
14.	Dr. (Mrs.) Riju Kakati Sarma	Botany	
15.	Dr.(Mrs.) Dulumoni Saharia	Botany	
16.	Dr. Snehashish Dutta	Botany	
17.	Dr. Pramod Medhi	Botany	
18.	Mrs. Maina Borah	Botany	
19.	Dr. Rimki Bhattachrjya	Chemistry	
20.	Dr. Biswajita Baruah	Chemistry	
21.	Dr. Rituparna Borah	Chemistry	
22.	Gitali Baruah	Chemistry	
23.	Ajay Prasad Saikia	Commerce	
24.	Nirmali Sarmah	Commerce	
25.	Mumpi Das	Commerce	
26.	Sabita Bhagabati	Commerce	
27.	Arpana Chowdhury	Commerce	
28.	Chandana Kashyap	Commerce	
29.	Bhaskar Sinha	Computer Science	
30.	Kananbala Devi	Computer Science	
31.	Dr. Minakshi Bhattacharyya	Economics	
32.	Dr. Binita Tamuli Barman	Economics	
33.	Dr. Angana Barua	Economics	
34.	Dr. Dipanjali Haloi	Economics	
35.	Dr. Chandana Sinha Roy	Education	



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....

Date:.....

36.	Dr. Ruma Medhi	Education	<i>R. Medhi</i>
37.	Dr. Bhubaneswar Deka	English	<i>B. Deka</i>
38.	Dr. Mridul Das	English	<i>M. Das</i>
39.	Mr. Anup Kumar Das	English	<i>Anup Das</i>
40.	Mrs. Pallabi Konwar	English	<i>P. Konwar</i>
41.	Dr. Niranjana Bhattacharjee	Geography	
42.	Bhanita Talukdar	Geography	
43.	Rebecca Kramsapi	Geography	<i>Rebecca</i>
44.	Manoj Pradhan	Geography	
45.	Dr. Sirin Banu	History	
46.	Dr. Navaneeta Baruah	History	<i>N. Baruah</i>
47.	Dr. Nizwm Sona Baro	History	<i>N. Baro</i>
48.	Dr. Banasree Phukan	History	<i>B. Phukan</i>
49.	Jayeeta Das	HRE	
50.	Dr. Mrinal Ch. Kalita	Mathematics	
51.	Riju Kumar	Mathematics	<i>R. Kumar</i>
52.	Dr. Karishma Shravan	Mathematics	
53.	Dr. Rituparna Das	Mathematics	
54.	Dr. Maitreyee Sharma	Philosophy	<i>M. Sharma</i>
55.	Dr. Mayuri Barman	Philosophy	<i>M. Barman</i>
56.	Dr. Bandana Das	Physics	<i>B. Das</i>
57.	Dr. Bhaskar Jyoti Hazarika	Physics	<i>B. Hazarika</i>
58.	Dr. Pranita Das	Physics	
59.	Dr. Jhuma Biswas	Physics	
60.	Dr. Asha Sarma	Political Science	
61.	Mr. Pranjal Patiri	Political Science	<i>P. Patiri</i>
62.	Dr. N. J. Borah	Political Science	
63.	Dr. Aniruddha Kumar Baro	Political Science	<i>A. Baro</i>



Ref:.....

Date:.....

64.	Kamala Devi	Sanskrit	
65.	Dr. Pranab Jyoti Kalita	Sanskrit	
66.	Manika Devi Barman	Statistics	
67.	Dr. Barnali Thakuria	Statistics	<i>Dr. Thakuria</i>
68.	Dr. Chikhla Jun Gogoi	Statistics	
69.	Geetali Das	Zoology	
70.	Dr. Parag Deka	Zoology	<i>Dr. Deka</i>
71.	Dr. Ananda Ram Boro	Zoology	<i>Dr. Boro</i>
72.	Mallika Gogoi	Zoology	<i>Dr. Gogoi</i>
73.	Dr. Anjali Bora	Zoology	

AGENDA:

1. Discussion on NAAC Assessments in compliance with NEP
2. Presentation of Report of the previous NAACs visit to the college
3. Formation of sub-committee for preparation of AQAR
4. Others

Resolution # 1: The meeting was headed by Dr. Jogesh Kakati, the Principal of the college. In his discussion Dr. Kakati emphasized on the prospect that all major colleges will be assigned the Autonomous Authority. He informed that as per the latest UGC norms, the eligibility for a college to be autonomous is that it should have a minimum of 30000 enrolments along with A grade from NAAC assessment. After a long discussion on the effect of NEP on higher education as well as NAAC assessment process, the meeting adopted the following resolution.

