

PASCHIM GUWAHATI MAHAVIDYALAYA

INTERNAL QUALITY ASSURANCE CELL



MINUTES OF THE MEETINGS OF THE INTERNAL QUALITY ASSURANCE CELL 2017-18

IQAC Meeting with the faculty members:

Date : 01/08/2017

Venue: Conference Hall

Time : 01:30 pm

Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari Das
3. Ms. Parul Baishya
4. Dr. Mrinmoyee Bhattacharyya
5. Ms. Manisha Sarma
6. Dr. Namita Devi
7. Ms. Marie Kalita
8. Ms. Madhuleema Chaliha
9. Dr. Hazarat Ali
10. Ms. Prabalika Sarma
11. Mr. Bhudev Das
12. Mr. Phanindra Medhi
13. Dr. Nripendra Nath Medhi
14. Mr. Saiful Haque
15. Mr. Bhupen Das
16. Mr. Achyut Talukdar
17. Mr. Niranjan Sarma
18. Dr. Gaganjyoti Bora
19. Mr. Biswajit Sarmah
20. Dr. Hemanta Kalita
21. Dr. Sofiul Islam Khan
22. Mr. Jayanta Prased Kumar
23. Ms. Nirmali Borah
24. Ms. Maya Dutta
25. Ms. Nabanita Choudhury
26. Dr. Satyajit Das
27. Dr. Yashodhara Medhi

A general meeting was held among the members of IQAC and the faculty to discuss about various academic matters in the college.

In the meeting it was decided to take help of contractual teachers as per requirements in the various departments immediately.

It was also discussed seriously the tendency of the students to keep away from attending classes regularly and it was decided to keep a strict monitoring on the attendance of the students in the class.

Departments should plan for departmental seminars immediately.

Feedback formats should be updated whenever necessary and the analysis should be done systematically.

It was expressed by the members that more toilets should be constructed for the girl students to maintain hygiene.

9/11/2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya
Principal
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P.O. Dharapur, Guwahati-17

9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

IQAC Meeting with the Library Committee:

Date : 09/08/2017

Venue: New Library Conference Room

Time : 01:00 pm

Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Moinul Hoque Choudhury
3. Dr. Mrinmoyee Bhattacharyya
4. Mr. Phanindra Medhi
5. Mr. Bhupen Das
6. Dr. Nripendra Nath Medhi
7. Dr. Hemanta Kalita
8. Dr. Yashodhara Medhi

A meeting was held among the members of IQAC and the Library Committee to discuss various matters regarding the library and its services.

It was noted that a good number of reference books have come and the list for textbooks has been placed with an order for immediate supply.

A number of students have submitted application forms for availing Book Bank facility. It was decided to distribute the books by 22nd August, 2017.

Procurement of journals should be emphasized upon and the HoDs were assigned the responsibilities.

It was also decided, after much deliberation, to sale of the newspapers more than five years old due to difficulty in preserving them.

New furniture and almirahs should be procured at the earliest to place the new books.

The designated place for Vaishnava Literature is to be prepared after getting the delivery of the new book cage/ Almirahs.

Donal
9-11-2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya

Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17

Medhi
9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

IQAC Meeting with the Library Committee:

Date : 16/08/2017

Venue: New Library Conference Room

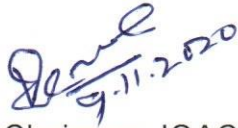
Time : 01:30 pm

Members Present:

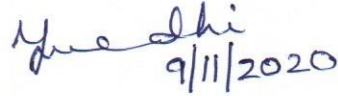
1. Dr. Balendra Kumar Das
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3. Dr. Mrinmoyee Bhattacharyya
4. Mr. Phanindra Medhi
5. Mr. Bhupen Das
6. Dr. Nripendra Nath Medhi
7. Dr. Hemanta Kalita
8. Mr. Manik Ch. Roy Pradhani
9. Dr. Yashodhara Medhi

The members of IQAC and the Library Committee met at the library conference

To discuss about the disbursement of the books from the Book Bank. The applications were assessed and the suitable students were selected and approved to be given the packets of the books from the Book Bank.



