



INTERNAL QUALITY ASSURANCE CELL
ARYAVIDYAPEETHCOLLEGE, GUWAHATI – 781 016

www.avcollege.ac.in/iqac

IQAC meeting

14/08/ 2017

1st Meeting:

An IQAC meeting was held on 14/08/2017 to discuss the following agenda

Agenda

1. Demonstration of “online students feedback” process

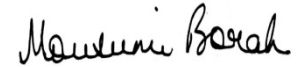
Members present and special invitee

1. Manab Deka
2. Mousumi Borah
3. Apurba Dutta Baruah
4. Hrishikesh Baruah
5. Monali Dutta Saikia
6. Krishna Kingkar Pathak

Resolutions

1. Mr. N. Mishra from S. S. Technologies, Bora Service bye-lane, G. S. Road, Guwahati had come with his team and had demonstrated with the help of software, the online students’ feedback process. The members of IQAC made some suggestions and asked him to incorporate those suggestions in the software.

He was asked to demonstrate the final version of the online students' feedback process in the first half of September 2017 for the approval of the IQAC team.



Coordinator, IQAC

IQAC Meeting

Date: 22/09/2017

2nd Meeting:

An IQAC meeting was held on 22/09/2017 to discuss the following agenda

Agenda

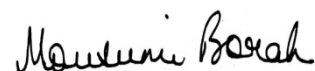
1. Demonstration of final version of online students' feedback process
2. Date for students' feedback process
3. Collection of required information for sending of AQAR 2016-17.
4. Departmental input, self appraisal of teachers, teaching plan and execution reports for 2016-17
5. Collaboration with AVCTU in the National Seminar to be held on 27th and 28th of October 2017.

Members present

1. Mousumi Borah
2. Prasanta Kr. Das
3. Krishna Kingkar Pathak
4. Hrishikesh Baruah
5. Chhandashree Bhuyan
6. Monali Dutta Saikia

Resolutions

1. Demonstration of the online students' feedback process was made by a technical person from S. S. Technologies, Guwahati. The members provided certain suggestions and requested the firm to incorporate those suggestions in the software.
2. The members resolved to hold the odd semester students' feedback for the session 2017-18 on the 16th of October 2017.
3. The meeting resolved to initiate the process of data collection for the AQAR 2016-17.
4. It was resolved to collect the departmental input, self appraisal, teaching plan and execution reports of the teachers for the session 2016-17.
5. It was resolved to collaborate and provide financial assistance of Rs. 1 Lakh in kind for the two day National Seminar organized by AVCTU on "Socio-economic and Scientific Development in North-east India: Problems and Prospects" to be held on the 27th and 28th of October 2017.



Coordinator, IQAC

IQAC Meeting

05/12/2017

3rd Meeting:

An IQAC meeting was held on 05/12/2017 to discuss the following agenda

Agenda

1. Discussion with the Principal/Chairperson (IQAC) regarding various activities of the IQAC.
2. Any other matter

Members present

1. Pradip Kr. Bhattacharyya (Principal/Chairperson)
2. Krishna Kingkar Pathak
3. Mousumi Borah
4. Hrishikesh Baruah

Discussion:

The Principal had a discussion with the members regarding various aspects which would help in the enhancement of academic quality of the institution.

The Principal also requested the coordinator to compile the various activities of the IQAC in the form of a report.

Resolution:

1. Online students' feedback was discussed and there was discussion with regard to having a corner for IQAC exclusively in the college website.

Mousumi Borah

Coordinator, IQAC

IQAC Charge handover Meeting

22/12/2017

4th Meeting:

An IQAC meeting was held on 22/12/2017 to discuss the following agenda

Agenda

1. Charge handover by outgoing co-ordinator Dr. Mousumi Borah to the incoming co-ordinator Dr. Gitanjali Hazarika.
2. Demonstration of final version of online students' feedback process
3. Any other matter

Members present

1. Pradip Kr. Bhattacharyya (Principal/Chairperson)
2. Mousumi Borah
3. Gitanjali Hazarika
4. Rongina Narzary
5. Ditee Moni Baruah
6. Birenchi Kumar Pegu
7. Manab Deka
8. Niva Rani Devi
9. Rahul S. Mazumdar

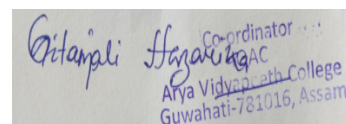
The outgoing co-ordinator Dr. Mousumi Borah handed over the charge of the IQAC with all formalities to the in-coming co-ordinator Dr. Gitanjali Hazarika.

This was followed by a discussion regarding various issues.

