

## **IQAC MEETING**

Date: 25-01-2019

Time: 12 P.M.

Venue- Teachers Common Room

A staff meeting was organized which was presided over by the Principal. Both the teaching and the non-teaching staff members were present in the meeting. Following Resolutions were undertaken in the meeting:

1. Service books need to be maintained carefully by the college. A Principals' Conference took place on 24-01-2019 at Hajo where emphasis was laid on the maintenance of service book records.
2. The principal reminded the staff that as per the Assam Govt. directive, a teacher is required to be present in the college at least for a minimum of 5 hours per day. The average number of hours in this regard is scheduled to be 6 hours and 45 minutes.
3. The staff should maintain their leaves in proper order. The principal asked the staff to check for themselves the leave rules.
4. The Principal encouraged the staff to go for academic seminars, conference etc. and said that he would further look into the matter of academic leave period, which is usually seen to be consisting of 3 days leave at a stretch.
5. Maintenance of class records by the teacher is necessary.
6. The accreditation of NAAC is going to be mandatory all over the country, though as of now it has not been officially declared. As such B.H.B. College, Sarupeta intends to make provision for a visit of the NAAC peer team as per schedule. The Principal asked for cooperation from all quarters in this regard.
7. The Vice-Principal of the college, who takes care of the attendance register of the staff, requested the staff to put their signatures on the register on time so that the atmosphere of decorum and discipline prevails in the college.

8. The principal asked the staff to submit their leave application to the Vice-principal, though the application will be addressed to the Principal. The Head of the Department should be informed by the teacher regarding the leave.
9. The meeting could not arrive at a single name for the role of the IQAC Coordinator,. Therefore, the Principal decided to take the matter up with the Governing Body of the college.
10. The signatories assigned and approved by the G.B. of the college to undertake the responsibilities under RUSA are the Principal, Dr. Diganat Borgohain and Mr. Debajit Talukdar. A fourth signatory was required for the job and the members in the meeting proposed the name of Dr. Durgeswar Barman by taking his due consent.

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Principal

B.H.B. College, Sarupeta

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## IQAC MEETING

Date: 16-05-2019

Time: 2:00 P.M.

Venue: Principal's Chamber

A meeting was held between the Principal, IQAC Coordinator and the members of IQAC on 16-10-2019 at 2:00 P.M. at the Principal's Chamber. The meeting was presided over by the Principal. Following matters were raised and discussed in the meeting:

1. In order to improve the academic environment, the Principal emphasized the timely conduction of classes and inclusion of innovative methods in the teaching-learning process.
2. The decision was taken to improve the library activity and emphasis was laid on the students and teachers attendance in the library.
3. Emphasis was laid on the need to increase the enrollment of the students in the next academic session.

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## IQAC MEETING

Date: 21-08-2019

Time: 3:30 P.M.

Venue: Principal's Chamber

A meeting was held with the Principal and the Hostel Management and Welfare Committee of the College. Following issues were raised and discussed in the meeting.

1. Appointment of a female warden for the Girls Hostel.
2. Appointment of a regular cook for the hostel.
3. Discussion on the in-time of the students. It was decided that the in-time of the hostellers will be 6:00 P.M.

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## IQAC MEETING

Date: 17-09-2019

Time: 2:45 P.M.

Venue: Principal's Chamber

A meeting was held with the Mentoring Committee which was presided over by the Principal on 17-09-2019 at 2:45 P.M. in the Principal's Chamber. Following matters were raised and discussed in the meeting:

1. The Principal asked the teachers who are in charge of mentorship to speak about their concerns and exercise of their responsibilities in the matter of mentoring the students.
2. It was suggested that the mentors need to maintain the register of the students properly. The personal details of the mentees should be recorded and the mentors need to keep in frequent contact with their mentees.
3. Grouping of H.S. First Year and H.S. Second Year students in respective groups and allotment of mentorship to the concerned teachers was apprised to the teachers by the Principal.
4. The Principal said that the mentors should take into consideration the areas of weakness faced by the students in respect of different subjects so that helping hand can be lend to the students in the real sense of the term.
5. The Principals also said that in the event of necessity, the mentors ought to speak to the guardians in the matter related to the mentees' academic development. A proper communication should be build between the teachers and the parents.
6. The members decided upon talking to the students at an individual level so that the aspect of all-round development of the students could be looked into.

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## IQAC MEETING

Date-20-11-2019

Time: 1:45 P.M.

Venue: Teachers' Common Room

A staff Meeting was held on 20-11-2019 in the teachers; Common Room at 1:45 P.M., which was presided over by the Principal of the college. The following matters were raised for discussion:

1. The Principal asked the teachers to be punctual in attending the meetings and to take into consideration the things for the welfare of the college family as a whole. He raised the issue of formation of examination board for the upcoming B.A. third and fifth semester.
2. He asked the IQAC to gear up and finish off the pending workshops and prepare the annual report.
3. A discussion regarding publication of a research book based on literary perspectives was also taken up in the meeting.
4. The Principal said that a single board would conduct both the HS First Year and HS Second Year Examination.
5. The Principal asked Ms. Swastishree Saikia who was given the charge of conducting the matter related to publication of the book and Mr. Nabamoni Saikia, who was tasked with seeing the overall ground for holding a seminar as to how much they have progressed with the entrusted work. They both shared the topics for the book and the seminar and the cost that the tasks will incur.
6. It was decided that the Vice-Principal will be elected as the Secretary of the Examination Board. The Examination Board will consist of four members- the Principal, the vice-Principal and two Assistant Officer-in-Charge.
7. The Principal asked all the office staff to take particular consideration of his decision that the Vice-Principal, Mr. Madan Kakati and Mr. Suren Sarmah would be supervising all the official work and would be in a coordination relation in regards to conduction of examinations.
8. It was decided that considering the availability of time on part of Dimpal Medhi, he would be helping out both the IQAC and the Examination Board.

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## **IQAC MEETING**

Date: 17-12-2019

Time: 12:00 P.M.

Venue: Teachers' Common Room

A general meeting of the teaching and non-teaching staff of the college took place on 17-12-2019 at 12:00 P.M. in the Teachers' Common room. The meeting was chaired by the Principal.

1. An official order asking the employees of the college to take care of their respective number of allotted leaves was issued yesterday by the Office of the Principal. The Principal asked the employees to take seriously their due share of individual responsibility in taking count of the respective available number of leaves.
2. The Principal apprised the meeting of the development as regard the preparation of the annual report which is to be submitted to the NAAC before 31<sup>st</sup> December, 2019. He said that Dr. Durgheswar Barman has been primarily involved in preparing the annual report and that Mr. Himendra Kalita and Ms. Swastishree Saikia have also lent a helping hand in this matter. In view of the urgency of the matter and the constraint of time, he asked the teachers to lend their helping hand in the preparation of the report. The Principal also requested the teachers to complete the activities that have been entrusted to them before the submission of the report.
3. Dr. Durgeswar Barman state necessity of being dexterous on part of the IQAC Coordinator and spoke at length about his involvement in the preparation of the AQAR.
4. The Principal said that academic and administrative audit as well as green audit needs to take place.
5. The Principal said that as of now faculty exchange programme need to take place. He also elicited the idea of cultural exchange between our college and Salbari College.
6. The Principal spoke about holding early child care programme as part of IQAC activities.
7. The Vice-Principal, Mrs. Rina Rani Deka stressed the importance of record keeping which also includes the maintenance of documents and photographs.

8. The Vice-Principal also reminded the proper maintenance of the library as this is to be taken into consideration based on the NAAC peer team review.
9. Mr. Prabodh Kalita said that meeting at micro-level concerning the individual committees of the college ought to take place so that things could be sorted out in a systematic manner.
10. The Principal asked the teachers to train themselves on writing good research papers.
11. The Principal asked the IQAC Coordinator to make arrangements for the smooth functioning of the committees and cells.
12. Mr. Phanidhar Mech spoke about the need to consider the three Rs-Result, Research and Record Keeping which are required to face the NAAC peer team.
13. The Principal also asked the Gymnasium In-charge to maintain a register for the usage of gym equipment.

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