



**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
ARYA VIDYAPEETH COLLEGE (AUTONOMOUS)  
GUWAHATI-16**

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**Minutes of IQAC meetings held during the session: 2022-23**

**1<sup>st</sup> Meeting (Date: 10/08/2022)**

An IQAC meeting was held to discuss the following agenda:

1. Feasibility of providing consultancy services
2. Academic matters
3. Any other matter

**Members Present:**

1. Dr. P. K. Bhattacharyya (Principal/Chairman)
2. Dr. Manab Deka
3. Dr. Mousumi Borah (Special Invitee)
4. Dr. Rahul S. Mazumdar
5. Dr. Gitanjali Hazarika
6. Mr. Birenchi Kumar Pegu
7. Dr. Dalimi Sharma
8. Dr. Anupama Devi

9. Dr. Chanchal Boruah


10. Dr. Jyotirupa Sarma

The meeting discussed on the feasibility of providing consultancy services to some colleges/institutions on some specialized areas. The meeting also discussed on the preparedness of the College in connection with the implementation of NEP. In the wake of the new autonomous status conferred on the College, important aspects of academic matters were also discussed.

After thorough discussion on the agenda, the following resolutions were adopted in the meeting:

- 1) Consultancy services to be offered on the following areas –
  - a) Preparation of IDP
  - b) Preparation of SSR for NAAC Assessment under revised format
  - c) Preparation of Proposal for Autonomous status
  - d) Preparation of AAA report.
- 2) Academic calendar for the session 2022-23 to be prepared by Mr. B. K. Pegu and Dr. Chanchal Boruah.
- 3) A core committee for NEP implementation was formed with the following members –
  - (i) Dr. P. K. Bhattacharyya (Chairperson)
  - (ii) Dr. M. Bora (Convenor)
  - (iii) Dr. R. S. Mazumdar (History)
  - (iv) Dr. A. Devi (Physics)
  - (v) Dr. M. Deka (Statistics)
  - (vi) Dr. B. Sharma (Physics)

The meeting concluded with a vote of thanks to the chair.

  
Coordinator, IQAC

**2<sup>nd</sup> Meeting (Date: 16/11/2022)**

An IQAC meeting was held to discuss the following agenda:

1. Submission of AQAR, 2021-22


**Members Present:**

1. Dr. Manab Deka
2. Dr. Ditee Moni Baruah
3. Dr. Anupama Devi
4. Dr. Rahul S. Mazumdar
5. Mr. Birenchi Kumar Pegu
6. Dr. Chanchal Boruah
7. Dr. Dalimi Devi
8. Dr. Jyotirupa Sarma

After thorough discussion on the agenda, the following resolutions were adopted in the meeting:

- 1) It was decided to submit the AQAR 2021-22 latest by 20/12/2022.
- 2) The following members are allotted to prepare the AQAR:
  - a) Dr. Jyotirupa Sarma
  - b) Mr. Birenchi Kr. Pegu
  - c) Dr. Ditee Moni Baruah
  - d) Dr. Chanchal Boruah

The meeting concluded with a vote of thanks to the chair.

  
Coordinator, IQAC

### 3<sup>rd</sup> Meeting (Date: 25/11/2022)

An IQAC meeting was held to discuss the following agenda:

1. NEP Implementation
2. Any other

#### **Members Present:**

1. Dr. P. K. Bhattacharyya
2. Dr. Manab Deka
3. Dr. Anupama Devi
4. Dr. Rahul S. Mazumdar
5. Dr. Gitanjali Hazarika
6. Dr. Rajarshi Bayan
7. Dr. Bhupali Sharma
8. Dr. Saurabh P. Sharma
9. Dr. Pearl. S. Gogoi
10. Mr. Jitumani Das
11. Dr. Ajoy Kr. Das
12. Dr. Ditee Moni Baruah
13. Dr. Dalimi Devi

After thorough discussion on the agenda, the following resolutions were adopted in the meeting:

- 1) IQAC decided to focus on Capacity Building of students and faculty members. As a part of the programme, the college will develop academic exchange programmes with different institutions (like IIST, TISS). For this purpose, a team has been formed with Dr. Ditee Moni Baruah, Assistant Prof., Department of History and Dr. K. K. Pathak, Assistant Prof., Department of Physics.
- 2) IQAC discussed about availability of funds for various skill development programmes. The Department of Skill Development required to do the needful.