The Principal cum Chairman, IQAC suggested the preparation of a format which would be sent to the departments for the collection of various information, like e-mail, phone numbers, current placement, etc. of the pass-out students.

Resolutions:

1. It was suggested that the IQAC should be in-charge of the college website and one member would be selected for handling of the same.
2. The meeting discussed that there should be an exclusive IQAC corner in the college website and that reports of all the departmental activities, activities of the clubs and cells should be submitted to the IQAC.
3. The Principal cum Chairman, IQAC suggested for Academic and Administrative Audit by external members.
4. The Principal cum Chairman, IQAC further proposed that as a part of the Diamond Jubilee celebration of the college, each department should organize a lecture on their subjects by some renowned subject experts and these lectures would be funded by IQAC at Rs. 1500/- (Rs. 1000/- for the Speaker and Rs. 500/- for refreshment).



Gitanjali Hazarika
Coordinator IQAC
Anva Vidya Path College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

Date: 18/01/2018

5th Meeting:

An IQAC meeting was held on 18/01/2018 to discuss the following agenda

Agenda

1. Collection and management of self-appraisal
2. Academic Audit
3. Website management
4. NAAC Upgradation
5. Alumni status
6. Information to be submitted by the Departments
7. Reports of activities to be submitted by all the cells and clubs.
8. Departmental lectures
9. Any other matter

Members present

1. Gitanjali Hazarika
2. Rongina Narzary
3. Ditee Moni Baruah
4. Manab Deka
5. Rahul S. Mazumdar
6. Niva Rani Devi
7. Biren Das
8. Mousumi Borah
9. Birenchi Kumar Pegu

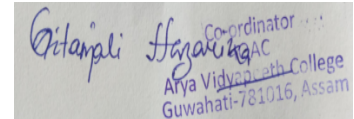
Resolutions

1. The following members are selected as Departmental representatives.

<u>List of Departments</u>	<u>Name of the faculty</u>
i. Assamese	Dr. P. Barman
ii. Anthropology	Dr. M. Sonowal
iii. Bengali	Mr. B. Debnath
iv. Chemistry	Dr. M.D. Saikia
v. Education	Dr. R. Barman
vi. English	Dr. S. De
vii. Economics	Dr. R.J. Bezbaruah
viii. Hindi	Dr. S. Pathak
ix. History	Ms. S. Kakoty
x. Geography	Ms. M.Gogoi
xi. Botany	Dr. D. Devi
xii. Geology	Dr. S. Dutta
xiii. Mathematics	Mr. C. Boruah
xiv. Physics	Dr. B. Sharma
xv. Statistics	Dr. A. K. Agarwala
xvi. Zoology	Ms. J. Lahachu
xvii. Sanskrit	Dr. K. P. Gautam
xviii. Political Science	Mr. P. Bordoloi
xix. Philosophy	Ms. B. Rajiyung
xx. Commerce	Mr. K. Bhattacharya

2. Self appraisal reports should be submitted by 5th February 2018. Notice to be served.
3. The IQAC decided to hold a workshop on Academic Audit to train up its members, so that a format can be prepared for the same. One of the following members will be invited for the purpose:
 - i. Barin Sarma
 - ii. Madhurjya P. Bezbaruah
 - iii. Krishna Gopal Bhattacharyya

4. To keep the IQAC alert, Niva Rani Devi is asked to collect all the updates of NAAC. Accordingly, the IQAC will discuss on the updates.
5. IQAC will develop a format for the departments to collect and keep the records of the alumni. Biren Das is asked to co-ordinate with the departments.
6. Regarding website, Narayan Das will be consulted.



Coordinator, IQAC

IQAC Meeting

30/01/2018

6th Meeting:

An IQAC meeting was held on 30/01/2018 to discuss the following agenda

Agenda

1. Meeting of the IQAC and departmental representatives.

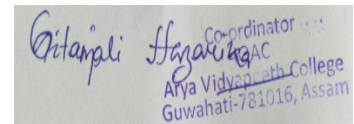
Teachers' present

1. Monmee Sonowal
2. Jinu Lagachu
3. Kallol Bhattacharya
4. Amal Kr. Agarwala
5. Suchitra Pathak
6. Rupmala Barman
7. Bijuli Rajiyung
8. Kamal Prasad Gautam
9. Chanchal Boruah

10. Bappan Debnath
11. Ranjan Jyoti Bezbaruah
12. Sanghamitra De
13. Monali Dutta Saikia
14. Sangeeta Kakoty
15. Deepika Devi
16. Swapnali Dutta

Discussions:

1. The IQAC asked all the departmental representatives to keep necessary correspondence with the IQAC on behalf of the departments.
2. The representatives are to submit all the necessary departmental inputs and self appraisal reports to the IQAC on time.