Resolution # 2 : In the meeting, a brief presentation was given on the analysis of last NAACs assessment report by Dipjyoti Barman, Co-ordinator of the cell. The presentation was done on the performance of the college category wise and illustrated where immediate improvement is necessary with suitable action plans. After the presentation and discussion, the meeting adopted the following resolution.



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....

Date:.....

It is resolved that all the faculty members will put ideas and work together for upliftment of the college and to give special attention on the academic performance of the students in university examinations.

Resolution # 3: As per decision of the IQAC meeting held on 04-12-2020, seven sub-committees are constituted for preparation and submission of all remaining AQARs to NAAC. The resolved to choose the following members category wise:

Criterion 1:

1. Mr. Anup Kr. Das
2. Arup Barman
3. Manjit Nath

Criterion 2:

1. Dr. Parag Deka
2. Dr. Banashri Phukan
3. Dr. Jhuma Biswas

Criterion 3:

1. Ms. Pranita Das
2. Ms. Maina Borah
3. Dr. Sanjoy Ch. Das

Criterion 4:

1. Mr. Riju Kumar
2. Dr. Snehasis Dutta
3. Ms. Rebecca Kamsrapi
4. Dr. Pallabi Konwar

Criterion 5:

1. Dr. Pranab Jyoti Narzary
2. Dr. Dulumoni Sahariah
3. Dr. Gitali Barua

Criterion 6:

1. Dr. Mridul Das





Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....

Date:.....

2. Dr. Jupita Patar

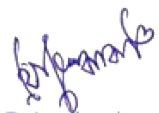
3. Dr. Rituparna Das

Criterion 7:

1. Dr. Maitrayee Sharma

2. Dr. Rimki Bhattacharjya 

3. Dr. Dipanjali Haloi 


Principal
PANDU COLLEGE
Guwahati-12



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....

Date:.....

IQAC Meeting with Department of Zoology

Date: 26-02-2021, Venue: IQAC Office

Session 2020-21, Meeting #6

1. Geetali Das, Head, Zoology Department

2. Dipjyoti Barman, Co-ordinator, IQAC

3. Dr. Manoj Sarma, Member, IQAC

4. Dr. Kalyan Deka, Member, IQAC

5. Dr. Sanjib Kumar Barman, Member, IQAC

6. Dr. Sanchay Jyoti Bora, Member, IQAC

7. Dr. Jayanta Hazarika, Member, IQAC

8. Dr. Parag Deka, Faculty, Zoology

9. Dr. Ananda Ram Boro, Faculty, Zoology

10. Dr. Anjali Bora, Faculty, Zoology

11. Dr. Mallika Gogoi, Faculty, Zoology

AGENDA:

1. Discussion about the organizing an International Seminar by the Department of Zoology of the college in association with the cell
2. Others

Resolution # 1:

The meeting discussed on the proposal given by the Department of Zoology of the college regarding organizing an International Seminar during the month of June 2021 in collaboration with Vidya Kutir Foundation, New Delhi, India.

After thorough discussion the members present in the meeting entrusted Dr. Kalyan Deka to communicate with Vidya Kutir Foundation, New Delhi regarding Advisors,





Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

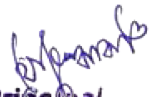
Website: www.panducollege.org

Ref.....

Date:.....

invitation of Resource Person, Lodging & Fooding of participants as well as RP etc in detail.

The meeting also resolved that after getting necessary satisfactory consent from Vidya Kutir Foundation and Organizing Committee will be constituted for organizing the proposed conference smoothly.


Principal
PANDU COLLEGE
Guwahati-12



Ref.....

Date:.....