- 3) IQAC advised to draft a proposal to be prepared for developing a well-furnished computer lab with around 200 computers along with webcams and other necessary instruments. A team has been formed with Dr. Bhupali Sharma, Assistant Prof., Department of Physics and Mr. Jitumani Das, Assistant Prof., Department of Mathematics.
- 4) IQAC discussed about the availability of funds in different heads of NEC. Dr. P. K. Bhattacharyya, Principal, AVC, Dr. Rahul S. Mazumdar, Associate Prof., Department of History, Dr. Manab Deka, Co-ordinator, IQAC and Mr. Jitumani Das, Assistant Prof., Department of Mathematics will visit the NEC office for the same purpose.
- 5) Proposal to be prepared for developing LMS (Learning Management System) by 3<sup>rd</sup> December 2022. Dr. Bhupali Sharma, Assistant Prof., Department of Physics is being entrusted with the task.
- 6) Proposal to be prepared for FIST programme by 3<sup>rd</sup> December 2022. A team has been formed with Dr. Pearl. S. Gogoi, Assistant Prof., Department of Mathematics and Dr. Rajarshi Bayan, Assistant Prof., Department of Chemistry for the said task.
- 7) Feasibility study of Open and Distance Learning needs to be finalized by Dr. Chanchal Boruah, Assistant Prof., Department of Mathematics.
- 8) Proposal needs to be prepared under MSME schemes. For this purpose, Dr. Saurabh P. Sharma, Assistant Prof., Department of Economics and Dr. Ajoy Kr. Das, Assistant Prof., Department of Botany have been entrusted.
- 9) IQAC decided to propose to set up a Data Science Department.

The meeting concluded with a vote of thanks to the chair.



Coordinator, IQAC

### **4<sup>th</sup> Meeting (Date: 18.01.2023)**

An IQAC meeting was held at 3.00 PM on 18.01.2023 to discuss the following agenda:

1. Inclusion of external members.
2. Administrative and Academic Audit.
3. Any other matter.

#### **Members present:**

1. Dr. P. K. Bhattacharyya
2. Dr. Biren Das
3. Dr. Manab Deka
4. Dr. PurnimavSaha
5. Dr. Anupama Devi
6. Dr. Bhabesh Das
7. Dr. Rongina Narzary
8. Dr. Pearl Sanchayeta Gogoi
9. Dr. Rahul S. Mazumdar

After thorough discussion on the agenda, the following resolutions were adopted in the meeting:

1. The IQAC members discussed the inclusion of external members in the cell and the following members were incorporated as per the categories mentioned below:
  - (i) Prof. Ashok Kr. Borah, Department of Geography, Gauhati University (Member from the management, Category 3)
  - (ii) Mr. Abani Das (Senior Administrative Officer, Category 4)
  - (iii) Mr. Pradyut Kr. Choudhury, Retd. Chief Engineer, PWD (Nominee from local society, Category 5)
  - (iv) General Secretary, AVCSU (Nominee from students, Category 5)
  - (v) Prof. Hemanta Kr. Sarmah, Department of Mathematics, Gauhati University (Nominee from alumni, Category 5)
  - (vi) Dr. Tapan Dutta, Principal, J.N. College, Boko, Assam (Nominee from Employer, Category 6)
  - (vii) Dr. Girish Chandra Sarma (Nominee from stakeholder, Category 6)
2. Academic audit of different departments of the college for the session 2021-22 to be prepared.

