



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

Date: 09-06-2023, Venue: IQAC Office

Session 2023-24, Meeting #1

Members Present:

1. Dr. Chandana Sinha Roy (Chairperson) *[Signature]* 9.6.23
2. Dr. Maitreyee Sharma (Vice-Chairperson) *[Signature]* 9.6.23
3. Mr. Dipjyoti Barman (Co-ordinator) *[Signature]*
4. Dr. Dipanjali Haloi (Asst. Co-ordinator) *[Signature]*
5. Dr. Manoj Sarma (Member) *[Signature]*
6. Mr. Ajay Prasad Saikia (Member) *[Signature]* 9/6/23
7. Dr. Kalyan Deka (Member) *[Signature]*
8. Dr. Sanjib Kr. Barman (Member) *[Signature]*
9. Dr. Pramod Medhi (Member)
10. Dr. Gouri Sankar Karmarak (Member) *[Signature]*
11. Dr. Jayanta Hazarika (Member)

AGENDA:

Students Satisfaction Survey.

Resolution:

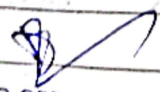
The members present in the meeting discussed on the conduct of students' Satisfaction Survey for the session 2022-23 and resolved that the SSS for this session will be conducted during the end of June 2023 and the HODs of all Department will be requested to aware the students of every department and inform about the nature of the questions that may be given in the questionnaire.

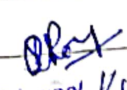


Resolution :

The meeting discussed the analysis of students' Satisfaction Survey conducted by ISAC and adopted the following resolution -

- ① As per the suggestion obtained from the analysis of data obtained from SSS, it is resolved that the academic environment of the college needs further improvement for effective teaching-learning.
- ② The meeting resolved that the ICT facilities including ICT enabled class rooms are to be increased for implementation of ICT based teaching-learning effectively.
- ③ The members present in the meeting request the Principal-in-charge to take necessary steps for implementation of the suggestions in view of the plan given by ISAC in view of the forthcoming NAAC visit.


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


Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam



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PANDU, GUWAHATI-781012

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

Website: www.panducollege.org

Ref:.....

Date:.....

IQAC Meeting

Date: 28-06-2023, Venue: IQAC Office

Session 2023-24, Meeting #2

Members Present:

1. Dr. Chandana Sinha Roy (Chairperson) *[Signature] 28.6.23*
2. Dr. Maitreyee Sharma (Vice-Chairperson) *[Signature] 28.6.23*
3. Mr. Dipjyoti Barman (Co-ordinator) *[Signature]*
4. Dr. Dipanjali Haloi (Asst. Co-ordinator) *[Signature]*
5. Dr. Manoj Sarma (Member) *[Signature]*
6. Mr. Ajay Prasad Saikia (Member) *[Signature] 28/6/23*
7. Dr. Kalyan Deka (Member) *[Signature]*
8. Dr. Sanjib Kr. Barman (Member) *[Signature] 28/6/23*
9. Dr Gouri Sankar Karmarak (Member) *[Signature] 28/6/23*
10. Dr. Jayanta Hazarika (Member) *[Signature]*
11. Dr. Parag Deka (Member) *[Signature] 28/6/23*

AGENDA:

- 1) Discussion on the proposal submitted to the Principal regarding various requirements as per NAAC criteria.
- 2) Documentation of various metrics of the AQARs already submitted to NAAC.
- 3) Collection of data and preparation of AQAR 2023-24.
- 4) Teaching plans, Bridge Course, Appointments of Monitors.
- 5) AOB. (Mentoring)



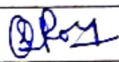
Discussion and Resolutions:

