



INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Ref.No.....

Date:.....

Minutes of the IQAC Meetings, 2022-23

Meeting No. 42

Date: 02.08.2022

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Mr. Simanta Poddar
4. Dr. Binod Sarmah
5. Dr. Ajanta Rajkhowa
6. Dr. Debashis Baruah
7. Mr. Jatin Mech
8. Dr. Swarna Prava Nath
9. Dr. Rousonara Begum
10. Mrs. Gayatree Baruah
11. Mr. Prodip Saikia
12. Mr. Jibon Jyoti Phukan
13. Mr. Bastav Bora
14. Mr. Nityananda Hazarika

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Administration

Representative, College Management

Representative, Local Society

Representative, Students' Union Body

Representative, Alumni Association

Agenda Items

Item No. 1:

Progress of AQAR and submission

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Item No. 2:

Appointment, replacement and reshuffling

Item No. 3:

Remedial classes and Guardian meeting

Item No. 5:

NIRF ranking

Item No. 6:

Unnat Bharat Abhiyan and Institutional Plantation Programme

Item No. 7:

Other matters related to NAAC

Resolutions:

1. Decided that all the coordinators should submit their data and documents metrics-wise by the end of August so that the AQAR for the period 2021-22 could be submitted to NAAC in the month of Nov, 2022.
2. The meeting entrusted the responsibility of Curricular Committee Coordinator to
 - Miss Abhishikha Bailung
3. The meeting entrusted the responsibility of Coordinator for Infrastructure and Learning Resources owing to the due retirement of the previous Coordinator by the end of August
 - Mrs. Gayatree Saikia
 - Remedial classes for students with backlogs to be arranged by the departments either on online or on offline mode by adopting own strategies.
4. Decided to conduct department-wise Parents/Guardians meeting.
5. Decided to emphasize on NIRF ranking and work accordingly keeping in alignment with the policy of MHRD to merge all HEIs under one agency.
6. Decided to adopt 5 villages under the Unnat Bharat Abhiyan and the surveyor team for those villages will be constituted shortly. Mr. Apurba Ranjan Dutta, HoD, department of Education was appointed as the Coordinator.
7. NCC, NSS and Nature Club will jointly organize Plantation Programmes on 3rd August, 2022, on the Freshmen Social Day, and on 6th August, 2022, on the Establishment Day of the institution.

As no other matter other than these were discussed, the meeting ended with a speech from the Chair.



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DIST-GOLAGHAT (ASSAM)

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Ref.No.....

Date:.....

Meeting No. 43

Date: 14.09.2022

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Dr. Ajanta Rajkhowa
4. Dr. Debashis Baruah
5. Mr. Jatin Mech
6. Dr. Swarna Prava Nath
7. Dr. Rousonara Begum
8. Ms. Abhishikha Bailung
9. Mrs. Gayatree Baruah
10. Mr. Prodip Saikia
11. Mr. Jibon Jyoti Phukan
12. Mr. Bastav Bora
13. Mr. Nityananda Hazarika

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Administration

Representative, College Management

Representative, Local Society

Representative, Students' Union Body

Representative, Alumni Association

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

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cn=APURBA SAIKIA
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Agenda Items