3. Teaching plan for the session 2021-22, 2022-23 and Self-appraisal for the session 2021-22 to be collected from the faculty members.
4. Two special committees headed by the Dean (Academic) to be formed for monitoring the preparation of SSR. Criteria 1-4 to be supervised by Dr. Mousumi Borah, Criteria 5-7 to be supervised by Dr. Rahul Mazumdar.
5. Both the Dean (Academic) shall attend every IQAC meeting as special invitees.
6. The following members are appointed as co-ordinators for the preparation of the SSR as per the allotment given below:

Chapter I- Dr. Sangeeta Kakoty

Chapter II- Dr. Saurabh Pran Sharma

Chapter III- Dr. Monali Saikia

Chapter IV- Mr. Jitumani Das

Chapter V- Dr. Munin Baruah

Chapter VI- Dr. Jyotirupa Sharma

Chapter VII- Dr. Ditee Moni Baruah

7. Members of the IQAC resolved to meet three days a week.
8. A workshop is to be organized by the IQAC with regard to the implementation of NEP. Dr. Alok Kr. Buragohain, former V.C. Dibrugarh University to be the invited resource person. The workshop is scheduled to be held on any day between 07.01.2023 and 10.01.2023 as per the convenience of the speaker.
9. IQAC resolved to hold regular meetings with the NEP implementation team and monitor their progress.
10. Green Audit shall be done by an external agent annually.

The meeting concluded with a vote of thanks to the chair.



Coordinator, IQAC

### **5<sup>th</sup> Meeting (28.01.2023)**

An IQAC meeting was held on 28.01.2023 at 3.00 PM to discuss the following agenda:

1. Discussion on suggestions by Academic Advisor Prof. Parag Phukan.
2. Any other matter.

#### **Members present:**

1. Dr. Rahul S. Mazumdar
2. Dr. Anupama Devi
3. Dr. Rongina Narzary
4. Dr. Bhabesh Das
5. Dr. Pearl Sanchayeta Gogoi
6. Dr. Purnima Saha
7. Dr. Biren Das
8. Dr. Manab Deka

The following resolutions were taken in the meeting as per the suggestions put forward by Academic Advisor Prof. Parag Phukan:


1. The minutes of IQAC meetings and action taken besides the NEP Cell activities to be uploaded in the college website regularly.
2. Discussion on the first draft of the Course Curriculum structure submitted by the respective departments to be taken up with the Principal for smooth implementation of NEP, 2020.
3. Interdisciplinary BOS (Board of Studies) for common courses under NEP, 2020 to be formed.
4. Lateral entry/exit norms to be decided centrally by the admission committee.
5. Community services for students to be introduced in the field of drug rehabilitation, AIDS, Palliative care etc. in collaboration with relevant institutions. Credits to be earned by students from such community engagement may be as per the UGC Curriculum and



Credit Framework 2022. Feasibility study for the same to be conducted by two faculty members.

6. Academic Calendar to be drafted making provision for summer term as recommended by UGC in its curriculum and Credit Framework published on 12.12.2022.
7. NHEQF to be prepared by the IQAC.
8. Formulation of skill courses based on institutional strengths to be discussed in the HOD Meeting.
9. Research Development Cell to be constituted as per NEP 2020 and integrated with Intellectual Property Rights (IPR). Dr. Monali Saikia to be teacher-in-charge of the same.
10. Faculty members are to be encouraged to develop study material.
11. Education Department is to proper “Pedagogy Module” to address the hierarchical learning as envisaged in NEP, 2020.
12. To develop a conducive research ecosystem the faculty members are to be encouraged to take up research activities. Further, the college authority is to facilitate signing of MOU’s with knowledge institutions and professional organizations. The matter is to be placed in the HODs meeting. The Research Cell members are to be a part of the same.
13. Green Audit (external) to be prepared. The college infrastructure is to be developed in compliance with the Green Building concept.
14. The IQAC resolved to celebrate significant National/International Days/Dates in collaboration with the Departments/Cells.

The meeting concluded with a vote of thanks to the chair.

  
Coordinator, IQAC

### **6<sup>th</sup> Meeting (30.01.2023)**

A meeting of all the members of the IQAC together with the NEP Implementation Committee was held on 30.01.2023 at 3.00 PM to discuss the following agenda:

1. Model framework of UG and PG courses under NEP, 2020 given by Department of Higher Education, Government of Assam on 27<sup>th</sup> January.
2. Formation of inter disciplinary BOS.
3. Any other matter.


