

Minutes of IQAC Meeting held on 20.06.2018 in IQAC room, M.C. College, Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Dr. Abani Kr. Das
3. Dr. Geeta Deves, Faculty Member
4. Prof. Dilip Kr. Das, faculty Member
5. Dr. Manima Kakati, Faculty Member
6. Dr. Sanjeeb Deuri, Faculty Member
7. Dr. Bipul Sarma, Faculty Member
8. Sri Akshay Kr. Mishra, Member, Local Society
9. Sri Amina Nasrin, Student member

AGENDA:

1. Gearing up IQAC activities

**Resolutions:**

Date of the meeting: 20 June 2018

Resolutions taken:

1. The meeting proposed every department to conduct Alumni meet.  
(Action Taken: Alumni meets were organised by various departments)
2. The meeting also took the resolution to conduct a Merit Scholarship Test for every academic session.  
(Action Taken: Necessary action was taken in this regard, but the examinations had to be cancelled because the election commission took over the college)
3. The meeting also resolved to organise Social Awareness Programme on the prohibition of using intoxicating items in collaboration with the IQAC cell of the college.  
(Action Taken: Two teachers were assigned to organise the same)
4. The meeting also resolved to organise a workshop on Spoken English in collaboration with the IQAC cell of the college.  
(Action Taken: A three-day workshop was organised under the coordination of Dr. Bhatima Barman of Department of English)
5. The meeting also resolved to collect the progress report of every department before the end of every semester.  
(Action Taken: Necessary steps were taken for the collection and evaluation of departmental progress report)
6. The meeting also resolved that all the teachers are to submit the feedback form regarding the course curriculum and overall functions of the college.  
(Action Taken: Feedbacks were taken from all the faculty members and necessary actions were taken)
7. The meeting also asked all the teachers to submit their respective teaching plans.  
(Action Taken: Teaching plans were collected and evaluated)

Minutes of IQAC Meeting held on 26.11.2018 in IQAC room, M.C. College, Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Dr. Abani Kr. Das
3. Dr. Geeta Deves, Faculty Member
4. Prof. Dilip Kr. Das, faculty Member
5. Dr. Sanjeeb Deuri, Faculty Member
6. Dr. Bipul Sarma, Faculty Member
7. Sri Akshay Kr. Mishra, Member, Local Society
8. Sri Amina Nasrin, Student member

**AGENDA:**

1. Discussion on NAAC assessment process.

**Resolutions:**

1. The Committee resolves to organize a talk to apprise faculty members about the new guide lines issued by the NAAC.  
(Action Taken: The proposed talk is delivered by Prof. Dilip Das, Department of English, M.C.College, Barpeta)
2. Resolved to open a Competitive Examination centre under Placement Cell.  
(Action Taken: Prof. Pummy Sinha, Deptt. of Economics is appointed as Coordinator)
3. The meeting resolves to organize interface meeting between the Principal and faculty members department wise to accelerate the academic and nonacademic activities of the college as per the guidelines of NAAC).  
(Action Taken: The Principal has already completed the task successfully)

Sd/-  
Coordinator, IQAC

Sd/-  
Principal

Minutes of IQAC Meeting held on 01.01.2019 in IQAC room, M.C. College, Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Dr. Abani Kr. Das
3. Prof. Dilip Kr. Das, faculty Member
4. Dr. Manima Kakati, Faculty Member
5. Dr. Sanjeeb Deuri, Faculty Member
6. Dr. Bipul Sarma, Faculty Member
7. Dr. Dip Kr. Bhattacharjya
8. Sri Akshay Kr. Mishra, Member, Local Society

**AGENDA:**

1. Feedback and Lesson Plan submission
2. Departmental Progress Report

**Resolutions:**

Date of the meeting: 01 January 2019

**Resolutions taken:**

1. The meeting proposed the Heads of Departments to give a briefing to the students in order to make an interface between the Principal and students (14/02/2019 onwards).  
(Action Taken: Necessary steps were taken)
2. The meeting also resolved to collect the progress report of every department before the end of the semester.  
(Action Taken: Necessary steps were taken for the collection and evaluation of departmental progress report)
3. The meeting also requested all the teachers to submit the feedback form regarding the course curriculum and overall functions of the college.  
(Action Taken: Feedbacks were taken from all the faculty members and necessary actions were taken)
4. The meeting also decided that the IQAC related information should be displayed on the website of the college.  
(Action Taken: The website was upgraded with necessary IQAC related information)
5. The meeting also asked all the teachers to submit their respective teaching plans.  
(Action Taken: Teaching plans were collected and evaluated)

Minutes of IQAC Meeting held on 21.01.2019 in IQAC room, M.C. College, Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Dr. Abani Kr. Das
3. Dr. Geeta Deves, Faculty Member
4. Prof. Dilip Kr. Das, faculty Member
5. Dr. Manima Kakati, Faculty Member
6. Dr. Sanjeeb Deuri, Faculty Member
7. Dr. Bipul Sarma, Faculty Member
8. Prof. Parthapratim Choudhury
9. Sri Amina Nasrin, Student member

**AGENDA:**

1. Environmental Awareness
2. Initiating academic flexibility

**Resolutions:**

Date of the meeting: 21 January 2019

Resolutions taken:

1. The meeting took the resolution to invite a personality associated with Environmental activities in order to create awareness regarding the preservation of environment.  
(Action Taken: Eminent environmentalists including Padma Shri awardee Jadhav Payeng, and Prof. P.P. Baruah, Head, Dept. of Botany, G.U. were invited to deliver popular talks on environment related issues)
2. It is decided to establish a Fox Conservation Centre inside the college campus as a part of wildlife study.  
(Action Taken: Necessary actions were taken to establish the fox conservation centre by preserving the natural habitat for foxes within the college campus)
3. Resolved to organise classes in college digital classroom taking students from neighbouring schools in order to popularise science education.  
(Action Taken: Department of Chemistry organized a workshop for the students from neighbouring school to popularize science education)
4. Resolved to instruct the admission committee to bring academic flexibility in the admission procedure.  
(Action Taken: The Admission committee took necessary action to make the admission process flexible)

Minutes of IQAC Meeting held on 26.03.2019 in IQAC room, M.C. College, Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Dr. Abani Kr. Das
3. Dr. Geeta Deves, Faculty Member
4. Prof. Dilip Kr. Das, faculty Member
5. Dr. Manima Kakati, Faculty Member
6. Dr. Sanjeeb Deuri, Faculty Member
7. Dr. Bipul Sarma, Faculty Member
8. Dr. Brojen Das
9. Sri Akshay Kr. Mishra, Member, Local Society
10. Sri Amina Nasrin, Student member

**AGENDA:**

1. Merit Scholarship test
2. Faculty Support Programme

**Resolutions:**

Date of the meeting: 26<sup>th</sup> March, 2019

Resolutions taken:

1. Resolved to conduct the Merit Scholarship Test for the academic session (date to be fixed soon).  
(Action Taken: The Merit Scholarship Test was held accordingly)
2. Resolved to celebrate the Womens' day by the Women Cell of the College.  
(Action Taken: Womens' day was celebrated by organising a talk and medical health check-up)
3. Resolved to hold various career counselling activities by the Career Counselling Cell.  
(Action Taken: A series of counselling programmes and coaching were organised by the concerned cell)
4. Resolved to initiate various faculty support programmes  
(Action Taken: Necessary steps were taken to provide financial support for faculties to attend conferences/workshops and towards membership fee of professional bodies)