<u>Item No. 1</u>	Application for autonomy of the college
Discussion	The meeting discussed the submission of application to the UGC for autonomy of the college
Resolution	The meeting resolved to apply for the autonomous status of the college to the UGC within 45 days from the date of the meeting
<u>Item No. 2</u>	Utilisation of Rs.50,00000(Rupees Fifty Lakhs) under MLA fund
Discussion	The house was informed that the amount under MLA fund will be released in two installments. The meeting discussed the probable heads of utilization as per the requirement of the college.
Resolution	a) The meeting resolved to utilize the 1st installment in the construction of a Conference Hall in the 1st floor of the Administrative building. b) The meeting resolved to utilize the 2nd installment for ➤ Re-construction of the library building with modern amenities and parking facilities for vehicles and bi-cycles ➤ Purchase few more computers ➤ Construct a Skill Development Centre
<u>Item No. 3</u>	Appointment of an additional Vice-Principal
Discussion	It was discussed in the meeting the requirement of an additional Vice-Principal for smooth running of the institution
Resolution	The meeting resolved to appoint Ms. Indira Gogoi as Vice-Principal (Administration)
<u>Item No. 4</u>	Approval of Add-on courses from the affiliating University
Discussion	The meeting discussed its intention of introducing two more Add-on courses from the next academic session 2022-23
Resolution	It was resolved to seek approval for the following Add-on courses from the academic session 2022-23 ➤ Garment Making to be supervised by the Women Cell of the institution ➤ Computer Fundamentals & E-mail Handling to be supervised by the Computer Centre
<u>Item No. 4</u>	Conducting Surveys/Field Trips/Student projects
Discussion	Discussion held on the Surveys/Field Trips/Student projects/ internships to be undertaken by the departments that are prescribed in the syllabus
Resolution	Departments to complete the Surveys/Field Trips/Student projects/internships

	latest by June and should submit the detailed reports within a week of completion of the survey.
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As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



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Ref.No.....

Date:.....

Meeting No. 44

Date: 22.10.2022

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Dr. Ajanta Rajkhowa
4. Dr. Debashis Baruah
5. Mr. Jatin Mech
6. Dr. Swarna Prava Nath
7. Dr. Rousonara Begum
8. Ms. Abhishikha Bailung
9. Mrs. Gayatree Baruah
10. Mr. Prodip Saikia
11. Mr. Jibon Jyoti Phukan
12. Mr. Bastav Bora
13. Mr. Nityananda Hazarika

Principal-cum-Chairperson

Coordinator

Teacher Representative

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Representative, Alumni Association

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The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

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Agenda Items

<u>Item No. 1</u>	Submission of Research Proposal to the National Commission for Women
Discussion	RIE Committee to apply for a Research Proposal to the National Commission for Women
Resolution	It was resolved to submit a Research Proposal to the National Commission for Women by 15 th November, 2022
<u>Item No. 2</u>	Appointment of Coordinators
Discussion	The meeting discussed the necessity of Coordinators in few cells of the institution
Resolution	The meeting resolved to appoint the following faculty members as Coordinators of different cells ➤ Coordinator, Equal Opportunity Cell- Mr. Ravi Sahu ➤ Coordinator, Entrepreneurship & Innovation Cell – Mr. Durlove Borah ➤ Coordinator, Debating Cell – Mr. Jatin Mech
<u>Item No. 3</u>	Formation of the IIC
Discussion	Discussion was held on the UGC guidelines of formation of Institution Innovation Council (IIC) and its importance. An overview of the IIC was presented in the meeting and as an essential part of the Research and Innovation decision was taken to start innovative activity with simple tasks.
Resolution	The meeting resolved to form the IIC with the following members: President – Dr. Apurba Saikia, Principal Vice-President – Dr. Debashis Baruah Convenor – Mr. Pranabjyoti Phukon Innovative activity in-charge – Mr. Durlove Borah Social Media in-charge- Dr. Prakash Basumatary
<u>Item No. 4</u>	Approval of the new General Secretary in the IQAC Committee
Discussion	The newly elected General Secretary of the Students' Union Body, Miss Raktima Bora was placed for approval incorporating her in the IQAC
Resolution	The meeting resolved to incorporate Miss Raktima Bora, the newly elected General Secretary of the Students' Union Body, in the IQAC as a student representative.

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



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DIST-GOLAGHAT (ASSAM)

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Ref.No.....

Date:.....