- ① The meeting discussed on the proposals submitted to the Principal /c regarding the requirements and necessary works to be completed as per NAAC criteria. The meeting also discussed on the response from the Principal and resolved that some of the works will be done on priority basis as there are some financial constraints of the in-charge Principal.
- ② The meeting also discussed on the documentation of the ABARs that have been submitted to NAAC. The meeting requested the Criteria in-charges to make proper documentation of all the criteria as these will be important for SSR preparation.
- ③ The meeting resolved that the ABAR of the session 2022-23 will be submitted on time and as such Co-ordinator be requested to take necessary steps for preparation of the same as early as possible.
- ④ The members present in the meeting discussed of the conduct of Bridge Course, preparation of Teaching plans and appointment of Monitors for the coming academic session. The meeting resolved to request the HOD's of the departments to do the needful to complete the above tasks on due time.

⑤ The meeting also discussed on the implementation of mentoring system regularly. The meeting resolved to appoint Dr. Anurmoni Saharia, Assistant Professor of Botany as the Co-ordinator of mentoring Committee.

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


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


Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

IQAC Meeting #3 session 2023-24

Date: 29.09.2023

Members Present:

- ① Dr. Sanchay Jyoti Bora (Chairperson) 8Bora 29/9/23
- ② Dr. Maitrayee Sarma (Vice-Chairperson)
- ③ Mr. Dipjyoti Berman (Co-ordinator) J.Berman 29.09.23
- ④ Dr. Dipanjali Haloi (Asst. Co-ordinator)
- ⑤ Dr. Manoj Sarma (Member) 29/09/2023
- ⑥ Mr. Ajay Prasad Saitia (..)
- ⑦ Dr. Kalyan Deka (..) 29/09/23
- ⑧ Dr. Sayib kr. Berman (..)
- ⑨ Dr. Parag Deka (..) 29.9.23
- ⑩ Dr. Joyanta Hazarika (..) 29/09/23

AGENDA:

1. Discussion on the letter submitted by IQAC to the former Principal regarding undertaking some works in view of forthcoming NAAC visit
2. Discussion on new member of IQAC in place of Dr. Sanchay Jyoti Bora
3. Preparation of AQAR 2022-23
4. Constitution of NEP Task Force & Preparation of IDP (Institutional Development Plan)
5. Feedback
6. Mentoring
7. Staff Appreciation Day
8. ISO Certification
9. Institutional Email IDs
10. AOB

The members present in the meeting discussed the agenda mentioned above and adopted the following resolutions —

- ① The process of assembling and preparing LED Bulbs will be started shortly. The Department of Physics will take the necessary initiatives for this and Dr. Jayanth Hazarika, Assistant Professor of the Department will do the necessary formalities in this regard.
- ② Disabled friendly washroom along with the tactile path, signage etc. will be constructed to make the College Campus Disable friendly.
- ③ The Principal be requested to constitute a Committee for Institutional Development plan and prepare the plan for next 15 years as early as possible.
- ④ Offline students' feedback on teachers will be taken during the 2nd Sessional examination of UG and PG programmes.
- ⑤ Parent-Teacher Meet will be conducted departmentally on 9th November 2023.
- ⑥ From this session Staff Excellence Award will be given for an employee. For this a Committee will be constituted by the Principal.
- ⑦ Display Board will be arranged inside the College Campus for Outstanding achievements of Students and Teachers.

⑧ A welfare fund will be constituted for students and staff. Donors will be the members of Pandu College family.



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



Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

Members Present

- ① Sancha, Toshi Bana ~~30/10/23~~
- ② Haineyee Sharma ~~u.s.~~ 30.10.23
- ③ Nandj Sema ~~10/10/2023~~
- ④ Kalyan Seku ~~30/10/2023~~
- ⑤ Ajay Prasad Saikia ~~30/10/23~~
- ⑥ ~~Tareg Oly~~ ~~30.10.23~~
- ⑦ Partha Pratim Sarma ~~Partha~~ 30-10-23
- ⑧ Sayab K. Barman ~~30/10/23~~
- ⑨
- ⑩

Agenda

- ① Discussion on Library
- ② Feedback of Students on Teachers
- ③ Annual Maintenance of Computers
- ④ Formation of Line/Photography Clubs
- ⑤ AOB.