IQAC Meeting

Date: 09-03-2021, Venue: IQAC Office

Session 2020-21, Meeting #7

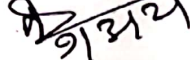
MEMBERS PRESENT:

1. Dr. Jogesh Kakati (Principal / Chairman)

2. Mr. Dipjyoti Barman (Co-ordinator) 

3. Dr. Santanu Roy Chowdhury

4. Dr. Manoj Sarma

5. Dr. Sanjib Kr. Barman 

6. Dr. Sanchay Jyoti Bora 

7. Dr. Kalyan Deka 

8. Dr. Jayanta Hazarika 

9. Dr. Gouri Sankar Karmakar

AGENDA:

1. Discussion on organizing a one-day Regional Workshop on "Intellectual Property Right and Academic excellence" in association with DPIIT IPR Cell Tezpur University.

2. Others

Resolution # 1: The members present in the meeting discussed about organizing a one-day Regional workshop on "Intellectual Property Rights and Academic Excellence" in association with DPIIT IPR Cell Tezpur University on March 22, 2021. After discussion following resolutions were adopted:

1) It is resolved that Dr. Jayanta Hazarika, Assistant Professor, Department of Physics and member of the cell will act as the Programme Co-ordinator of the proposed workshop.



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

Ref.....

Date:.....

- 2) It is also resolved that Dr. Jayanta Hazarika will prepare the necessary budget for conducting the workshop and will take necessary approval from the Principal.
- 3) It is resolved that both students and teachers will be able to participate in the workshop and registration will be free of cost.
- 4) It is resolved that following committee is being constituted for smooth conduct of the proposed workshop
 - a) **Chairman:** Dr. Jogesh kakati, principal, Pandu College
 - b) **Advisor:** Mr. Dipjyoti Barman, Coordinator, IQAC, Pandu College
 - c) **Programme Coordinator:** Dr. Jayanta Hazarika, Assistant Professor, Department of Physics.
 - d) **Members:** Dr. Santanu Roy Chowdhury, Dr. Manoj Sarma, Dr. Kalyan deka, Dr. Sanjib Kr. Barman, Dr. Sanchay Jyoti Bora, Dr. Gouri Sankar Karmakar (Members, IQAC, Pandu College)


Principal
PANDU COLLEGE
Guwahati-12



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref.....









Date:.....

IQAC Meeting (Online)

Date: 24-03-2021

Session: 2020-21, Meeting #8

Members Present:

1. Dr. Jogesh Kakati, *Principal & Chairperson* 
2. Mr. Dipjyoti Barman, *Co-ordinator* 
3. Dr. Shantanu Roy Choudhury, *Member* 
4. Dr. Manoj Sarma, *Member* 
5. Dr. Kalyan Deka, *Member* 
6. Dr. Sanjib Kr. Barman, *Member* 
7. Dr. Sanchay Jyoti Bora, *Member* 
8. Dr. Gauri Sankar Karmakar, *Member* 

AGENDA:

1. Discussion on the Feedback received from various stakeholders during the session 2020-21
2. Presentation and approval of AQARs of the session 2018-19 and 2019-20
3. AOB

RESOLUTION #1:

Resolution on Students' Feedback on Curriculum:

IQAC called on a online meeting of all Extended IQAC members to discuss various issues including the feedback received from Students on Curriculum for the session 2020-21 and following resolutions were taken and forwarded to the authority for implementation and take necessary action.

1. Teachers are requested to use various online platforms to continue the transaction of teaching learning process.
2. During covid period all are requested to keep the students in touch by online mode.



Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqacpandu@gmail.com/iqac@panducollege.ac.in

Website: www.panducollege.org

Ref:.....

Date:.....

Resolution on Students' Feedback on Teachers

The feedback of students on teachers is discussed in IQAC and the following resolutions are taken and forwarded for implementation:

1. All the teachers to be informed about the feedback and to request to improve the weak points.
2. All are requested to carry on online classes regularly.

Resolution on Parents Feedback

IQAC discussed the parents' feedback of the session 2020-21 also and the following issues are found:

1. Campus should be kept clean and hygienic.
2. Covid protocol should be strictly maintained.
3. Students should be encouraged by organising motivation lecture

Resolution on Alumni Feedback

Based on the feedback reports of Alumni received for the session 2020-21 the following points were recommended to implement:

1. More PG Courses should be introduced
2. There should be clean and hygienic washrooms for both boys and girls


Resolution on Teachers Feedback

Feedback of faculty members on different points were analysed and based on their feedback the following steps should be taken for implementation:

1. Faculty members are encouraged to take online classes during lockdown period.
2. Faculty members are encouraged to participate various webinar to remain updated.
3. Canteen facility will be properly maintained once the covid period is over.