Meeting No. 45

Date: 19.12.2022

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Dr. Ajanta Rajkhowa
4. Dr. Debashis Baruah
5. Mr. Jatin Mech
6. Dr. Swarna Prava Nath
7. Dr. Rousonara Begum
8. Ms. Abhishikha Bailung
9. Mrs. Gayatree Baruah
10. Mr. Prodip Saikia
11. Mr. Jibon Jyoti Phukan
12. Miss Raktima Bora
13. Mr. Nityananda Hazarika

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

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Representative, Local Society

Representative, Students' Union Body

Representative, Alumni Association

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The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the emergent meeting was convened to discuss the following single agenda item:

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13 CHANDAN NAGAR 785621,
l=GOLAGHAT, o=Personal, title=1687,
serialNumber=60588190c8e8518be0
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pseudonym=1687202208231522489
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2.5.4.20=695c377ec4433fdd29ed56
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05093fe028,
email=APURBA_SAIKIA22@YAHOO.C
OM, cn=APURBA SAIKIA
Date: 2023.12.19 12:35:30 +05'30'

Agenda Items

<u>Item No. 1</u>	Change of Coordinator in Infrastructure and Learning Resources Committee and approval
Discussion	The meeting discussed and justified the reasons for the replacing the Coordinator of Infrastructure and Learning Resources Committee
Resolution	The meeting approved the name of Dr. Binod Sarma as the Coordinator of Infrastructure and Learning Resources Committee
<u>Item No. 2</u>	Reconstitution of the new IQAC body and approval
Discussion	Discussion held on the replacement and reshuffling of two new members as teacher representatives and the replacement of the student representative in the IQAC and approval was sought
Resolution	The meeting approved the newly reconstituted IQAC body with the following members 1. Chairperson Dr. Apurba Saikia, Principal, Furkating College 2. IQAC Coordinator Ms. Indira Gogoi 3. Coordinator, Curricular Aspects Miss Abhishikha Bailung 4. Coordinator, Teaching-Learning & Evaluation Dr. Ajanta Rajkhowa 5. Coordinator, Research, Innovation & Extension Dr. Debashis Baruah 6. Coordinator, Infrastructure & Learning Resources Dr. Binod Sharma 7. Coordinator, Student Support & Progression Mr. Jatin Mech 8. Coordinator, Governance, Leadership & Management Dr. Swarna Prava Nath 9. Coordinator, Institutional Values & Best Practices Dr. Rousanara Begum 10. Representative, College Administration Mrs. Gayatree Boruah 11. Representative, College Management Mr. Mr. Prodip Saikia 12. Representative, Local Society Mr. Jibon Jyoti Phukan 13. Representative, Students' Union Body Miss Raktima Bora 14. Representative, Alumni Association Mr. Nityananda Hazarika

Item No. 3	Regarding NCTE Virtual Inspection
Discussion	The house was informed that the Virtual Inspection by NCTE would be conducted on 20.12.2022. All the members were instructed to download the NCTE GIS app. A briefing was given on the process that was assumed to be followed in the inspection.
Resolution	The meeting resolved to prepare a list of responsibilities and locations that should be followed by all on the day of the inspection which will be shared

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



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Ref.No.....

Date:.....

Meeting No. 46

Date: 23.12.2022

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Dr. Ajanta Rajkhowa
4. Dr. Debashis Baruah
5. Mr. Jatin Mech
6. Dr. Swarna Prava Nath
7. Dr. Rousonara Begum
8. Dr. Binod Sarmah
9. Ms. Abhishikha Bailing
10. Mrs. Gayatree Baruah
11. Mr. Prodip Saikia
12. Mr. Jibon Jyoti Phukan
13. Miss Raktima Bora
14. Mr. Nityananda Hazarika

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Administration

Representative, College Management

Representative, Local Society

Representative, Students' Union Body

Representative, Alumni Association

Dr. Apurba Saikia

Mrs. Indira Gogoi

Dr. Ajanta Rajkhowa

Dr. Debashis Baruah

Mr. Jatin Mech

Dr. Swarna Prava Nath

Dr. Rousonara Begum

Dr. Binod Sarmah

Ms. Abhishikha Bailing

Mrs. Gayatree Baruah

Mr. Prodip Saikia

Mr. Jibon Jyoti Phukan

Miss Raktima Bora

Mr. Nityananda Hazarika

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

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title=1687,
serialNumber=6058F819bc5e8518be0ef513
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70b9c16d961a9737340d1978b105093602
8, email=APURBA_SAIKIA22@YAHOO.COM,
cn=APURBA SAIKIA
Date: 2023.12.19 12:35:56 +05'30'

