

PASCHIM GUWAHATI MAHAVIDYALAYA

INTERNAL QUALITY ASSURANCE CELL



MINUTES OF THE MEETINGS OF THE INTERNAL QUALITY ASSURANCE CELL 2018-19

Internal Quality Assurance Cell

Paschim Guwahati Mahavidyalaya

Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 14th August 2018

Time: 2:30 p.m.

Venue: Conference Hall

Members Present:

1. Dr. Mira Kumari Das
2. Ms. Parul Baishya
3. Ms. Trishna Choudhury
4. Dr. Mamata Thakuria
5. Ms. Saraswati Rajbongshi
6. Mr. Phanindra Medhi
7. Mr. Biswajit Sarmah
8. Mr. Bhudev Das
9. Mr. Achyut Talukdar
10. Mr. Saiful Haque
11. Dr. Mrinmoyee Bhattacharyya
12. Dr. Nripendra Nath Medhi
13. Mr. Bhupen Das
14. Dr. Gaganjyoti Bora
15. Ms. Prabalika Sarma
16. Dr. Yashodhara Medhi

A meeting among the members of IQAC and the Academic Committee was held on 14/08/2018 to discuss various matters related to academic activities in the college in the beginning of the new session. After detailed discussions following resolutions were adopted:

1. Students are to be notified to attend classes regularly to get the required class attendance.
2. E-mail IDs should be collected from the students.
3. Contractual teachers are to be appointed soon as per requirements of various departments.
4. Departmental class allotments should be done including the contractual teachers.
5. Class rooms are to be allotted as per requirements of different departments instead of keeping rooms fixed for specific departments.



Principal/ Chairman, IQAC
Paschim Guwahati Mahavidyalaya

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



Coordinator, IQAC
Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

Internal Quality Assurance Cell

Paschim Guwahati Mahavidyalaya

Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 5th November 2018

Time: 1:30 p.m.

Venue: IQAC Room

A meeting of the Internal Quality Assurance Cell was held on **5th November 2018** at 1.30 pm at the IQAC Room of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 14-08-2018.
2. Preparation for the forthcoming NAAC assessment and accreditation of the college in 2020.
3. Academic atmosphere of the college.
4. Others.

Members Present :

- | | |
|--------------------------------|----------------------------------|
| 1. Ms. ParulBaishya | Principal in-charge, Chairperson |
| 2. Dr. YashodharaMedhi | Coordinator IQAC |
| 3. Dr. Bijoylakshmi Das | Member |
| 4. Ms. Manisha Sarma | Member |
| 5. Dr. Gaganjyoti Borah | Member |
| 6. Dr. MrinmoyeeBhattacharayya | Member |
| 7. Mr. SaifulHaque | Member |
| 8. Mr. PhanindraMedhi | Member |

The Chairperson welcomed all the members to the meeting and requested the Coordinator to brief on the purpose of the meeting. The Chairman took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 14-08-2018.

The Coordinator read out the minutes of the earlier meeting of IQAC and members of Academic Committee held on 14-08-2018 and following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 14-08-2018.

Item No. 2: Preparation for the forthcoming NAAC assessment and accreditation of the college in 2020.

The 3rd cycle NAAC assessment and accreditation expected to take place sometime before November 2020. As such, this is the right time for preparation for it and to do the needful in the best possible manner. After discussion the following resolutions were adopted.

Resolution No. 2.1 Parents – Teachers Meet to be organised at the earliest.

Resolution No. 2.2 Feedback Committee to sit and prepare the formats for Feedback for various stake holders.

Resolution No. 2.3 Students' data including email ID and phone numbers to be collected during the forthcoming Final Examinations.

Item No. 3 Academic atmosphere of the college.

It was discussed as to how to improvise the academic atmosphere of the college and various issues related to it came up. And following resolutions were adopted :

Resolution No. 3.1 Homeassignments to be assigned to the students.

Resolution No. 3.2 Students Seminars are to be organized by the Departments.