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Coordinator, IQAC
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Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

IQAC Meeting with the faculty members:

Date : 30/08/2017

Venue: Conference Hall

Time : 02:30 pm

Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Archana Borah
3. Ms. Parul Baishya
4. Dr. Mrinmoyee Bhattacharyya
5. Ms. Manisha Sarma
6. Ms. Marie Kalita
7. Dr. Purabi Kalita
8. Dr. Namita Devi
9. Ms. Ira Choudhury
10. Ms. Trishna Choudhury
11. Ms. Prabalika Sarma
12. Dr. Hazarat Ali
13. Mr. Bhudev Das
14. Mr. Phanindra Medhi
15. Mr. Saiful Haque
16. Mr. Achyut Talukdar
17. Mr. Niranjana Sarma
18. Dr. Gaganjyoti Bora
19. Mr. Biswajit Sarmah
20. Dr. Sofiul Islam Khan
21. Mr. Jayanta Prased Kumar
22. Ms. Nirmali Borah
23. Ms. Maya Dutta
24. Ms. Nabanita Choudhury
25. Dr. Yashodhara Medhi

The Principal and the faculty members met in the conference hall to discuss about the celebration of the Foundation Day on 5th September, 2017. Various committees were formed for smooth arrangement of the programme.

Faculty members were asked to submit the "Log Sheet" for the month of August with everyday class details to the Vice Principal through the Heads of Departments. HoDs were asked to do the needful and submit the same within 1st September, 2017.

It was decided that selection of contractual faculty members should be done through proper interview system in the coming sessions.

Feedback should be collected on teachers should be collected from the students and on the basis of that the best teacher in each department should be honoured in the coming days.

Former GB President Late Dr. Umesh Chandra Goswami Memorial Lecture is to be held on 20th September, 2017 at GU premises. Faculty members were asked to take active part in the event.

Devil
9.17.2020

Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya
Principal
Paschim Guwahati Mahavidyalaya
P.O. Dharapur, Guwahati-17

Umesh Chandra
9/11/2020

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

IQAC Meeting with the Academic Committee:

Date : 07/09/2017

Venue: Conference Hall

Time : 01:30 pm

Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari Das
3. Dr. Mrinmoyee Bhattacharyya
4. Dr. Moinul Hoque Choudhury
5. Ms. Saraswati Rajbongshi
6. Mr. Niranjan Sarma
7. Dr. Soiful Islam Khan
8. Mr. Phanindra Medhi
9. Mr. Bhudev Das
10. Ms. Marie Kalita
11. Dr. Gaganjyoti Bora
12. Dr. Yashodhara Medhi

The members of the IQAC and the Academic Committee set together to discuss various academic matters in the college.

- Considering the earlier the usual dates of Durga Puja and consequent advanced holidays. It was discussed to hold the Sessional Exams only after the puja vacations are over and it was scheduled to be held from 9th October to 14th October 2017.
- It was decided to count out the attendances of the students and to notify the students with very low attendance immediately and the HoDs were asked to do the needful in this regards.
- The daily class details are to be recorded regularly and teachers are to submit in a prescribed format about their class details every day. HoDs were requested to submit the filled in formats to the Vice Principal immediately.



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Coordinator, IQAC
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IQAC Meeting with the faculty members:

Date : 18/12/2017

Venue: Conference Hall

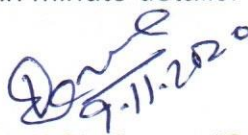
Time : 03:00 pm

Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Archana Borah
3. Dr. Mira Kumari Das
4. Dr. Bijoylakshmi Das
5. Ms. Parul Baishya
6. Dr. Mrinmoyee Bhattacharyya
7. Ms. Manisha Sarma
8. Ms. Marie Kalita
9. Dr. Purabi Kalita
10. Dr. Namita Devi
11. Ms. Ira Choudhury
12. Ms. Trishna Choudhury
13. Ms. Prabalika Sarma
14. Dr. Hazarat Ali
15. Ms. Mamata Thakuria
16. Mr. Bhudev Das
17. Mr. Phanindra Medhi
18. Mr. Saiful Haque
19. Dr. Nripendra Nath Medhi
20. Mr. Niranjan Sarma
21. Dr. Gaganjyoti Bora
22. Mr. Biswajit Sarmah
23. Dr. Sofiul Islam Khan
24. Mr. Jayanta Prased Kumar
25. Ms. Maya Dutta
26. Mr. Bhupen Das
27. Mr. Dhaneswar Kalita
28. Dr. Yashodhara Medhi

A general meeting was convened to discuss about the forthcoming function to inaugurate the new library building, girls' hostel, digital room etc. and the general meeting with the Chief Minister of Assam, Local MLA and Vice Chancellors of various universities visiting the college on that occasion.

Various committees were formed to look into the details of various matters related to arrangements for the event. Honourable Chief Ministers' visit to the college for the first time was a big challenge and requirements and necessities were discussed in minute details.