Agenda Items

<u>Item No. 1</u>	Discussion on new guidelines of the NAAC manual
Discussion	New guidelines of the NAAC manual with 'Disclosure of Benchmark' presented and discussions at length were held on NAAC related works and its alignment with the manual.
Resolution	The meeting resolved to undertake activities in alignment with the manual and the benchmark in each metric. Special decision has been taken to increase the number of Add-on/Certificate courses
<u>Item No. 2</u>	Discussion on the approval of the Margdarshan scheme by the NAAC
Discussion	The Chairperson informed the house about the approval of mentoring six neighbouring colleges under the Margdarshan scheme by the NAAC and the necessary follow up to be taken by the institution thereafter.
Resolution	The meeting resolved to follow the guidelines of the Margdarshan scheme and mentor the six neighbouring colleges handholding them to face the NAAC accreditation with all necessary support and assistance.
<u>Item No. 3</u>	Activation of the alumni association
Discussion	Discussion was held on the incomplete registration of the Alumni Association and the financial contribution of the alumni
Resolution	➤ It was resolved to re-apply for the registration process of the Alumni Association. ➤ It was resolved that every passed out students contribute Rs.100/- towards the Alumni Association.
<u>Item No. 4</u>	Digital diary for the teachers
Discussion	Discussion was held on the initiative of the institution for the preparation of a digital diary for the teachers. It was informed in the house that the website providers have been instructed to prepare the diary and present the draft diary before the faculty members. A training session will also be arranged for operation by all after the completion of the diary.
Resolution	It was resolved that the digital diary will be introduced from the Even-semester session, January, 2023
<u>Item No. 5</u>	Other matters
Discussion	The meeting also discussed about the formation of an Electoral Literacy Club and the appointment of a Coordinator for the Anti-ragging Committee

Resolution	The meeting resolved to form the following club/Committee as below: ➤ Electoral Literacy Club Teacher Coordinator- Mr. Biswajyoti Gogoi, Asistant Professor, Department of Political Science Student Coordinator – Monjil Bora ➤ Anti-ragging Committee Coordinator – Dr. Tarun Saikia, Associate Professor, Department of Assamese
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As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



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DIST-GOLAGHAT (ASSAM)

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Ref.No.....

Date:.....

Meeting No. 47

Date: 17.01.2023

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Dr. Ajanta Rajkhowa
4. Dr. Debashis Baruah
5. Mr. Jatin Mech
6. Dr. Swarna Prava Nath
7. Dr. Rousonara Begum
8. Dr. Binod Sarmah
9. Ms. Abhishikha Bailung
10. Mrs. Gayatree Baruah
11. Mr. Prodip Saikia
12. Mr. Jibon Jyoti Phukan
13. Miss Raktima Bora
14. Mr. Nityananda Hazarika

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Coordinator

Teacher Representative

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The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

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email=APURBA_SAIKIA22@YAHOO.COM,
cn=APURBA SAIKIA
Date: 2023.12.19 12:34:55 +05'30'

Agenda Items

<u>Item No. 1</u>	Discussion on proposal for introduction of Diploma Courses and responsibilities to be entrusted to the departments
Discussion	Discussion was held on introducing diploma courses from the academic session 2023-24 and the departments to be entrusted the responsibilities to run the courses
Resolution	The meeting resolved to introduce four Diploma courses from the academic session 2023-24 and submit proposals to the affiliating university for introducing diploma courses in the following subjects with respective departments to monitor the courses: 1. Diploma in Beauty Therapy – Department of Education 2. Diploma in Food Production – Department of Hospitality Management 3. Diploma in Accommodations Operation Management - Department of Hospitality Management 4. PGDCA – Computer Centre The meeting further appoints the following faculty members as coordinators for monitoring the courses: 1. Diploma in Beauty Therapy – Dr. Swarna Prava Nath 2. Diploma in Food Production – Mr. Ravi Sahu 3. Diploma in Accommodations Operation Management – Ms. Dipanjali Mudoi 4. PGDCA – Mr. Biswajyoti Gogoi
<u>Item No. 2</u>	Regarding G-20/Y-20 pre-event
Discussion	Thorough discussion was held on the VC regarding the G-20/Y-20 summit held in the Conference Hall of the Deputy Commissioner's office on 10 th January, 2023 and the responsibility entrusted to Furkating College by the Government of Assam for organizing the pre-event celebration. It was informed in the meeting that the event has to be completed by the end of January.
Resolution	The meeting resolved to entrust the responsibility of organizing the pre-event celebration of the G-20/Y-20 to the following faculty members as Nodal teachers for smooth conduct of the event: ➤ Dr. Debashis Baruah ➤ Mr. Durlove Borah
<u>Item No. 3</u>	Other matters
Discussion	Discussions were also held regarding the activities of the IIC, Electoral Literacy

	Club and Information and Career Guidance Cell.
Resolution	➤ It was resolved to entrust the responsibility of monitoring and running the Information and Career Guidance Cell to the following faculty members: a. Mr. Jatin Mech – Assistant Professor & HoD, Department of Political Science b. Mr.Ravi Sahu – Assistant Professor, Department of Assamese ➤ It was resolved that the Electoral Literacy Club portal be made available in the college website ➤ It was resolved that the Convenor of the IIC upload the activity calendar in the portal

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



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Ref.No.....

Date:.....

Meeting No. 48

Date: 02.05.2023

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Dr. Ajanta Rajkhowa
4. Dr. Debashis Baruah
5. Mr. Jatin Mech
6. Dr. Swarna Prava Nath
7. Dr. Rousonara Begum
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70b9c16d961a9737340d1978b1050939e2
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email=APURBA_SAIKIA22@YAHOO.COM,
cn=APURBA SAIKIA
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Agenda Items

Item No. 1 Discussion	Criterion-wise discussion on the updated NAAC manual Thorough discussion was held on the matrices of each criterion as below • Percentage of students to be offered Add-on courses • Forwarding of feedbacks to the affiliating university for approval • Collection of examination related grievances • Submission of research grants • Creation of an incubation centre under the IIC • Conduct workshops/seminars/conferences on Research Methodology & Entrepreneurship • Publication in the UGC-CARE listed journal • Regarding extension activities • Utilization of fund raised by the Alumni Association • Other academic and administrative matters
Resolution	The meeting resolved to ➤ Amend the offering of Add-on/Certificate courses to all the semesters other than 1st semester alone keeping it optional for 3rd & 5th semester students. ➤ Forward received feedbacks associated to the affiliating university for approval ➤ Collect examination related grievances and departments to maintain the proceedings ➤ Attempt receiving grants in 5 years ➤ Create an incubation centre under the initiative of the IIC ➤ Conduct maximum number of workshops/seminars/conferences on Research Methodology & Entrepreneurship within the next five years starting from 2022-23 onwards ➤ Each faculty member to publish in the UGC-CARE listed journal within December, 2023 ➤ To conduct extension activities with proper planning without exceeding 8 activities in a year ➤ Utilize the fund for developmental activities raised from the Alumni Association ➤ To submit appraisal reports by July, 2023 ➤ To update the policy documents ➤ To prepare the Academic Calendar for 2023-24 with activity calendars following the guidelines of the NAAC manual

Item No. 2	Responsibilities for other services
Discussion	Discussion was held on the constituting a Students' Service Centre
Resolution	The meeting resolved to entrust the responsibilities of a Students' Service Centre to • Dr. Prakash Basumatary- Assistant Professor, Department of Political Science • Mr. Ravi Sahu - Assistant Professor, Department of Assamese

Observations and Suggestions from the Chairperson:

- The percentage of students to undertake field visit/project work/internship should be increased to more than 35% of total students
- Departments should take initiatives for experiential learning, participative learning, etc. using innovation methods
- The ICGC should attempt least 40% students to get benefitted by guidance for competitive examinations and counselling offered by the college
- Initiatives should be taken to ensure that students participate in at least 30 cultural and sports events in a year
- ERP software should be fully utilized for the e-governance
- Initiatives should be taken to collaborate with institutions of repute for student exchange, faculty exchange, etc.
- Students should be made aware regarding the OTP based SSS format which will be starting from next year

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING-785610

DIST-GOLAGHAT (ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Ref.No.....

Date:.....

Meeting No. 49

Date: 10.06.2023

Members Present

1. Dr. Apurba Saikia
2. Mrs. Indira Gogoi
3. Dr. Ajanta Rajkhowa
4. Dr. Debashis Baruah
5. Mr. Jatin Mech
6. Dr. Swarna Prava Nath
7. Dr. Rousonara Begum
8. Dr. Binod Sarmah
9. Ms. Abhishikha Bailing
10. Mrs. Gayatree Baruah
11. Mr. Prodip Saikia
12. Mr. Jibon Jyoti Phukan
13. Miss Raktima Bora
14. Mr. Nityananda Hazarika

Principal-cum-Chairperson

Coordinator

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Teacher Representative

Representative, College Administration

Representative, College Management

Representative, Local Society

Representative, Students' Union Body

Representative, Alumni Association

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss the following agenda items:

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serialNumber=6058f819bce8518
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Agenda Items

<u>Item No. 1</u>	Analysis on the NIRF ranking results
Discussion	Thorough discussion was held on the performance of the college in the NIRF ranking
Resolution	The meeting decided to emphasize on the areas the institution is lacking and take initiatives accordingly
<u>Item No. 2</u>	Regarding conferment of autonomous status and follow-up
Discussion	The Chairperson congratulates all for the conferment of autonomous status to the college and discusses about the follow up action
Resolution	The meeting resolved to • Start all necessary follow-up process to begin the new academic session 2023-24 under the autonomous status • Invite Dr. Bimal Barah, Retd. Principal of JB College(Autonomous) for a workshop • Complete BoS meetings & Academic Council meeting by the month of July
<u>Item No. 3</u>	Regarding feedback from stakeholders
Discussion	Discussions were held regarding the feedbacks received from the stakeholders. The meeting analysed the suggestions received for introduction of different programmes & courses.
Resolution	The meeting decided to introduce different programmes subject to approval from all the statutory bodies. It also decided to introduce skill-based courses of Skill India Portal under the Skill Hub Initiatives as per its guidelines.

As no other matters other than these were discussed, the meeting ended with a speech from the Chair.



INTERNAL QUALITY ASSURANCE CELL FURKATING COLLEGE

P.O. FURKATING – 785610

DIST – GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH A+(4th CYCLE)

Mobile No.: - 9365446210, 9435515241

Ref. No.

Date.....

ACTION TAKEN REPORT

2022-23

The Internal Quality Assurance Cell (IQAC) has implemented and took appropriate actions of the resolutions taken in the meetings held on **02.08.2022, 14.09.2022, 22.10.2022, 19.12.2022, 23.12.2022, 17.01.2023, 02.05.2023, 10.06.2023**

Resolutions	Action Taken
1. Submit AQAR for the period 2021-22 in November	Submitted
2. NCC, NSS and Nature Club will jointly organize Plantation Programmes on 3 rd August, 2022, on the Freshmen Social Day, and on 6 th August, 2022, on the Establishment Day of the institution.	Plantation programme carried out on the scheduled dates
3. Remedial classes for students with backlogs to be arranged by the departments either on online or on offline mode by adopting own strategies.	Strategies adopted by departments for Remedial classes
4. Conduct department-wise parents/guardian meeting	Conducted by department of Economics on 10 th September, 2022 and centrally on 13 th September, 2022

5. Adopt 5 villages under the Unnat Bharat Abhiyan	Conducted survey in selected villages as per the guidelines of Unnat Bharat Abhiyan and the follow-up is yet to be completed
6. The meeting resolved to apply for the autonomous status of the college to the UGC within 45 days from the date of the meeting	Applied and autonomous status conferred to the institution on 2 nd June, 2023
7. The meeting resolved to utilize the 1 st installment in the construction of a Conference Hall in the 1 st floor of the administrative building.	Utilized the 1 st installment in the construction of a Conference Hall in the 1 st floor of the administrative building.
8. The meeting resolved to utilize the 2 nd installment for ➤ Re-construction of the library building with modern amenities and parking facilities for vehicles and bi-cycles ➤ Purchase few more computers ➤ Construct a Skill Development Centre	2nd installment yet to be released
9. Seek approval for the following Add-on courses from the academic session 2022-23 ➤ Garment Making to be supervised by the Women Cell of the institution ➤ Computer Fundamentals & E-mail Handling to be supervised by the Computer Centre	Approval received from the affiliating university to introduce the Add-on courses from the academic session 2022-23
10. Introduce skill-based curriculum	Willingness to set-up Skill Hub in the institution and

