

## IQAC MEETING

Date-02-01-2020

Time: 11:30 A.M.

Venue: Teachers' Common room

An academic meeting was held in the teachers' Common room on 02-01-2019 at 11:30 A.M. The meeting was attended by both the teaching and the non-teaching staff of the College and was chaired by the Principal.

1. The Principal announced that the Fourth and Sixth semester classes will start from 17<sup>th</sup> January, 2020 in the new academic session.
2. The Principal asked the teachers to go through the syllabus properly and check it in the Gauhati University website.
3. The Saraswati Puja falls in 30<sup>th</sup> January, 2020. The Principal asked the accountant to take up the matter and to ask the student President to submit the expenditure list of the previous Saraswati Puja. He also said that it would be forthcoming if the College Week is held in the month of February.
4. The Principal asked the teachers to ensure properly the regular attendance of the students.
5. The Principal asked the teachers and the office staff to maintain regularity in registering their attendance on the punching machine. He asked them to be present in the campus latest at 10:30 A.M. and to be present in the college for a minimum of 5 hours.
6. The Principal spoke about the AQAR that was submitted recently. He suggested that a workshop or a lecture on Intellectual Property Rights and a workshop on plagiarism should be conducted by the Economics and Assamese Department respectively.
7. Plans and programmes related to RUSA scheme were discussed. Timely submission of reports on construction activities would be ensured under the responsibility of the concerned teachers.
8. The College will take up task of opening the Science stream in this new academic session.
9. The college will take up the task of conducting Spoken English Course and seminars.

## IQAC MEETING

Date-29-01-2020

Time: 12:00 P.M.

Venue-Teachers' Common Room

A staff meeting was held in the Teachers' Common room which was attended by both the teaching and non-teaching staff of the college. The meeting was chaired by the Principal.

1. Computerization of the official work and documents was stressed. There was a discussion on the purchase of Office automation software.
2. The Principal raised the matter of inclusion of members in the Committees and Cells. It was decided that a reshuffling of the members will be done as per required.
3. The room of the office needs to be arranged systematically
4. Mr. Debajit Talukdar was entrusted with the role of Supervisor of all official work.
5. The discussion regarding increasing the salary of contractual staff will be taken up in the next Governing Body meeting.
6. The classrooms will be cleaned thoroughly every Friday.

Certified to be true copy



Principal

B.H.B. College, Sarupeta

Principal  
B.H.B. College, Sarupeta

## IQAC MEETING

Date-03-02-2020

Time-11:30 A.M.

Venue- Principals' Chamber

A meeting was held between the Principal, IQAC Coordinator and HODs of the seven Departments- Assamese, English, Philosophy, Economics, Education, Political Science, Sanskrit. The meeting was chaired by the Principal. Following matters were taken up for discussion in the meeting:

1. The Principal enquired about the numerical strength of the Honours students of the departments. The data was provided by the HODs. The Principal regretted that the attendance of the students after the subsequent re-opening of the college has been poor.
2. The HODs assured the Principal that they would personally call up the students and ensure that they come to the college regularly.
3. The name of the mentors responsible for mentoring the undergraduate students was read out. He said that he would talk with the mentors regarding the progress of the mentees.
4. The mobile phone number and the personal details of the students should be mentioned in the register.
5. The HODs said that they already have a WhatsApp group comprising of Honours students. The queries of the students are also sorted out in the groups.
6. The HOD of Philosophy Department brought up the matter of purchasing books by the Department. The Principal assured the teacher that the list of books should be supplied to the college and the decision will be made on the purchase thereafter.

Certified to be true copy



Principal

B.H.B. College, Sarupeta

Principal  
B.H.B. College, Sarupeta

10. The Principal stressed that the documentation of the official works by the office is necessary so that things can be documented and placed in proper order.
11. The publication of two books by the college under the primary responsibility of Mr. Mrinal Dutta and Ms. Swastishree Saikia was mentioned by the Principal.
12. The Principal spoke about the mentoring process which was initiated already by the concerned mentors. He asked the teachers to ensure the proper conduct of the mentoring process.
13. The Principal spoke about the two best practices that the college intends to initiate soon. One is student participatory management and community outreach programme. Under this, students will have access to participating in both the academic and administrative matters of the college. Both the teaching staff and the students will conduct community level outreach programmes.
14. The Vice-Principal reminded the teachers to register their attendance in the punching machine without fail.
15. Silpi Diwas falls on 17<sup>th</sup> January, the day when the college will re-open after the Winter break. The Principal asked the teachers to prepare the celebration of Silpi Diwas.

Certified to be true copy



Principal

B.H.B. College, Sarupeta

Principal  
B.H.B. College, Sarupeta

## IQAC MEETING

Date-14-02-2020

Time: 02:00 P.M.

Venue-Teachers' Common Room

A meeting was conducted on 14-02-2020 at 2:00 P.M. at the teachers' Common room which was attended by both the teaching and non-teaching staff. The meeting was presided over by the Principal. Following matters were raised and discussed in the meeting:

1. The issue of decreasing student enrolment was raised in the meeting. The Principal asked the teachers to visit the community members and encourage them to enroll their children in the college.
2. The issue of poor attendance of students was also raised in the meeting. The Principal asked the teachers to call up the students and motivate them to attend the classes regularly.
3. The meeting also discussed the different measures that need to be undertaken by the college to attract the students to the college.

Certified to be true copy



Principal

B.H.B. College, Sarupeta

Principal  
B.H.B. College, Sarupeta

## IQAC MEETING

Date: 11-08-202

Time-12:30 P.M.

Venue: Teachers' Common Room

A meeting was held with the teaching staff. The meeting was chaired by the Principal. The purpose of the meeting was to discuss to organise an orientation programme on the New Education Policy. After a prolonged discussion it was decided that the Principal will assume the role of the resource person in the programme. The programme will be organised by the IQAC.

Certified to be true copy



Principal

B.H.B. College, Sarupeta

Principal  
B.H.B. College, Sarupeta

## IQAC MEETING

Date-10-09-2020

Time: 11:20 A.M.

Venue: Digital Classroom

A meeting was held with the teaching staff in the Digital Classroom on 10-09-2020 at 11:20 A.M. The meeting was presided over by the Principal. Following matters were raised in the meeting:

1. The Principal asked the teachers about the progress of the students during the Covid19 lockdown period. The teachers assured the Principal that they have conducted the classes through online during the period. The Principal also asked the teachers to ensure the academic development of the students post the lockdown.
2. The Principal asked the teachers to document the reports and activities.
3. The college should have a proper first-aid facility in the campus.
4. The Principal also asked the teachers to follow the Covid 19 related protocols and also ensure that the students follow the protocols in the campus.
5. The Principal asked Mr. Prabodh Kalita and Mrs. Preety Rekha Dutta to initiate and maintain the music centre. The concerned teachers of Yoga and Self Defence Centre were also asked to maintain the functioning of the centres post the lockdown period.

Certified to be true copy

  
Principal

B.H.B. College, Sarupeta

Principal  
B.H.B. College, Sarupeta