Resolution No. 3.3 Departmental Seminars / talks are to be organised.

Resolution No. 3.4 Career Counseling sessions are to be organized

Item No. 4 Others

No specific matter was discussed under this item.

The meeting ended with a vote of thanks from the Chairperson.



Chairman, IQAC

Paschim Guwahati Mahavidyalaya

Principal

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



Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Coordinator, IQAC

Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

Internal Quality Assurance Cell

Paschim Guwahati Mahavidyalaya

Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 4th February 2019

Time: 2:30 p.m.

Venue: IQAC Room

A meeting of the Internal Quality Assurance Cell was held on **4th February 2019** at 2.30 pm at the IQAC Room of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 05-11-2018.
2. Welcome to the new members of IQAC.
3. Discussion on the new Accreditation Process, Time Frame for the next assessment process.
4. Responsibilities of the IQAC members.
9. Others.

Members Present :

- | | |
|-----------------------------------|---|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Mrinmoyee Bhattacharaya | Teacher Member |
| 5. Mr. Saiful Haque | Teacher Member |
| 6. Mr. Biswajit Sarmah | Teacher Member |
| 7. Ms. Nirmali Borah | Teacher Member |
| 8. Mr. Manik Chandra Roy Pradhani | Sr. Administrative Member |
| 9. Mr. Dhaneswar Kalita | Member (from local society) |
| 10. Dr. Hemanta Kalita | Alumni Member |
| 11. Mr. Jyotishman Bhuyan | Member (Student representative, G.S, Students' Union) |

The Chairperson welcomed all the members to the meeting and requested the Coordinator to brief on the purpose of the meeting. The Chairman took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 05-11-2018.

The Coordinator read out the minutes of the earlier meeting of IQAC held on 05-11-2018 and following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 05-11-2018.

Item No. 2: Welcome to the new members of IQAC.

The Principal & Chairman of the new IQAC formed vide Notice -5 dated 01-02-19 as per new guideline, Dr. Rana Sarmah welcomed the new members of the IQAC and explained the challenges the college has to face at the time of the forthcoming 3rd cycle of NAAC Assessment and Accreditation and while preparing for the SSR.

Item No. 3: Discussion on the new Accreditation Process, Time Frame for the next assessment process.

As the process of Accreditation has to be started during the last six months of the 'validity period' and the validity for the college being till November 2020, the college has to apply for Accreditation for the 3rd cycle sometime around May, 2020. After discussions following resolutions were adopted:

Resolution No. 3.1: Feedbacks to be collected from the students and formats are to be prepared accordingly.

Resolution No.3.2: Students progressions are to be tracked from various sources. Departments are to keep records of students' progression.

Resolution No.3.3: Mobile No. and email ID of each and every student have to be collected. A format for that purpose is to be prepared by IQAC immediately.

Resolution No. 3.4: A list of 'Events to be Celebrated' is to be prepared immediately by IQAC and different departments are to be assigned responsibilities of celebrating various events for general awareness among the students.

Resolution No. 3.5: IQAC to meet the members of the other Committees and Cells informally as and when possible for discussion on activities and progress.

Item No. 4: Responsibilities of the IQAC members.

For preparation of the SSR and activities related to various criteria, members of IQAC have great responsibility. As such following resolution was adopted :

Resolution 4.1: Responsibilities distributed among the IQAC members as per following :

- | | |
|--|---|
| 1. Curricular Aspects (100) | Mr. Biswajit Sarmah |
| 2. Teaching – Learning and Evaluation (350) | Dr. Gaganjyoti Borah
Dr. Sofiul Islam Khan |
| 3. Research, Innovations and Extension (120) | Dr. Madhuleema Chaliha
Dr. Hemanta Kalita |
| 4. Infrastructure and Learning Resources (100) | Ms. Manisha Sarma
Mr. Manik Ch. Roy Pradhani |
| 5. Students Support and Progression (130) | Mr. Saiful Haque |
| 6. Governance, Leadership and Management (100) | Dr. Mrinmoyee Bhattacharyya
Mr. Dhaneswar Kalita |

7. Institutional Values and Best Practices (100) Ms. Nirmali Borah

Item No. 5: Others.

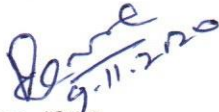
To have proper guidance at this initial stage the Chairman proposed the name of Professor UtpalSarma, Coordinator IQAC, Gauhati University to be invited as a Resource Person to deliver a talk on the new assessment procedure of NAAC on a date and time suitable for him.

Resolution No. 5.1: IQAC to organize a one-day Workshop on the new assessment procedure of NAAC as soon as possible.

The Chairman expressed that to upgrade the academic atmosphere of the college, PG Programmes should be introduced and the following resolution was adopted:

Resolution No. 5.2: Departments should take initiative to prepare proposals for introduction of PG Courses in their respective departments and submit them to Gauhati University, the Affiliating University, for approval at the earliest.

The meeting ended with a vote of thanks from the Chairman.



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



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

Internal Quality Assurance Cell

Paschim Guwahati Mahavidyalaya

Minutes of the Meeting of the Internal Quality Assurance Cell

Date: 15th March, 2019

Time: 2:30 p.m.

Venue: IQAC Room

The meeting of the Internal Quality Assurance Cell was held on **15th March, 2019** at 2.30 pm at the IQAC Room of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 04-02-2019.
2. Programmes to be organised.
3. Supporting members for IQAC.
4. Remedial Classes.
5. Mentoring.
6. MRP and National Seminar
7. Others.

Members Present :

- | | |
|------------------------------------|---------------------------|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Gaganjyoti Borah | Teacher Member |
| 5. Dr. Mrinmoyee Bhattacharaya | Teacher Member |
| 6. Mr. Biswajit Sarmah | Teacher Member |
| 7. Dr. Madhuleema Chaliha | Teacher Member |
| 8. Ms. Nirmali Borah | Teacher Member |
| 9. Dr. Safiul Islam Khan | Teacher Member |
| 10. Mr. Manik Chandra Roy Pradhani | Sr. Administrative Member |

The Chairperson welcomed all the members to the meeting and requested the Coordinator to brief on the purpose of the meeting. The Chairman took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 04-02-2019.

The Coordinator read out the minutes of the earlier meeting of IQAC held on 04-02-2019 and following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 04-02-2019.

Item No. 2: Programmes to be organised.

Keeping in view the requirements of IQAC and for preparation of SSR following resolutions were adopted:

Resolution No. 2.1: The programme 'How to Face and Interview' is to be organised at the earliest.

Resolution No. 2.2: Self Defense Programme for Girl Students is to be organised at the earliest.

Resolution No. 2.3: NCC and NSS wings of the College are to arrange Community Activity around Dharapur Market under Swachh Bharat Programme at the earliest.

Resolution No. 2.4: Parent – Teacher Meeting is scheduled on 23-03-2019.

Item No. 3: Supporting members for IQAC.

Keeping in view the increased volume of work and for convenience of recording the events and activities it was felt by the members of IQAC the necessity of including more Faculty Members in the team for preparation of various Criteria of SSR. Accordingly, eight more Faculty Members have been included in the team as Assistant Conveners.

Resolution No. 3.1: A new committee for drafting of the SSR and to speed up the activities related to the various Criteria is to be formed with supporting members for the Conveners in charge of the various criteria immediately.

Item No. 4: Remedial Classes

Remedial Classes for the weaker students or for the students who ask for doubt clearance classes are to be looked after by the Heads of Departments.

Resolution No. 4.1: Heads of Departments are to look after the Remedial Classes and maintain the records departmentally.

Item No. 5: Mentoring

It was discussed that an organized mentoring system is to be started soon. And the following resolution was adopted.

Resolution No. 5.1: A Mentoring Committee is to be formed immediately.