#### **Members present:**

1. Dr. P.K. Bhattacharyya
2. Dr. Anupama Devi
3. Dr. Biren Das
4. Dr. Rahul Mazumdar
5. Dr. Mousumi Borah
6. Dr. Rongina Narzary
7. Dr. Purnima Saha
8. Dr. Bhabesh Das
9. Dr. Pearl Sanchayeta Gogoi
10. Dr. Manab Deka

After thorough discussion on the agenda, the following resolutions were adopted in the meeting:

1. Imparities detected in the distribution of credits in the Model Framework for UG and PG Programmes based on Office Memorandum no. AHE.156/2022/4 and UGC Curriculum Framework for UG Programme, 2022 to be communicated to the DHE. Detailed discussion on the aforementioned Model Framework to be held later after consulting the DHE.
2. Interdisciplinary BOS (Board of Studies) to be formed.
3. Bloom's taxonomy to be followed in Teaching, Learning and Evaluation.

The meeting concluded with a vote of thanks to the chair.

  
Coordinator, IQAC

## 7<sup>th</sup> Meeting (11.02.2023)

An IQAC meeting was held on 11.02.2023 at 3.00 PM to discuss the following agenda:

1. Discussion with the faculty members in charge of the different chapters of SSR (Self Study Report).
2. Any other matter.

### **Members present:**

1. Dr. P.K. Bhattacharyya
2. Dr. Anupama Devi
3. Dr. Sangeeta Kakoty
4. Dr. Munin Baruah
5. Dr. Bhabesh Das
6. Dr. Purnima Saha
7. Mr. Jitumani Das
8. Dr. Ditee Moni Baruah
9. Dr. Rongina Narzary
10. Dr. Monali Dutta Saikia
11. Dr. Rahul Mazumdar
12. Dr. Mousumi Borah
13. Dr. Pearl Sanchayeta Gogoi
14. Dr. Rajarshi Bayan

The Principal distributed the main components/chapters of the SSR (Self Study Report) among the faculty members as per the following list and explained their duties and responsibilities:

Chapter I – Dr. Sangeeta Kakoty

Chapter II - Dr. Saurabh Pran Sharma

Chapter III – Dr. Monali Saikia

Chapter IV – Mr. Jitumani Das

Chapter V – Dr. Munin Baruah

Chapter VI – Dr. Jyotirupa Sharma

Chapter VII – Dr. Ditee Moni Baruah

After thorough discussion on the agenda, the following resolutions were adopted in the meeting:

1. The assigned teachers are to work in consultation with the NEP Cell and monitor the areas to be covered for preparing the SSR (Self Study Report) and give suggestions accordingly.
2. Feedback format from employers of the alumni of the college to be developed.

The meeting concluded with a vote of thanks to the chair.



Coordinator, IQAC

## **8<sup>th</sup> Meeting (21.03.2023)**

An IQAC meeting was held on 21.03.2023 at 3.00 PM to discuss the following agenda:

1. Celebration of 'Azadi Ka Amrit Mahotsav'
2. Any other matter

### **Members present:**


1. Dr. P.K. Bhattacharyya
2. Dr. Anupama Devi
3. Dr. Biren Das
4. Dr. Purnima Saha
5. Dr. Bhabesh Das
6. Dr. Rajarshi Bayan
7. Dr. Pearl Sanchayeta Gogoi
8. Dr. Jyotirupa Sarma
9. Dr. Rahul Mazumdar
10. Dr. Mousumi Borah

After thorough discussion on the agenda, the following resolutions were adopted in the meeting:

1. Celebration of 'Azadi Ka Amrit Mahotsav': The Principal in discussion with the members of IQAC present, decided to celebrate 'Azadi Ka Amrit Mahotsav' by organizing awareness programme/seminar/talk etc. for the students and faculty members on the various topics given by Ministry of Culture, Government of India.
  - (i) In the category of 'Health and Wellness', Dr. Anuradha Baroowa was given the responsibility to organize an awareness programme among the students. Under this category, a Yoga Camp shall also be organized with the help of Dr. