

OFFICE OF THE IQAC

Sontali Anchalik College

Mahtoli, Kamrup, Assam

Minutes of the IQAC Meeting

Dated: 11-12-2021

A joint meeting of IQAC and staff of the Sontali Anchalik college is held on 11-12-2021 at 11.30 am in the Teacher's common room and the principal of the college is in the chair. The meeting agenda is read out by the IQAC Co-ordinator.

Meeting agenda

1. Confirmation of last meeting resolution.
2. Formation of the New IQAC Committee.
3. Regarding preparation for inviting the NAAC team.
4. Mics.

After minute discussion of agenda, the following resolutions are taken unanimously.

1. Agenda : Confirmation of last meeting resolution.

Resolution :

Resolved that the resolutions were taken in last meeting be confirmed.

2. Agenda: Formation of the New IQAC Committee

Resolution:

There be a wide discussion on the agenda and all members of the meeting are unanimously resolved that existing IQAC Committee be revised and form a new Committee as per the new UGC guide line.

3. Agenda: Regarding preparation for inviting the NAAC team.

Resolution:

Resolved that the College be assessed and accredited by NAAC Peer team during the session 2022-23.

Action Taken Report:

1. Revised IQAC Committee was formed as per New UGC guide line.
2. The college family had given more attention for Accreditation of the college by NAAC Peer team on the session 2022-23.

Minutes of the IQAC Meeting

Dated-7th January/2022

A joint meeting of IQAC with Teaching and Non-Teaching staff of Sontali Anchalik College is held on 07-01-2022 at 11:00 am at the Teacher's common room of the College. The Principal of Sontali Anchalik College was in the chair.

Meeting agenda.

1. Confirmation of last meeting resolution.
2. Oath taking of new member of IQAC.
3. Formation of Sub-Committees and Cells.
4. Miscellaneous

The meeting started with welcome address by the Principal of the College and the agenda were read out by outgoing co-ordinator of IQAC, Nurjaman Hoque.

After minute discussion, the following resolutions were finalised.

1. Agenda : Confirmation of last meeting resolution.

1. Resolved that the resolutions were taken in the previous IQAC meeting be confirmed.

2. Agenda : Oath talking of the new IQAC members.

2. The outgoing Co-ordinator, Nurjaman Hoque delivered his farewell speech and welcomed Principal sir to start oath talking session. The Principal welcomed all the new members of IQAC and gave oath to new members.

3. Agenda: Formation of Sub. Committees and Cells.

3. The meeting resolved that the Principal and the IQAC Co-ordinator be formed all the Sub-Committees and Cells for smooth functioning of the college.

4. Agenda: Miscellaneous.

Resolution :

- 4.(i). Permanent IQAC office to be allocated and made available for smooth functioning of NAAC activities.

- 4.(ii). Departmental room be allotted to each department with all facilities.

- 4.(iii). All committees be submitted their activity reports to the Principal in every month.

At the end of the meeting, Principal in his short speeches urging all to be worked solidarity for upliftment of the College, especially for the 1st cycle of NAAC Assessment.

Action Taken Reports:

1. All new IQAC members has taken oath.

2. Sub Committees & Cells are formed for SSR preparation.
3. All departments are separated and shifted to their allotted departmental room.

Minutes of IQAC Meeting

Date : 28-03-2022

The meeting of IQAC of Sontali Anchalik College was held at 2:00 pm in the IQAC office. At the out set, the IQAC Co-ordinator welcomed all the members and read out the agenda to be discussed.

Meeting Agenda:

1. Confirmation of the minutes of previous meeting.
2. Progress of the different committees and cells.
3. Extension and outreach activities to be conducted.
4. Conducting remedial classes for the slow learners.
5. Adoption of a village.
6. Miscellaneous.

After prolong discussion of the agenda, the following resolution were resolved unanimously.

1. Agenda: Confirmation of the minutes of previous meeting.

Resolution :

1. Resolved that the minutes of the previous meeting be confirmed.
2. Agenda: Progress of different committees and cells.

Resolution :

2. Regarding the progressive activities of different committees and cells, all convenors are urged to carry on their committees and cells in proper way for the NAAC assessment and different sub-committees and cells are looked after by the IQAC co-ordinator month wise for proper functioning and progressive activities.
3. Agenda: Extension and outreach activities to be conducted.

Resolution :

3. Resolved that NSS unit of the college be taken proper steps for conducting extension and outreach activities within and around in the community time to time.

4. Agenda: Conducting remedial classes for the slow learners.

Resolution :

4.Regarding conducting remedial classes for slow learners, there was a long discussion and resolved that remedial coaching class committee be maintained all necessary arrangement for conducting remedial classes for the session 2022-2023

4. Agenda: Adoption of a village.

Resolution :

4.Sontali Anchalik College is situated at Puran Gaon revenue village which is Scio-Economically backward and the literacy rate is very poor. After discussion the matter seriously, the house resolved to adopt Puran Gaon as adopted village of Sontali Anchalik College and college community would try its best for all round development of the said village.

6.Agenda: Miscellaneous:

Resolution :

6.Discussed about the irregularities of attendance of teaching and non-teaching staff in the college, it is resolved that explanation letter be issued by the Principal to those staff members who are very irregular in the college.

There being no-more agenda to be discussed, the meeting ended with thanks by the IQAC co-ordinator.

Action Taken reports:

1. IQAC Co-ordinator is monitoring the activities of all Cells & Committees.
2. NSS unit of the College is conducting extension & outreach activities during the session 2022-23.
3. The Remedial Coaching Cells of the College are maintaining & monitoring remedial classes of all departments for the session 2022-23.
4. Sontali Anchalik College is adopted Puran Gaon as its adopted village.

Minutes of the IQAC Meeting

Dated-13th June/2022

Proceeding of the IQAC meeting held in the IQAC office room on 13-06-2022 at 12:30 pm
Principal i/c of Sontali Anchalik College was in the chair.

Agenda of the meeting.

1. Confirmation of the previous meeting agenda.

2. Online admission for the academic session 2022-2023
3. Bio-matric attendance of staff.
4. Student orientation programme.
5. Starting of Certificate Course from the session 2022-23.
6. Miscellaneous.

After discussion of agenda, resolution are taken as under.

1. Agenda : Confirmation of the previous meeting agenda.
Resolution : Resolved that the proceedings of last meeting of IQAC held in 28-03-2022 be confirmed.
2. Agenda : Online admission for the academic session 2022-2023
Resolution : Discussed about the admission process of the College which has been converted to online mode from the session 2022-2023. Resolved that all admissions will be through online registration as per the direction of director of Higher Education, Assam.
3. Agenda : Bio-metric attendance of staff.
Resolution : Regarding the irregularities of attendance of Teaching and Non-teaching staff members of the College, the meeting resolved that Bio-metric Attendance of incoming and outgoing of the staff members be monitored strictly and necessary action be taken up.
4. Agenda : Student orientation programme.
Resolution : Discussed about the guidelines of UG -CBCS course curriculum of Gauhati University by Co-ordinator , IQAC and resolved that three days student orientation programme will be organized for the newly admitted students from 18-08-2022. The programme organising committee will conducting the same.
5. Agenda: Starting of Certificate Course from the session 2022-23.
Resolution : There was prolong discussion regarding starting of Certificate Course in each and every Department, the meeting come to the conclusion and unanimously resolved that IQAC of the college would be prepared proper guide lines for opening of Certificate Course for the benefit of the students.
6. Miscellaneous.
Resolution :
6(a) Discussed about the preparation of Academic Calendar for session 2022-2023 and resolved that IQAC and Academic Committee be finalized the Academic Calendar within a short period because the new academic session be started in the 1st week of August.

6(b) Resolved that all the faculties be submitted their respective personal profile to the office of the IQAC on or before 31st August -2022.

6(c) Resolved that faculties of the different departments be participated in offline/online faculty development programmes as per need basis on prior permission of the Principal.

Action Taken Report:

1. Online admission for the Academic Session 2022-23 is completed successfully.
2. Biometric Attendance device is installed for Attendance of all teaching and non-teaching staff.
3. Three days orientation programme on course curriculum for newly admitted students are conducted.
4. All the departments are going to start certificate course from the session 2022-23.
5. Most of the faculties have participated and successfully completed seminars, workshops, FDP, OP, RC etc.

Nurul Islam

Co-ordinator, IQAC

Sontali Anchalik College

Co-Ordinator, IQAC
Sontali Anchalik College
Date.....

Dr. Tapan Dutta

Principal i/c

Sontali Anchalik College

Principal i/c
Sontali Anchalik College
Date.....