Resolutions

After discussing various points mentioned in the agenda, the meeting undertook the following resolutions —

8/02/2020 noted

① The central library of the college is in need of some renovation including repainting of Computer Tables, arrangement of shelves in the study room etc.

The meeting resolve to give responsibilities to Dr. Pargy Deka, Member IQAc and in-charge of Criteria 4 to take necessary steps for renovation works mentioned above.

② The meeting resolve that a corner of the library will be established by books donated by teachers of the college. The meeting requests the Principal to issue a request letter for an teachers for donating books to the central library.

③ The meeting resolved that the students feedback on teachers will be taken during the second sessional Examination. Dr. Sanjib Kr. Barman is given responsibilities for preparing necessary arrangements for the feedback process.

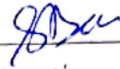
④ The meeting also resolved that The feedback on Curriculum from Students, Teachers, Alumni, will be taken in Online Mode. Dr. Sanjib Kr. Barman is given responsibilities for the completing the process including analysis and action taken.

⑤ The meeting resolved that the AMC of the Computers / IT Facilities to be given to a Computer Firm. The meeting requests the Principal for taking necessary formalities in this regard.

- ⑥ The meeting resolved that two more Students Club viz. Cine Club and Photography Club will be formed for the students in the College.



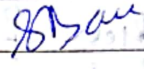
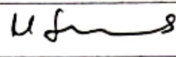
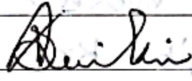
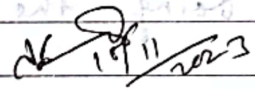
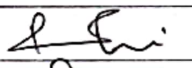
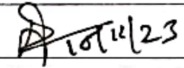
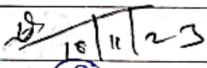
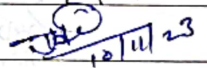
CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12



Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

ISAC Meeting NO.
Date: 10/11/2023

Members Present

- (1) Dr. Sanchayjati Bora 
- (2) Dr. Maitreyee Sarma  10.11.23
- (3) Mr. Dipjyoti Barmam
- (4) Dr. Dipanjali Haloi
- (5) Mr. Ajay Prasad Saitia  10/11/23
- (6) Dr. Manoj Sarma  10/11/23
- (7) Dr. Ruma Medhi  10/11/23
- (8) Dr. Sanjib Kr. Barmam  10/11/23
- (9) Dr. Parag Deke
- (10) Dr. Kalyan Deke  10/11/23
- (11) Dr. Jayanta Hazarika  10/11/23

Agenda:

- (1) Regarding preparation of ABR 2022-23
- (2) Printing of Calendar for 2024
- (3) AOB

Resolution:

(1) The meeting after discussing various points in the above agenda took the following resolutions

- (1) The Course Outcome and program Outcomes

of various programmes to be changed in the College Website as per NEP 2020

② Hard copies of class Routine, Academic Calendar to be prepared for last five years.

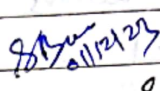
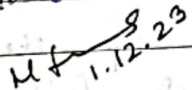
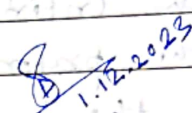
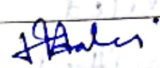
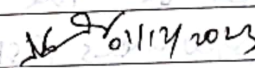
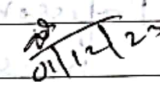
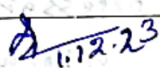
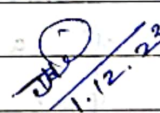
③ It is resolved that college will print a Calendar for the year 2024 reflecting various events/facilities of the college. Dr. Saijib Kr. Barman is given responsibilities for doing the initial steps in this regard.