	Expression of Interest submitted and received target allocation under PMKVY 4.0
11. Departments to complete the Surveys/Field Trips/Student projects/internships latest by June and should submit the detailed reports within a week of completion of the survey.	Submitted accordingly by the concerned departments
12. Submission of Research Proposal to the National Commission for Women by 15 th November, 2022	Approval received and a workshop on Capacity Building & Personality Development sponsored by National Commission for Women was organized on
13. Formation of the Institution Innovation Council (IIC) as per the UGC guidelines and create an incubation centre under the initiative of the IIC	IIC formed on 22.10.2022 and an incubation centre created
14. Reconstitution of new IQAC body as per the guidelines of NAAC	New IQAC body reconstituted on 19.12.2022
15. Undertake Margdarshan scheme by the NAAC for mentoring the non-accredited HEIs in proximity	Mentoring of the non-accredited HEIs in proximity done by the college and following colleges have been accredited and were awarded as below: • 2 colleges – B grade • 1 college – B+ • 2 colleges – B++
16. Introduce digital diary for the teachers	Digital diary introduced from the Even-semester session, January, 2023
17. Formation of an Electoral Literacy Club	Constituted on 23.12.2022
18. Submit proposals to the affiliating university for introducing diploma courses in the following subjects for the	Proposal submitted to the affiliating university and the courses were approved for the academic session 2023-24

academic session 2023-24 • Diploma in Beauty Therapy • Diploma in Food Production • Diploma in Accommodations Operation Management • PGDCA	
19. Conduct maximum number of seminars/workshops/conferences including Research Methodology & Entrepreneurship	Conducted the following: • National Commission for Women sponsored Capacity Building & Personality Development Programme on 03-04-2023 • 1 ICSSR sponsored national seminar on Re-establishing Bharat as Vishwaguru: The Glorious Past and a Promising Future under the scheme Azadi Ka Amrit Mahotsav was sanctioned Other seminars/workshops • The Importance and Relevance of Soft Skills in Present Days on 31-10-2022 • Workshop on Soft Skills Development on 17-11-2022 • Workshop on Training of Trainers on 16-11-2022 • Workshop on ERP on 23-12-2022 • Seminar on Campus to Corporate on 24-01-2023 • Workshop on LMS on 25-01-2023 • Seminar on the occasion of Y-20 Pre-Event Celebration of G-20 Summit on 30-01-2023 • Presentation/Clarification of MRP/Digital Diary on 09-03-2023 • Workshop on The Technicalities of Writing Research Papers and Preparation of Research Proposal on 20-05-2023 • Faculty Development Programme on

	Presentation Skills on 12-06-2023 to 18-06-2023
20. Faculty members should publish more research papers in the UGC-CARE listed journals	Publication of faculty members till June, 2023 ➤ ISBN- 30 ➤ ISSN –11
21. To amend the percentage of students to be offered Add-on courses	Amended and resolved to offer to all the semesters other than 1 st semester alone keeping it optional for 3 rd & 5 th semester students.
22. Forward received feedbacks associated to the affiliating university	Submitted
23. To update the policy documents	Updated
24. Constitute a Students' Service Centre	Constructed with responsibilities entrusted to two faculty members
25. Follow-up action to be taken after the conferment of autonomy	• Started all necessary follow-up process to begin the new academic session 2023-24 under the autonomous status • Invited Dr. Bimal Barah, Retd. Principal of JB College(Autonomous) for a workshop • Completed holding of BoS meetings & Academic Council meeting by the month of July

Principal