

03.08.2019

A meeting of the faculty members was convened by the Principal at Day Home on 03/08/2019, 3.00 p.m. to discuss NAAC related matters.

Members present

- 1) D. Itte
- 2) Nirmala Medhi Zoology
- 3) Bandana Nabis Das ~~Pr~~ (Coordinator)  
IOAC
- 4) Sowmithra Das
- 5) MSB 3/8/2019
- 6) Manashi Kalita
- 7) Madhumita Goswami.
- 8) Jayashree Choudhury
- 9) Nilakanta B. Halder
- 10) Jayashree Sarma
- 11) Shabnam Mazumdar
- 12) Meenakshi S. Mazumdar
- 13) Manojkita Goswami
- 14) Meenakshi S. Pattak - Philosophy
- 15) Dhritikesh Chakrabarty - ~~Pr~~
- 16) Erarani Kalita. Kalita.
- 17) Lakshmi Das ~~Pr~~
- 18) Sunilki Bikash Barah ~~Pr~~
- 19) Subhasree Kalita Talukdar Kalita
- 20) Pallavi Saha ~~Pr~~
- 21) Bidita Das ~~Pr~~
- 22) Suneeta K. Ganguly ~~Pr~~ SICG
- 23) Poojit Halidari ~~Pr~~
- 24) Gayatri Sarma ~~Pr~~
- 25) Mintu Das Saha 03.08.19
26. Merry Halam ~~Pr~~
27. Prabhati Dey. ~~Pr~~ 3.8.19

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|--------------------------------|------------|-----------------|
| 28. Hartinam Singron           |            | <del>Pran</del> |
| 29. Anupam Deka                |            | Azele           |
| 30. Mitah Baswan               |            | Agus            |
| 31. Phalbi Jindal              |            | Les             |
| 32. Malakika Dew               |            | Indu            |
| 33. Prantu Pithah              |            | Pithah          |
| 34. Anjum Boman                |            | B.              |
| 35. Uday Sankar Sapat          |            | S.              |
| 36. Bedabrata Saitia           |            | u               |
| 37. D. Kumar                   | 03/08/2019 |                 |
| 38. Meeky                      | 3-8-19     |                 |
| 39. Madhumita Hazrat Choudhury |            | MCC             |
| 40. Archana Sam.               | 3/8/19     | A.              |
| 41. Rashmi Bhattacharya        | 3/8/19     | R.              |
| 42. Jyotsika Das               |            | J.              |
| 43. Mausmita Das               |            | M.              |
| 44. Gautam Kr. Das             |            | G.              |
| 45. Rosemary B Choudhury       | 03/08/2019 | R.              |
| 46. Mangalini Sarma Hazarika   | 3-8-19     | M.              |
| 47. Pooja Saha                 |            | P.              |
| 48. Bhuvan Ch. Talukder        |            | B.              |
| 49. Sangeeta Das               |            | S.              |
| 50. Raju K. Das                |            | R.              |
| 51. Manish Goyal               |            | M.<br>3/8/19    |

The meeting was chaired by the Principal Dr. Dipal Dutta.

Dr. Bandana Nabie Das (Coordinator, IQAC) gave a brief outline about the work done in the last one month (summer vacation) - the IIRAA was submitted on 30<sup>th</sup> July '19 and was approved on 31<sup>st</sup> July '19 & all the faculty members were informed regarding this.

\* Principal discussed on the following points:

i) Feedback from Alumni

ii) Green Audit / Academic Audit

iii) Informed all that by 15<sup>th</sup> Aug. we should get rid of single use plastic.

iv) Conservation of water - Rainwater harvesting and ground water recharge should be started in the hostel.

v) Alternative ways of reaching out to students  
- MOODLE (teachers as users will have a password, editing privileges)  
Teachers need to prioritise and make an effort for ICT mode

\* The Co-ordinator discussed on some of the points mentioned in the Academic Audit format.

- Tutorial classes should be reflected in the Time Table / Routine of each department and the classes be recorded.

- Mentoring (students should be divided)

- Alumni <sup>(prominent)</sup> should be displayed on the departmental boards

- Details of Parent-Teacher Interaction should be recorded / suggestions already recorded to be submitted

- Departmental SWOT analysis be made

- Departmental Monitors (names) to be submitted.

- Departmental Library record book to be submitted.

- Departmental profile to be submitted (uptodate profile)

\* The format for Alumni feedback was read out inviting suggestions for modification.

- \* Grievance Cell Convenor was requested by the Principal to generate a report for 2018-19 and submit as early as possible.
- \* Semesterwise feedback is required - so the co-ordinator -~~to~~ informed the members and Principal advised to collect them from ~~III<sup>rd</sup>~~ & V<sup>th</sup> sem. students. He also informed that the structured format will be provided to each dept.
- \* Principal suggested - Economics Dept. provide the IQAC with a report on BRIDGE COURSE on Mathematical Economics.
- \* The Co-ordinator requested the members to submit any proof they possess on taking classes with ICT enabled tools.  
- She also requested all the members to keep the records of any programmes conducted by the various departments/committees so that they can provide IQAC as and when it is required.
- \* Mr Manash Gogoi also briefed the members regarding records of placement of our students.