PANDU COLLEGE, PANDU
Guwahati-12, Assam

COORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati

18AC Meeting #
Date : 1-12-2023

Members Present —

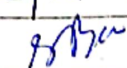
- (1) Dr. Sanchay Jyoti Bora (Chairperson)  01/12/23
- (2) Dr. Maitreyee Sarma (vic. Chairperson)  1.12.23
- (3) Mr. Dipjyoti Barman (Co-ordinator)  1.12.2023
- (4) Dr. Dipanjali Haloi (Asst. Co-ordinator) 
- (5) Mr. Ajay Prasad Saikia (Member)
- (6) Dr. Manoj Sarma (Member)  01/12/2023
- (7) Dr. Ruma Medhi (Member)
- (8) Dr. Kalyan Deka (Member)  01/12/23
- (9) Dr. Sanjib Kr. Barman (Member)  1.12.23
- (10) Dr. Parag Deka (Member)  1.12.23
- (12) Dr. Jayanta Hazarika (Member)  1.12.23

AGENDA:

- (1) Regarding Preparation of ASAR 2022-23
- (2) Generation of QR Code for College, Laboratories Wall Magazines
- (3) Publication/Printing of Table Calendar
- (4) Discussion on Library renovation.

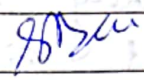
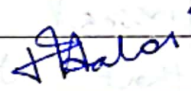
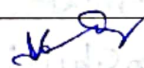
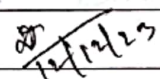
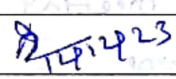
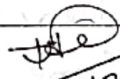
Discussion and Resolution:

- ① The members present in the meeting discussed on the preparation of the AQAR of the session 2022-23. The in-charges of each criteria gave their progress reports on the preparation. The meeting resolved that the AQAR of the session will be completed within one month and will be submitted before 31st December 2023.
- ② The members present in the meeting discussed on the preparation of QR code for Grievances (Students & Employees), wall magazines, Medicinal Gardens etc. The meeting resolved to give responsibility to Mr. Bhaskar Sinha, Assistant Professor of Computer Science Department to take necessary initiatives for preparation of all necessary QR codes by collecting necessary information.
- ③ The meeting also discussed on the printing of a table calendar for the college for the year 2024. The meeting resolved to give responsibility to Mr. Sanjib Mr. Berman, BAC Member to collect necessary information for putting in the calendar and contact printing press for publishing in same.
- ④ The meeting discussed on the necessity of renovation of Central Library of the college. The meeting resolved to give responsibility to the Principal and the Library Committee for assessing the requirements for renovating the library.


Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam



Members Present —

- ① Dr. Sanchay Jyoti Bora (Chairperson) 
- ② Dr. Maitreyee Sarma (via. Chairperson)
- ③ Mr. Dipijoti Barman (Co-ordinator)  12.12.23
- ④ Mr. Dipanjali Haloi (Asst. Co-ordinator) 
- ⑤ Mr. Manoj Sarma (Member) 
- ⑥ Mr. Kalyan Deka (")  12/12/23
- ⑦ Mr. Sanjib Kr. Barman (")  14/12/23
- ⑧ Mr. Parg Deka (")
- ⑨ Mr. Jayanta Hazarika (")  12/12/23

AGENDA:

- ① Regarding Submission of AQAR 2022-23
- ② Formation of Parent-Teacher Association
- ③ Regarding Co-ordinator of Criteria 3.
- ④ Proceeding volume of NAAC Seminar
- ⑤ AOB

Resolution:

The members present in the meeting discussed all the agendas one by one and adopted the following resolution

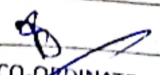
① The meeting resolved that the ASAR of the session 2022-23 will be made ready for submission within January 2024 and will be submitted with 1st/2nd week of February 2024.

② The meeting discussed on the leave of Dr. Ruma Medhi, in-charge of Criteria III on personal ground and adopted the resolution that Dr. Sachashish Dutta, Associate Professor Department of Botany will be Temporarily given responsibility of Criteria III in place of Dr. Ruma Medhi till she resumes her duty.