Gitanpli Hazarika
Coordinator
Arya Vidya Debnath College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

10/02/2018

7th Meeting:

An IQAC meeting was held on 10/02/2018 to discuss the following agenda

Agenda

1. Celebration of Mother language Day in the college
2. Science exhibition
3. Preparation of college profile
4. Tele guide
5. Screening Committee for Teachers' promotion
6. Website development

Members present

1. Gitanjali Hazarika
2. Birenchi Kumar Pegu
3. Ditee Moni Baruah
4. Rongina Narzary
5. Niva Rani Devi

Resolutions

1. The IQAC resolved to celebrate the Mother Language Day in collaboration with the Giridhar Sarma Trust on 21-02-2018. As a part of the celebration, a distinguished personality is to be invited to deliver a lecture. The in-charge of the programme Dr. Gitanjali Hazarika is to be assisted by Ms. Rongina Narzary.
2. A Science Exhibition to be organized in the month of March 2018. Mr. Birenchi Kr. Pegu, Dr. Ditee Moni Baruah and Dr. Niva Rani Devi are to look after the organization of the exhibition.
3. Dr. Manab Deka is given the responsibility of preparing the college profile.
4. Ms. Rongina Narzary is given the responsibility of publishing the college Teleguide.
5. The Screening committee for Teachers Promotion was formed with the following members –
 - i. Dr. Gitanjali Hazarika
 - ii. Dr. Rahul S. Mazumdar
 - iii. Dr. Biren Das
6. College website upgradation initiated on 10-08-2018. The following IQAC members are to look after the website –
 - i. Mr. Birenchi Kr. Pegu
 - ii. Ms. Rongina Narzary
 - iii. Dr. Ditee Moni Baruah
 - iv. Dr. Niva Rani Devi

Gitanjali Hazarika Coordinator
Arya Vidyalaya College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

Date: 12/02/2018

8th Meeting:

An IQAC meeting was held on 12/02/2018 to discuss the following agenda

Agenda:

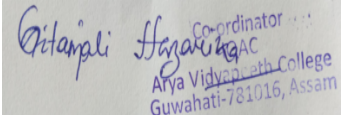
1. Quotations of Chair

Members present:

1. Gitanjali Hazarika
2. Rahul S. Mazumdar
3. Ditee Moni Baruah

Resolutions:

1. The IQAC has received 3 quotations regarding the purchase of chairs. Sealed quotations were opened in presence of the IQAC members. Among the three, the lowest bidder is Inter Wood. As such the IQAC decides to give the contract to Inter Wood. The price quoted is 1,834.00/-.



Gitanjali Hazarika
Coordinator
Atya Vidyalaya College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

Date: 09/03/2018

9th Meeting:

An IQAC meeting was held on 09/03/2018 to discuss the following agenda

Agenda

1. Committee formation (with members from student community, non teaching staff, alumni, industrialist, etc.)
2. Upcoming Science exhibition
3. Feedback (even semester)
4. Annual report of the year period 1st July 2016 to 30th June 2017

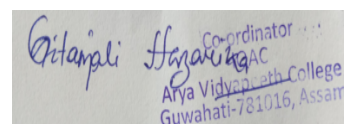
Members present

1. Pradip Kr. Bhattacharyya (Principal/Chairperson)
2. Gitanjali Hazarika
3. Mousumi Borah
4. Rahul S. Mazumdar
5. Manab Deka
6. Niva Rani Devi
7. Rongina Narzary

Resolutions

1. The following members were incorporated in the IQAC –
 - i. Aftab Ali & Bitupon Bora (Student members)
 - ii. Mr. Dimbeswar Das (Office staff)
 - iii. Dr. Girish Ch. Sarma (Alumni)
 - iv. Dr. Hemanta Kr. Sarma (Educationist)
 - v. Dalimi Devi (Librarian, A.V.C)

2. Suggestions for online feedback for both Major and Pass course students to be discussed with experts from the field.
3. Mr. Chanchal Boruah incorporated as a Teacher member of IQAC.
4. Dr. Niva Rani Devi & Ms. Rongina Narzary are given the responsibility of maintaining the record of all Departmental activities with support from the Departmental representatives.
5. The Principal has asked the IQAC to prepare a Five Year Perspective Plan for the college. Dr. Manab Deka and Dr. Biren Das were given the responsibility to prepare the same.