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IQAC Meeting with the faculty members:

Date : 17/01/2018

Venue: Conference Hall

Time : 01:30 pm

Members Present:

1. Dr. Balendra Kumar Das
2. Dr. Mira Kumari Das
3. Ms. Manisha Sarma
4. Dr. Archana Borah
5. Dr. Namita Devi
6. Dr. Bijoylakshmi Das
7. Ms. Mamata Thakuria
8. Ms. Madhuleema Chaliha
9. Ms. Ira Choudhury
10. Ms. Trishna Choudhury
11. Dr. Nripendra Nath Medhi
12. Dr. Gaganjyoti Bora
13. Mr. Biswajit Sarmah
14. Mr. Bhudev Das
15. Dr. Moinul Hoque Choudhury
16. Mr. Achyut Talukdar
17. Mr. Bhupen Das
18. Dr. Hazarat Ali
19. Dr. Hemanta Kalita
20. Mr. Saiful Haque
21. Ms. Nabanita Choudhury
22. Ms. Maya Dutta
23. Ms. Parul Baishya
24. Dr. Mrinmoyee Bhattacharyya
25. Ms. Prabalika Sarma
26. Dr. Yashodhara Medhi

A general meeting was convened to discuss about the forthcoming visit of the Chief Minister of Assam to the college and to discuss about the details of arrangements for it. Responsibilities were distributed among various committees and individual faculty members.



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Coordinator, IQAC
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IQAC Meeting with the faculty members:

Date : 30/05/2018

Venue: Conference Hall


Time : 01:30 pm

Members Present:

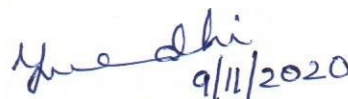
1. Dr. Mira Kumari Das
2. Ms. Manisha Sarma
3. Dr. Archana Borah
4. Ms. Mamata Thakuria
5. Ms. Madhuleema Chaliha
6. Ms. Saraswati Rajbongshi
7. Ms. Nirmali Borah
8. Dr. Nripendra Nath Medhi
9. Mr. Biswajit Sarmah
10. Dr. Hazarat Ali
11. Dr. Hemanta Kalita
12. Dr. Sofiul Islam Khan
13. Ms. Maya Dutta
14. Ms. Prabalika Sarma
15. Dr. Yashodhara Medhi

A general meeting among the members of IQAC and the faculty members was held on 30/05/2018 to discuss about various activities on the part of the teachers and the departments in view of the forthcoming NAAC inspection and preparation for that. After discussion following resolutions were adopted:

1. Faculty members should try to bring out research publications.
2. Faculty members should apply for MRPs.
3. Departments should apply for National Seminars.
4. Short trips for students should be organised by the departments.
5. Faculty Exchange Programmes should be taken up.
6. Faculty members should take classes using ICT.
7. Records of student progression are to be maintained by the departments.
8. Records of participation of students in sports, culture and other extra-curricular activities and achievements are to be kept by respective committees and cells and all the teachers should be alert to help in it.



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IQAC Meeting with the Library Advisory Committee:

Date : 23/06/2018

Venue: Conference Hall

Time : 01:30 pm

Members Present:

1. Dr. Mira Kumari Das
2. Ms. Parul Baishya
3. Dr. Mrinmoyee Bhattacharyya
4. Ms. Madhuleema Chaliha
5. Dr. Nripendra Nath Medhi
6. Dr. Hazarat Ali
7. Mr. Phanindra Medhi
8. Dr. Hemanta Kalita
9. Mr. Manik Ch. Roy Pradhani
10. Dr. Yashodhara Medhi

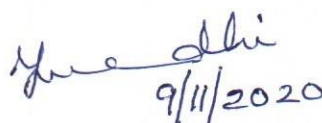
A meeting among the members of IQAC and Library Advisory Committee was held on 23/06/2018 to discuss various issues related to the library in the beginning of the new session. After detailed discussions following resolutions were adopted:

1. More sets of books to be prepared for supporting the students through 'Book Bank'.
2. To procure Braille Books for the blind students.
3. A committee has been constituted to guide the interested students for competitive exams. Ms. Parul Baishya and Dr. Sofiul Islam Khan have been given the responsibilities.
4. Text books and reference books are to be procured by each department. More Journals are also to be procured for the library.
5. An expert is to be hired to organise the library in proper digital form.



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Coordinator, IQAC
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Dharapur, Guwahati-17