③ The meeting resolved that the proceeding volume of NAAC Seminar held on 25th February 2023 will be published soon. Dr. Apanjali Huloi, Asst. Co-ordinator of IQAC has been given responsibility for publishing the same as early as possible.

④ The meeting resolved that Dr. Diksha Sarma, Assistant Professor of Department of Sanskrit be given responsibility of publishing IQAC News letter for coming issues.


Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam


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

ISAC Meeting

Date : 24-01-2024

Venue : ~~Digitel~~ ISAC OFFICE

Members Present :

1. Dr. Sanchay Jyoti Bora (Chairperson) SJB ar 24/1/24
2. Dr. Maitreyee Sarma (Vice-Chairperson)
3. Mr. Bip Jyoti Barman (Co-ordinator) BJB 24.1.24
4. Mr. Bipanjali Haloi (Asst. Co-ordinator)
5. Dr. Manoj Sarma (Member) MS 24/01/24
6. Mr. Ajay Prasad Saikia (Member) AS 24/1/24
7. Dr. Kalyan Deka (Member) KD 24/1/24
8. Dr. Sanjib Kr. Barman (Member) SB 24.1.24
9. Dr. Parag Deka (Member)
10. Dr. Jayanta Hazarika (Member) JH 24/01/24
11. Dr. Ruma Medhi (Member) RM 24/01/24

AGENDA :

- ① Discussion on Submission of AGAR 2022-23
- ② Discussion of visit of Prof. N.S. Dharmadhikari
- ③ Organization of Book Donation Drive for Library
- ④ AOB
 - ④ Financial Support-
 - ⑤

Resolution:

The members present in the meeting discussed on various issues mentioned in the agenda and unanimously adopted the following resolution -

- ① The meeting resolved that the AQAR for the session 2022-23 will be submitted within 15th February 2024. The Coordinator, IQAC requests the incharge of Criteria to make the data and supporting documents ready as soon as possible.
- ② The meeting discussed on the proposed visit and workshop for teachers to be conducted in next month, by Prof. N. S. Sharmadhikary, Educationist. The meeting resolved that a workshop on 'NAAC Preparedness' will be conducted as a preparation for coming NAAC Assessment.
- ③ The meeting also discussed on the Book Donation Drive, to be conducted jointly in Association with Publication Cell of our College and the Central Library. The meeting resolved to organize the drive for two days.
- ④ The meeting also discussed on the financial support to be given to faculty members for attending conference, seminar etc. for the current academic session. The meeting resolved that the Principal will implement the ~~same~~ process as per policy of the college.

IQAC Meeting
Date : 30-01-2024.

Members Present —

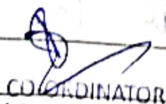
- ① Dr. Lanchay Jyoti Bora (Chairperson) ~~30/1/24~~
- ② Dr. Chandana Siba Roy (vic. Principal)
- ③ Dr. Maitreyee Sarma (Vice-Chairperson) M.S. 30.1.24
- ④ Mr. Dipjyoti Barman (Co-ordinator) ~~30/1/24~~
- ⑤ Dr. Dipanjali Haloi (Asst. Co-ordinator)
- ⑥ Mr. Ajay Prasad Saitia (Member) ~~30/1/24~~
- ⑦ Dr. Manoj Sarma (Member) ~~30/01/2024~~
- ⑧ Dr. Roma Medhi (Member) ~~30/1/24~~
- ⑨ Dr. Kalyan Deka (Member) ~~30/01/24~~
- ⑩ Dr. Sanjib Kr. Barman (Member) ~~30/1/24~~
- ⑪ Dr. Parag Deka (Member)
- ⑫ Dr. Jayanta Hazarika (Member) ~~30/01/24~~

AGENDA :

