

Minutes of IQAC Meeting held on 23.09.2022 in IQAC room, Madhab Choudhury College Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Dr. Abani Kr. Das
3. Dr. Prdeep Das, Principal BBK College
4. Mr. Bikramaditya Das, General Manager, APDCL, Assam.
5. Dr. Indrajyoti Roychowdhury, Faculty Member
6. Mr. Ajit Ojah, Faculty member
7. Dr. Dip Kr. Bhattacharjya, Faculty Member
8. Mr. Tridip Baruah, Faculty Member
9. Dr. Arjun Adhikari, Faculty Member
10. Dr. Sanjib Deuri, Faculty member
11. Dr. Brojen Das, Faculty Member
12. Mr. Manas Jyoti Das, Non Teaching Staff.

AGENDA:

1. Collection and analysis of feedback
2. Submission of lesson Plan by faculties

Resolutions:

Date of the meeting: 23 September, 2022

Resolutions taken:

1. The meeting also took the resolution to instruct all the faculty members to prepare and submit their lesson plans to the IQAC.
(Action Taken: All the faculty members prepared and submitted the lesson plans to the IQAC and it was analysed by the Coordinator).

2. The meeting also resolved that all the teachers and students 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 for the analysis of the feedbacks)

Sd/-
Coordinator, IQAC

Sd/-
Principal

Minutes of IQAC Meeting held on 22.11.2022 in IQAC room, Madhab Choudhury College Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Dr. Abani Kr. Das
3. Dr. Prdeep Das, Principal BBK College
4. Mr. Bikramaditya Das, General Manager, APDCL, Assam.
5. Dr. Indrajyoti Roychowdhury, Faculty Member
6. Mr. Ajit Ojah, Faculty member
7. Dr. Dip Kr. Bhattacharjya, Faculty Member
8. Mr. Tridip Baruah, Faculty Member
9. Dr. Arjun Adhikari, Faculty Member
10. Dr. Sanjib Deuri, Faculty member
11. Dr. Brojen Das, Faculty Member
12. Mr. Manas Jyoti Das, Non Teaching Staff.

AGENDA:

1. Preparation on NAAC assessment process.
2. Preparation and submission of AQARs
3. Continuation of MST.

Resolutions:

Date of the meeting: 22November, 2022

1. The committees on different criteria of IQAC presented their progress on the preparation of AQARs and relevant documents to the IQAC members.
(Action Taken: The IQAC members gave their suggestions on the NAAC preparation and criteria coordinators made necessary modifications).
2. The meeting resolved to submit all the pending AQARs at the earliest.
(Action Taken: AQARs for the year 2020-21 and 2021-22 were prepared and kept ready for submission.

3. The meeting resolved to celebrate Various days and sansitised the students about the programme.

(Action Taken: Various commemorative days were celebrated in the college)).

Sd/-
Coordinator, IQAC

Sd/-
Principal

**Minutes of IQAC Meeting held on 03.02.2023 in IQAC room Madhab
Choudhury College Barpeta**

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Parthapratim Choudhury
3. Dr. Prdeep Das, Principal BBK College
4. Mr. Bikramaditya Das, General Manager, APDCL, Assam.
5. Dr. Indrajyoti Roychowdhury, Faculty Member
6. Mr. Ajit Ojah, Faculty member
7. Dr. Dip Kr. Bhattacharjya, Faculty Member
8. Mr. Tridip Baruah, Faculty Member
9. Dr. Arjun Adhikari, Faculty Member, Co Coordinator
10. Dr. Sanjib Deuri, Faculty member
11. Dr. Brojen Das, Faculty Member
12. Mr. Manas Jyoti Das, Non Teaching Staff.

AGENDA:

1. Preparation on NAAC assessment process.
2. Academic Audit
3. Green and Energy Audit
4. Continuation of MST.

Resolutions:

Date of the meeting: 3rd February, 2023

1. The committees on different criteria of IQAC presented their progress on the preparation of AQARs and relevant documents to the IQAC members.
(Action Taken: The IQAC members gave their suggestions on the NAAC preparation and criteria coordinators made necessary modifications).
2. The meeting Finalised the following Audit Committees :

- a) Academic Audit Committee:
Amarendra Das, Ex- HOD, English, Madhab Choudhury College
Dr. Babul Chandra Das, Ex- HOD, English, Madhab Choudhury College.
- b) Energy Audit Committee:
Dr. Malay Kumar Barman, Convener
Dr. Bipul Sarma, Member
Champak Deuri, Member
Dr. Nibedita Gogoi, Member
Dr. Arjun Adhikari, IQAC Co-coordinator.
Khanjan Jyoti Pathak, Student Member
Manash Jyoti Deka, Student Member.
- c) Green Audit Committee:
Dr. Dip Kumar Bhattacharjya, Convener
Dr. Eushah Ali, Member, Member
Dr. Hites Das, Member.
Dr. Sanjib Deuri, Member.
Kuldeep Das, Secretary Subham NGO, Barpeta, External Expert
3. The meeting resolved that the Committee is empowered to Co-opt members and student members to the committees as required.
(Action Taken The Committees has submitted the report in Due time)
4. The meeting also resolved to expedite the process of Submission of SSR for the Evaluation Cycle 3.
(Action Taken: The College went through Cycle 3 of Evaluation and Awarded Grade B+ with CGPA 2.61).

Sd/-
Coordinator, IQAC

Sd/-
Principal

Minutes of IQAC Meeting held on 07.04.2023 in IQAC room, Madhab Choudhury College Barpeta

1. Chairman: Dr. Prakash Sarma, Principal
2. Coordinator, IQAC: Parthapratim Choudhury
3. Dr. Prdeep Das, Principal BBK College
4. Mr. Bikramaditya Das, General Manager, APDCL, Assam.
5. Dr. Indrajyoti Roychowdhury, Faculty Member
6. Mr. Ajit Ojah, Faculty member
7. Dr. Dip Kr. Bhattacharjya, Faculty Member
8. Mr. Tridip Baruah, Faculty Member
9. Dr. Arjun Adhikari, Faculty Member, Co Coordinator
10. Dr. Sanjib Deuri, Faculty member
11. Dr. Brojen Das, Faculty Member
12. Mr. Manas Jyoti Das, Non Teaching Staff.

AGENDA:

1. Preparation on NAAC assessment process.
2. SSR submission.
3. Others.

Resolutions:

Date of the meeting: 7th April, 2023

1. The committees on different criteria of IQAC presented their progress on the preparation of SSR and relevant documents to the IQAC members.
(Action Taken: The IQAC members gave their suggestions on the NAAC preparation and criteria coordinators made necessary modifications).
2. The meeting Empowered Principal Dr. Prakash Sarma to form various sub committees in relation with the NAAC Peer team Visit.

(Action Taken The Committees has carried out their tasks in Due time)

3. The meeting also resolved to expedite the process of Submission of SSR for the Evaluation Cycle 3.

(Action Taken: The College went through Cycle 3 of Evaluation and Awarded Grade B+ with CGPA 2.61).

Sd/-

Coordinator, IQAC

Sd/-

Principal