Gitampli Hazarika
Coordinator
IQAC
Arya Vidyaniketh College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

03/04/2018

10th Meeting:

An IQAC meeting was held on 03/04/2018 to discuss the following agenda

Agenda

1. Website update
2. Any other matter

Members present

1. Bijuli Rajiyung
2. Kallol Bhattacharya
3. Bappan Debnath

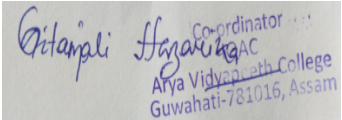
Departments

1. Philosophy
2. Commerce
3. Bengali

4. Pranita Barman	Assamese
5. Ranjan Jyoti Bezbaruah	Economics
6. Jinu Lagachu	Zoology
7. Niva Rani Devi	Geology (Member, IQAC)
8. Rongina Narzary	English (Member, IQAC)
9. Manashi Gogoi	Geography
10. Chanchal Boruah	Mathematics
11. Sanghamitra De	English

Resolutions

1. All the Departmental Representatives were asked to maintain a record of the Departmental Activities for timely updating of the college website.
2. The IQAC coordinator gave a reminder to the Departmental Representatives regarding the Popular Talk/ Any other activity to be conducted by the Department within the month of April 2018.



Gitanjali Hazarika
Coordinator, IQAC
Arya Vidya Path College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

04/04/2018

11th Meeting:

An IQAC meeting was held on 04/04/2018 to discuss the following agenda

Agenda

1. Feedback
2. Five year perspective plan

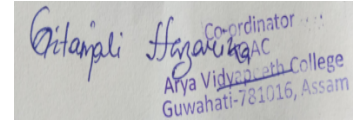
Members present

1. Pradip Kr. Bhattacharyya (Principal/Chairperson)
2. Mousumi Borah
3. Rahul S. Mazumdar
4. Ditee Moni Baruah
5. Niva Rani Devi
6. Dalimi Devi
7. Biren Das
8. Chanchal Boruah
9. Rongina Narzary
10. Birenchi Kr. Pegu
11. Manab Deka

Resolutions

1. Students' feedback will be collected on the day of the farewell. The date of farewell needs to be finalized after discussion with the Principal.
2. Allotment of teachers to conduct the feedback in the departments has been made.
3. The books kept in the IQAC will be shifted to the central library.

4. The draft five year perspective plan was placed and the same was accepted with minor corrections.



Gitanjali Hazarika
Coordinator
Arya Vidya Path College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

Date: 23/04/2018

12th Meeting:

An IQAC meeting was held on 23/04/2018 to discuss the following agenda

Agenda

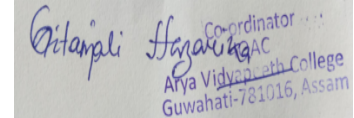
1. Science exhibition

Members present

1. Ditee Moni Baruah
2. Mompi Gupta
3. Bappan Debnath
4. Ujwal Medhi
5. Chanchal Boruah
6. Birenchi Kumar Pegu
7. Gitanjali Hazarika

Resolutions

1. The Science exhibition will be held on 28-04-2018.
2. The exhibition will be among various schools of the greater Guwahati.
3. Around 25 models have been registered till now.
4. It is being decided that the prizes will be given during the final celebration of our Diamond Jubilee.



Gitampli Hazarika
Co-ordinator
Arya Vidya Path College
Guwahati-781016, Assam

Coordinator, IQAC

IQAC Meeting

29/05/2018

13th Meeting:

An IQAC meeting was held on 29/05/2018 to discuss the following agenda

Today at 2.30 P.M, the IQAC meeting is being held with the non-teaching staff of the college. Following are the agendas of the meeting:

1. Future course of action
2. Suggestion from the members and non-teaching staff on the functioning of the IQAC
3. Any other matter

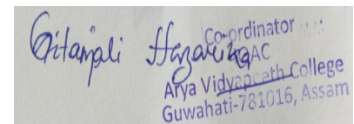
Members present

1. Prafulla Kr. Talukdar
2. Dimbeswar Das
3. Rupam Malakar

4. Trailokya Kr. Das
5. Birenchi Kumar Pegu
6. Chanchal Boruah
7. Dalimi Devi

Resolutions

1. The office staff requested to organize a PFMS training for the staff as early as possible. The person to be contacted for the session – Pranjali Bora (8011672856).
2. The office staff desired to have a “Data Management Software” to handle information related to all the stakeholders.
3. An office management workshop or training needs to be organized.
4. Office room number 01 need to be connected with internet facility.



Gitanjali Hazarika
Coordinator, IQAC
Anva Vidya Path College
Guwahati-781016, Assam

Coordinator, IQAC