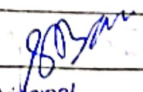
- ① Discussion on latest guidelines of NAAC regarding Assessment and Accreditation procedure and future course of action.
- ② Installation of Roof top Solar panel.
- ③ Construction of Tactile path for disable

Discussion and Resolution:

- ① The meeting discussed on the new guidelines from NTAAC regarding accreditation process. It discussed in detail about the merits and demerits of the new Binary Accreditation and adopted the resolution that the college will go for the current accreditation process, as the new method will be totally unknown and also resolved to discuss with some experts regarding this very shortly.
- ② The meeting discussed on the importance of rooftop solar plants as the existing solar power is not sufficient. It is resolved that a minimum of 5 KW solar power plant will be installed in the college to minimise the electricity consumption. The meeting requests the Principal to initiate necessary steps for doing the same.
- ③ The meeting also discussed on the importance of disable friend environment inside the college. After a discussion the meeting resolved that a Paved path will be constructed in the campus for disable persons and few ramps will also be constructed for them.


COORDINATOR

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


Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam



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

Date: 27-05-2024, Venue: Conference Hall, Pandu College

Members Present:

1. Dr. Sanchay Jyoti Bora (Principal/Chairperson) *[Signature]*
2. Dr. Chandana Sinha Roy (Vice Principal)
3. Dr. Maitreyee Sharma (Vice Chairperson) *[Signature]*
4. Mr. Dipjyoti Barman (Co-ordinator) *[Signature]*
5. Dr. Dipanjali Haloi (Asst. Co-ordinator)
6. Dr. Ruma Medhi (Member) *[Signature]*
7. Mr. Ajay Prasad Saikia (Member) *[Signature]*
8. Dr. Manoj Sarma (Member)
9. Dr. Kalyan Deka (Member) *[Signature]*
10. Dr. Sanjib Kr. Barman (Member)
11. Dr. Parag Deka (Member)
12. Dr. Jayanta Hazarika (Member)

Heads of the Departments and others Present:

Sl.	Name	Department	Signature
1	Ms. Satarupa Devi Acharyya	Assamese	<i>[Signature]</i> 27/5/24
2	Mr. Bhaskar Sinha	C.Sc.	
3	Dr. Timir Dey	Bengali	<i>[Signature]</i> 27/5/24.
4	Dr. Aniruddha Sarma	Bio-Technology	
5	Dr. Pranab Jyoti Narzary	Bodo	

(A)



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6	Mr. Mantu Mahanta	Botany	<i>[Signature]</i> 27/05/24
7	Dr. Gitali Baruah	Chemistry	<i>[Signature]</i> 27/5/24
8	Mr. Ajay Prasad Saikia	Commerce	<i>[Signature]</i> 27/5/24
9	Dr. Binita T Barman	Economics	<i>[Signature]</i> 27/5/24
10	Dr. Ruma Medhi	Education	<i>[Signature]</i> 27/5/24
11	Dr. Bhubaneswar Deka	English	
12	Dr. Prayasi Dutta	Folklore	<i>[Signature]</i> 27.5.24
13	Dr. Niranjana Bhattacharjee	Geography	
14	Dr. Jupita Patar	Hindi	<i>[Signature]</i> 27/5/24
15	Dr. Navaneeta Baruah	History	<i>[Signature]</i>
16	Ms. Joyeeta Das	HRE	<i>[Signature]</i> 27.05.24
17	Mr. Dipjyoti Barman	Mathematics	
18	Dr. Maitreyee Sharma	Philosophy	
19	Dr. Bandana Das	Physics	<i>[Signature]</i> 27/5/24
20	Mr. Pranjal Patiri	Political Science	<i>[Signature]</i> 27/5/24
21	Ms. Diksha Sarma	Sanskrit	<i>[Signature]</i> 27/5/24
22	Ms Manika Devi Barman	Statistics	<i>[Signature]</i> 27/5/24
23	Dr. Parag Deka	Zoology	
24	Dr. Riju Kakati Sarma	Coordinator, Academic Council	<i>[Signature]</i> 27/5/24
25	Partha Pratim Sarma	Asst. Librarian	
26	Sahil Choudhury	Geography	<i>[Signature]</i> 27/05/24
27	Lotika Saikia	Assamese	<i>[Signature]</i> 27/05/24
28	Sampa Talukder	Education	<i>[Signature]</i> 27/05/24
29	Maina Borah	Botany	<i>[Signature]</i> 27.05.2024
30	Karishma Shrauen	Mathematics	<i>[Signature]</i> 27/05/2024
31	Sushilika Bora	Bengali	<i>[Signature]</i> 27/5/2024