Item No. 6: MRP and National Seminar

To promote research activity in the College, funding for MRP and National Seminars are to be explored. Following resolution was adopted in this regard :

Resolution No. 6.1: Conveners and Assistant Convener of Criterion III are to look into possibilities of finding research funding and assist the willing Faculty Members to apply for it.

Resolution No. 6.2: Heads of Departments are to apply for National Seminars at various funding sources.

Item No. 7: Others

It is most important to maintain the records of the various activities in the Departments as well as programmes organised by various Committees and Cells.

Resolution No. 7.1: Heads of Departments and Conveners of various Committees and Cells are to maintain the Proceeding Books and photographs of events properly to be able to submit the same to the IQAC when called for.

The meeting ended with a vote of thanks from the Chairman.



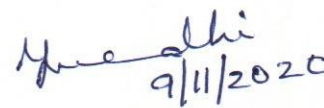
Chairman, IQAC

Paschim Guwahati Mahavidyalaya

Principal

Paschim Guwahati Mahavidyalaya

P.O. Dharapur, Guwahati-17



Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Dharapur, Guwahati-17

Internal Quality Assurance Cell

Paschim Guwahati Mahavidyalaya

Minutes of the Meeting of the Internal Quality Assurance Cell

Date:20th April, 2019

Time: 2:45 p.m.

Venue: IQAC Room

The meeting of the Internal Quality Assurance Cell was held on **20th April, 2019** at 2.45 pm at the IQAC Room of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 15-03-2019.
2. Introduction of the "Best Department Award".
3. Implementation of the celebration of the "List of Events".
4. Others

Members Present :

- | | |
|--------------------------------|---|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Gaganjyoti Borah | Teacher Member |
| 5. Dr. Mrinmoyee Bhattacharaya | Teacher Member |
| 6. Mr. Biswajit Sarmah | Teacher Member |
| 7. Dr. Madhuleema Chaliha | Teacher Member |
| 8. Ms. Nirmali Borah | Teacher Member |
| 9. Jyotishman Bhuyan | Member (Student representative, G.S, Students' Union) |

The Chairperson welcomed all the members to the meeting and requested the Coordinator to brief on the purpose of the meeting. The Chairman took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 15-03-2019.

The Coordinator read out the minutes of the earlier meeting of IQAC held on 15-03-2019 and following resolution was adopted. `

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 15-03-2019.

Item No. 2: Introduction of the "Best Department Award".

To introduce proper academic audit and to acknowledge and honour the best efforts practised in various fields pertaining to academic, administrative and extension activities among the teaching departments and

the honorable faculty members IQAC proposed to put a bold step forward in introducing of Best practice in the form of and award by the name "Best Department Award". Detailed discussions were held on the topic and going through pros and cons of the proposal and after scrutinizing the format some minor changes were made and the following resolutions were adopted.

Resolution No. 2.1: The meeting resolved that as a Best Practice in the college an award by the name "Best Department Award" will be instituted in the college starting from this session itself, i.e., 2018-19. The award is to be declared on 5th September, the Foundation Day of the college.

Resolution No. 2.2: A Score Sheet is to be prepared showing the norms of score in each criterion.

Resolution No. 2.3: Any doubt or query regarding the format and the Score Sheet maybe discussed in a general meeting organized as per the convenience of all at a later date.

Resolution No. 2.4: The principal is to be requested to provide the quantum of fund required for the award (whether in cash or in kind is to be finalised later)

Item No. 3: Implementation of the celebration of the "List of Events".

The Agenda No. 3 was deferred till the next meeting for some unavoidable reasons.

Item No. 4: Others

No specific matter was discussed under this item

In the end the Chairperson expressed his expectation of enthusiastic participation on the part of the Departments and thanking all the members present dissolved the meeting.



Chairman, IQAC

Paschim Guwahati Mahavidyalaya

Principal

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



Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Coordinator, IQAC

Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

Internal Quality Assurance Cell

Paschim Guwahati Mahavidyalaya

Minutes of the Meeting of the Internal Quality Assurance Cell

Date:13th June, 2019

Time: 1:30 p.m.