RESOLUTION #2:

The co-ordinator presented the AQARs of 2018-19 and 2019-20 before the members through online mode. The members present in the meeting, after verifying the meeting resolved that the co-ordinator will submit the AQARs to NAAC after approval of the Governing Body meeting to be held next.


Principal
PANDU COLLEGE
Guwahati-12

**Office of the
Internal Quality Assurance Cell**

**Pandu College, Pandu
Guwahati-781012**



URL: <https://www.panducollege.org>
Email: iqacpandu@gmail.com
Phone: +91-361-2570450

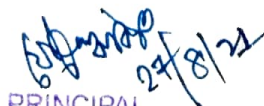
From: Dipjyoti Barman, Co-ordinator

IQAC ACTION TAKEN REPORT 2020-21

On the decisions of the IQAC meetings held on 19-10-2020, 04-12-2020, 07-12-2020

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Sl. No.	Decision	Action Taken
1	Principal suggested all the heads of departments to organize webinars for teachers and students.	A number of webinars were organized by many of the departments.
2	Submission of work plane as suggested by NAAC category wise	The members of the IQAC submitted the work plane before the Chairman of the cell Category wise
3	Preparation and submission of AQAR for the session 2018-19 and 2019-20	The IQAC constituted sub-committees category wise for the preparation of the AQARs of sessions 2018-19 and 2019-20 by assigning member to each metrics. The work is completed and both the AQARs were submitted on time as per NAAC guidelines.
4	Student Result Performance Analysis Report to be implemented in organized form relating with NAAC criterion	Students' Performance Analysis option is created and introduced in the portal
5	Opening of add-on, certificate, and diploma courses in the college.	Syllabus is prepared for five Add-on/Certificate Courses and will be started from next academic session.
6	Formation of a Forum of the Science Departments	A forum named "Pandu College Science Forum" is formed.. The main objective of the forum will be to popularize science in the society by holding talks, seminar, workshops, exhibitions, publication etc inside and outside college.


29/8/21
PRINCIPAL
PANDU COLLEGE, PANDU
GUWAHATI-12, ASSAM




CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12

**Office of the
Internal Quality Assurance Cell**

**Pandu College, Pandu
Guwahati-781012**




URL: <https://www.panducollege.org>
Email: iqacpandu@gmail.com
Phone: +91-361-2570450

From: Dipjyoti Barman, Co-ordinator

On the decisions of the IQAC meeting held on 03-02-2021, 26-02-2021, 09-03-2021, 08-10-2021, 25-10-2021, 15-11-2021, 20-12-2021

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Sl. No.	Decision	Action Taken
7	Organizing an International Seminar by the Department of Zoology of the college in association with the cell	Could not be organized during the session due to Covid-19 pandemic situation
8	During pandemic, all faculty members are suggested to take and complete online courses through various online plate forms to enhance their knowledge.	All faculty members took classes through online mode and completed courses in time.
9	Organizing a Workshop on "Intellectual Property Rights"	One day Regional Workshop on "Intellectual Property Rights and Academic Excellence" was organized in association with DPIIT IPR Cell Tezpur University on March 22, 2021.
10	Preparation of AQAR for the session 2020-21	Under process
11	Feedback from Students', Teachers and Alumni	Online Feedback from students, teachers and alumni were taken, analyzed and submitted to the authority for necessary follow up action
12	Conduction of Academic and Administrative Audit	Could not be conducted during the session due to Covid-19 pandemic situation
13	Signing MoU with various Institution, Organization, Industry	Two MoU were signed during the session
14	Faculty Development Programme	A online Faculty Development Program titled "E-learning on Higher Education" was organized
15	Suggestion for construction of more Digital Class Rooms	Under process


PRINCIPAL
PANDU COLLEGE, PANDU
GUWAHATI-12, ASSAM




CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12