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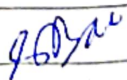
32	Dr. Bhaswati Bora	Chemistry	27/5/24
33	Dr. Bhabu Lalita	Zoo	28/5/24
34	Ms. Dharamani Dm.	Biotechnology	DD 29/5/24
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Resolutions:

The meeting with HODs was held to discuss preparation of upcoming NAAC Peer team visit and following resolutions were adopted →

- ① It was resolved that the departments will update and organize their departmental records including syllabus, workload distribution, students attendance, evaluation procedure and other related documents.
- ② Each Department will prepare a comprehensive PPT presentation highlighting its achievements, best practices, research contribution, FDP, students progression and innovations in teaching learning methods. The presentations should align with NAAC criteria and be ready for review by IQAC before visit.
- ③ It was decided that the Department will identify 5 outstanding students for interaction with NAAC Peer Team. The students will be briefed with key aspects of the departments and overall college functioning.
- ④ The IQAC will continuously monitor the progress of each department's preparation for Peer Team visit.


COORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati-12


Principal
PANDU COLLEGE, PANDU
Guwahati-12, Assam

IQAC Meeting

Date : 25.05.2024

Members Present :

- (1) Dr. Samchay Jyoti Bora ~~SB~~ 25/5/24
- (2) Dr. Chandana Sinha Roy
- (3) Dr. Maitreyee Sarma ~~u.s~~ 25/5/24
- (4) Mr. Dipjyoti Barman ~~DB~~ 25/5/24
- (5) Dr. Dipanjali Haloi ~~Dr. Haloi~~ 25/5/24
- (6) Dr. Ruma Medhi Ruma Medhi 25/5/24
- (7) Mr. Ajay P. Saikia ~~Aj~~ 25/5/24
- (8) Dr. Manoj Sarma ~~MS~~ 25/5/24
- (9) Dr. Kalyan Deka ~~KD~~ 25/5/24
- (10) Dr. Sanjib Kr. Barman ~~SB~~ 25/5/24
- (11) Dr. Parag Deka ~~PD~~ 25/5/24
- (12) Dr. Jayanta Bhattacharya ~~JB~~ 25/5/24

Agenda: (i) Regarding finalizing date of submission of SSR.

(ii) Regarding Students' Satisfaction Survey.

(iii) AOB.

Discussion and Resolution:

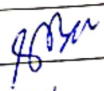
- ① The members present in the meeting discussed about the progression of SSR and satisfied that it is almost complete and have become ready for submission to NAAC.

After a thorough discussion the meeting resolved that the ~~A~~ SSR will be submitted within ~~xxx~~ June 2024. The member requests the Co-ordinator to finalise the SSR before that.

- ② The meeting also discussed regarding the Students' Satisfaction Survey conducted by NAAC. The meeting also discussed on the information of students and awareness programmes to the students regarding SSS. It is resolved that a google form will be created as per the format of NAAC for the students' information + and will be collected departmentally. The meeting also decided to request the HOD's to organize awareness programs among students regarding SSS.

- ③ The members present in the meeting also discussed about the cleanliness of the campus. The meeting requests the Principal to take necessary steps for making the campus clean before PTU.

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