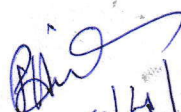


Proceeding of the IQAC Meeting held on 01/04/2023

Proceedings of the IQAC meeting held on 01/04/2023 amongst the IQAC Co-ordinators and the Members of the Sub-committee of the IQAC with the Principal:-

1. Departments need to maintain consolidated report of field trips or excursions and submit a proper academic report to the IQAC.
2. Dr. Kishore Dutta submitted a website design proposal which will be processed.
3. Departments need to introduce add-on courses of at least 36 hours duration. HODs will have to submit proposals for add-on courses which will be reviewed by a panel for selection. Fees also need to be collected. Information regarding this needs to be given in the prospectus.
4. Standardized Google feedback forms separately for parents, faculty members and office staff need to be created.
5. Systematic record of internal assessment, examination related grievances need to be maintained by the departments in a register. A notice regarding this need to be circulated.
6. Proposals to consider- "Traditional Knowledge System" as best practice was taken with a vision to evolve it in to a "Traditional Knowledge and Innovative Centre".
7. Two days Intellectual Property Rights (IPR) workshop needs to be arranged as soon as possible.
8. Fund allotted to IQAC needs to be enhanced and for this purpose a part of the overhead amount of Major Research Projects may be transferred to IQAC fund.
9. The responsibility of mentoring BA/BSc regular students will be given to the departments with fewer numbers of students.
10. Regarding infrastructural development, doors and windows should be repaired, walls should be repainted and desks should be cleaned or repainted,
11. As funds are immediately required, CSR of various companies (like Numaligarh Refinery,, IOD, NEC) should be approached. Proposals to NEC, LIC (SDM) should be immediately submitted.
12. MOU web linkages should be done.
13. Requirements for the adopted village:
 - a. 2 nos. Of display boards
 - b. 3 nos. Computer with table
 - c. Book shelves for library
 - d. Desk and benches
14. One officer/Instructor for computer training may be deputed to the village at least once a week. Students may also be given the responsibility.
15. Alumni Meet should be held in the last part of April and a new Committee will be formed.
16. Department HODs will be requested to furnish list of alumni in terms of their different categories of occupations.
17. Department e-magazines may also be uploaded on the College website.
18. Sessional marks should be displayed on the College website.
19. Necessary arrangements for e-governance in internal examination process, office and students support need to be done.


5/4/23
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