Venue: IQAC Room

The meeting of the Internal Quality Assurance Cell was held on **13th June, 2019** at 1.30 pm at the IQAC Room of the college.

Agenda :

1. Confirmation of the minutes of the last meeting held on 20-04-2019.
2. Format for "Best Department Award".
3. Workshop on CBCS.
4. Workshop on IPR.
5. Other Programmes to be organized.
6. Others.

Members Present :

- | | |
|------------------------------------|---------------------------|
| 1. Dr. Rana Sarmah | Principal, Chairperson |
| 2. Dr. Yashodhara Medhi | Coordinator IQAC |
| 3. Ms. Manisha Sarma | Teacher Member |
| 4. Dr. Gaganjyoti Borah | Teacher Member |
| 5. Dr. Mrinmoyee Bhattacharaya | Teacher Member |
| 6. Mr. Saiful Haque | Teacher Member |
| 7. Mr. Biswajit Sarmah | Teacher Member |
| 8. Dr. Madhuleema Chaliha | Teacher Member |
| 9. Ms. Nirmali Borah | Teacher Member |
| 10. Dr. Safiul Islam Khan | Teacher Member |
| 11. Mr. Manik Chandra Roy Pradhani | Sr. Administrative Member |

The Chairperson welcomed all the members to the meeting and requested the Coordinator to brief on the purpose of the meeting. The Chairman took up the Agenda of the meeting.

Item No. 1 : Confirmation of the minutes of the last meeting held on 20-04-2019.

The Coordinator read out the minutes of the earlier meeting of IQAC and members of Academic Committee held on 20-04-2019 and following resolution was adopted.

Resolution No. 1: Resolved to confirm the minutes of the earlier meeting held on 20-04-2019.

Item No. 2: Format for "Best Department Award".

The format for the Best Department Award has been prepared and read out for suggestions and approval of all the members present and the following resolution was adopted.

Resolution No. 2.1: The format for the "Best Department Award" has been approved with minor changes here and there. A Score Sheet will have to be prepared in conformity with the format.

Item No. 3: Workshop on CBCS

As per instruction from the affiliating University CBCS is to be introduced at the Under Graduate level from the coming session starting from July, 2019. To understand the nuances of this new system the faculty members needed some guidelines and explanations. As such following resolution was adopted.

Resolution No. 3.1: A One Day Workshop on CBCS will be organized on 17-06-2019 with Resource Person: Prof. Nissar Ahmed Barua, Chairman, CBCS Implementation Committee, Gauhati University. The Principal and Faculty Members from Neighbouring Hari Gayatri Das College will also be invited to take part.

Item No. 4: Workshop on IPR.

Faculty members have very little idea about Intellectual Property Rights (IPR) and considering the relevance of the term in today's world the teaching fraternity need to educate themselves adequately in this regard. Following resolution was adopted.

Resolution No. 4.1: A One-Week Faculty Development Programme is to be organised by IQAC as soon as possible. Communication will have to be made immediately with E & ICT Academy, IIT Guwahati in this regard.

Item No.5: Other Programmes to be organized.

Yoga Day was approaching and for preparation of celebrating it the following resolution was adopted:

Resolution No. 5.1: Yoga Day is to be celebrated like every year and the college NCC Wing will have to take initiative as the Convener, Yoga Committee is away on NRC duty.

Resolution No. 5.2: A Health Check-Up Camp will have to be organized at the earliest. Kaziranga University was expressing interest.

Item No.6: Others

Construction of the two Digital Classrooms are in progress. The Chairperson expressed concern that the project should be completed at the earliest and that RUSA Committee should do the needful to expedite the project.

The meeting ended with a vote of thanks from the Chairperson.



Chairman, IQAC

Paschim Guwahati Mahavidyalaya

Principal

Paschim Guwahati Mahavidyalaya

P.O. Dharapur, Guwahati-17



Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Dharapur, Guwahati-17

**Report on Action Taken on Resolutions Adopted in IQAC Meetings
(2018-19)**

Paschim Guwahati Mahavidyalaya

Resolutions Adopted No & Date	Description of Action Taken
Parents – Teachers Meet to be organised at the earliest. (Resolution No. 2.1, Dated, 5th Nov.,2018).	1. Parents – Teachers Meet held on 23-03-2019. Around 64nos. of parents and guardians of B.A and B.Com. classes took part. 2. Parents – Teachers Meet held on 21-06-2019 during admission period.
Feedback Committee to sit and prepare the formats for Feedback for various stake holders. (Resolution No. 2.2, Dated, 5th Nov.,2018).	Feedback Committee met on 2-03-2019 and 02-05-2019 and finalised the formats prepared for Students and parents.
Students' data including email ID and phone numbers to be collected during the forthcoming Final Examinations. (Resolution No. 2.3, Dated, 5th Nov., 2018).	The process continues.
Home assignments to be assigned to the students. (Resolution No. 3.1, Dated, 5th Nov., 2018).	Home assignments have been assigned to the students.
Students' Seminars are to be organized by the Departments. (Resolution No. 3.2, Dated, 5th Nov., 2018).	1. Department of Economics organised a Students' Seminar on the topic "Educated Unemployment Problem and its Challenges" on 20-02-2019. Six students from the Major Course took part.
Departmental Seminars / talks are to be organised. (Resolution No. 3.3, Dated, 5th Nov., 2018).	1. Pradip Ch. Das Memorial Lecture on GST organised by the Dept. of Commerce on 21-09-2018. Resource Person was Dr. Gaura Gopal Banik from Gauhati Commerce College, Guwahati. Around 60students attended the programme. 2. BipinBarua Memorial Lecture organised by the Dept. of Assamese on 19-11-2018. Mr. Pramod Ch. Bhattacharjya, delivered a lecture on 'Assamese Word Formation' (<i>Axomiya Barna Binyax</i>). Around 65 nos. of students attended the programme. 3.Seminar of Department of English on the topic "Importance of English in the World Today, with Special Reference to the Aspects of the Supra-Segmental Features of the English

	Language” on 12-06-2019. 47 participants took part. Resource Person was Dr. Jovial Kalita, Dept. of English, Digboi Women’s College.
Career Counseling sessions are to be organised. (Resolution No. 3.4, Dated, 5th Nov., 2018).	1. Workshop on Preparation for Competitive Examinations by School of Banking on 08 & 09-11-2018. A total no of 45 students took part. 2. Awareness programme on “IT Apps and Scope for Employment” conducted by FASS (Friends of Assam and Seven Sisters) on 10-11-2018. Hitesh Kalita, Member FASS was the Resource Person. A total no of 40 students took part.
Students’ progressions are to be tracked from various sources. Departments are to keep records of students’ progression. (Resolution No. 3.2, Dated, 4th Feb., 2019).	Departments are trying to track progression of the students.
A list of ‘Events to be Celebrated’ is to be prepared immediately by IQAC and different departments are to be assigned responsibilities of celebrating various events for general awareness among the students. (Resolution No. 3.4, Dated, 4th Feb., 2019).	A list of ‘Events to be Celebrated’ has been prepared and different departments have been assigned responsibilities of various events and the events have been celebrated accordingly.
IQAC to meet the members of the other Committees and Cells informally as and when possible for discussion on activities and progress. (Resolution No. 3.5, Dated, 4th Feb., 2019).	Coordinator, IQAC along with other members have been meeting the other committees and cells for discussions on the modalities of various activities as well as to monitor progress of the activities.
IQAC to organize a one-day Workshop on the new assessment procedure of NAAC as soon as possible. (Resolution No. 5.1, Dated, 4th Feb., 2019).	Workshop on “New NAAC Procedure”, 02-03-2019 with Prof. Utpal Sarma, Dept. of Instrumentation, Coordinator, IQAC, G.U.as the Resource Person.
Departments should take initiative to prepare proposals for introduction of PG Courses in their respective departments and submit them to Gauhati University, the Affiliating University, for approval at the earliest. (Resolution No. 5.2, Dated, 4th Feb., 2019).	Departments of Political Science and Assamese have prepared proposals for introduction of PG Courses in their respective departments and submitted them to Gauhati University, for approval.
The programme ‘How to Face and Interview’ is to be organised at the earliest. (Resolution No. 2.1, Dated, 15th March, 2019).	A “Workshop on How to Face an Interview” was Conducted by Rotary Club of Guwahati South on 14-06-2019. 65 students took part.
Self Defense Programme for Girl Students is to	“Two-day Self Defence Training Camp for Girl

be organised at the earliest. (Resolution No. 2.2, Dated, 15th March, 2019).	Students" under the scheme of BetiBachao, BetiPadhaawas held under the aegis of Extension Education Cell in collaboration with Woman's Self Defence Training Institute, Guwahati on 4 th and 5 th December, 2019. 78 nos. of students took part.
NCC and NSS wings of the College are to arrange Community Activity around Dharapur Market under Swachh Bharat Programme at the earliest. (Resolution No. 2.3, Dated, 15th March, 2019).	15 nos. of NSS Volunteers along with the Programme Officer, faculty members and other staff from the college took active part in the activity of cleanliness TRASHTAG CHALLENGE under Swachh Bharat Mission/ Gramin on 30-04-2019.
Parent – Teacher Meeting is scheduled on 23-03-2019. (Resolution No. 2.4, Dated, 15th March, 2019).	A Parents-Teachers Meeting was held on 23-03-2019.Around 42 nos. of parents and guardians took part.
A new committee for drafting of the SSR and to speed up the activities related to the various Criteria is to be formed with supporting members for the Conveners in charge of the various criteria immediately. (Resolution No. 3.1, Dated, 15th March, 2019).	***
Heads of Departments are to look after the Remedial Classes and maintain the records departmentally. (Resolution No. 4.1, Dated, 15th March, 2019).	Departments are maintaining the records of the Remedial Classes.
A Mentoring Committee is to be formed immediately. (Resolution No. 5.1, Dated, 15th March, 2019).	A Mentoring Committee was formed through Notification dated 12-04-2019 and the first Mentoring Class was held on 31-08-2019. A Lecture was organised by the Students Discipline and Mentoring Committee on 'Fostering Learning in Present Education System' on 14-05-2019. The Resource Person was Mr. Jiten Ch. Kalita, Associate Faculty and Administrative Officer(i/c), Indian Institute of Entrepreneurship (IIE), Guwahati.
Heads of Departments are to apply for National Seminars at various funding sources. (Resolution No. 6.2, Dated, 15th March, 2019).	Department of English has applied for National Seminar to ICHR.
Heads of Departments and Conveners of various Committees and Cells are to maintain the Proceeding Books and photographs of events properly to be able to submit the same to the IQAC when called for. (Resolution No. 7.1, Dated, 15th March, 2019).	Proceeding Books and Photographs are being maintained by the various Committees and Cells.

<p>The meeting resolved that as a Best Practice in the college an award by the name "Best Department Award" will be instituted in the college starting from this session itself, i.e., 2018-19. The award is to be declared on 5th September, the Foundation Day of the college. (Resolution No. 2.1, Dated, 20th April, 2019).</p> <p>A Score Sheet is to be prepared showing the norms of score in each criterion. (Resolution No. 2.2, Dated, 20th April, 2019).</p> <p>Any doubt or query regarding the format and the Score Sheet maybe discussed in a general meeting organized as per the convenience of all at a later date. (Resolution No. 2.3, Dated, 20th April, 2019).</p> <p>The principal is to be requested to provide the quantum of fund required for the award (whether in cash or in kind is to be finalised later) (Resolution No. 2.4, Dated 20th April, 2019).</p>	<p>A format has been prepared and presented in the IQAC Meeting on 13th June, 2019.</p> <p>The Principal acquired permission for the award and also received financial grant from the G.B. for the shield and the cash award for the "Best Department Award" to be declared on the Foundation Day of the College on 5th September, 2019.</p>
<p>The format for the "Best Department Award" has been approved with minor changes here and there. A Score Sheet will have to be prepared in conformity with the format. (Resolution No. 2.1, Dated 13th June, 2019).</p>	<p>A Score Sheet has been prepared in conformity with the format with a total marks of 150.</p>
<p>A One Day Workshop on CBCS will be organized on 17-06-2019 with Resource Person: Prof. Nissar Ahmed Barua, Chairman, CBCS Implementation Committee, Gauhati University. The Principal and Faculty Members from Neighbouring Hari GayatriDas College will also be invited to take part. (Resolution No. 3.1, Dated 13th June, 2019).</p>	<p>A One Day Workshop on CBCS was organized on 17-06-2019 with Resource Person: Prof. Nissar Ahmed Barua, Chairman, CBCS Implementation Committee, Gauhati University. The Principal and Faculty Members from Neighbouring Hari Gayatri Das College also took part in it. A total no. of 32 participants attended the Workshop.</p>
<p>A One-Week Faculty Development Programme is to be organised by IQAC as soon as possible. Communication will have to be made immediately with E & ICT Academy, IIT Guwahati in this regard. (Resolution No. 4.1, Dated 13th June, 2019).</p>	<p>A One-Week Faculty Development Programme on IPR was organised by IQAC in collaboration with E & ICT Academy, IIT Guwahati scheduled from 17th December, 2019. However, the programme had to be postponed indefinitely due to local disturbances from 11th Dec. 2019 on account of CAB and notice of closure of all educational institutions till 22nd Dec. by the Local Administration thereafter.</p>

Qome
9/11/2020
Chairman, IQAC

Paschim Guwahati Mahavidyalaya

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

Yuedhi
9/11/2020
Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Coordinator, IQAC
Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17

Item No. 3: Supporting members for IQAC.

*****(Resolution No. 3.1, Dated, 15th March, 2019)** Keeping in view the increased volume of work and for convenience of recording the events and activities it was felt by the members of IQAC the necessity of including more Faculty Members in the team for preparation of various Criteria of SSR. Accordingly, eight more Faculty Members have been included in the team as Assistant Convener. (Notice dated 08-04-2019).

- | | | |
|---------------------------|----------------------|-----------------------------|
| 1. Criterion I: | Convener : | Mr. Biswajit Sarmah |
| | Assistant Convener : | Mr. Phanindra Medhi |
| 2. Criterion II: | Convener : | Dr. Gaganjyoti Borah |
| | Assistant Convener : | Dr. Sofiul Islam Khan |
| | | Dr. Nripendra Nath Medhi |
| 3. Criterion III: | Convener : | Dr. Madhuleema Chaliha |
| | Assistant Convener : | Dr. Hemanta Kalita |
| | | Dr. Moinul Haque Choudhury |
| 4. Criterion IV : | Convener : | Ms. Manisha Sarma |
| | Assistant Convener : | Mr. Manik Ch. Roy Pradhani |
| | | Ms. Maya Dutta |
| 5. Criterion V : | Convener : | Mr. Saiful Haque |
| | Assistant Convener : | Mr. Bhupen Das |
| | | Mr. Jayanta Prasad Kumar |
| 6. Criterion VI : | Convener : | Dr. Mrinmoyee Bhattacharyya |
| | Assistant Convener : | Mr. Dhaneswar Kalita |
| | | Mr. Bhudev Das |
| 7. Criterion VII : | Convener : | Ms. Nirmali Borah |
| | Assistant Convener : | Mr. Achyut Talukdar |


Chairman, IQAC

Paschim Guwahati Mahavidyalaya

Principal

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


Coordinator, IQAC

Paschim Guwahati Mahavidyalaya

Coordinator, IQAC

Paschim Guwahati Mahavidyalaya
Dharapur, Guwahati-17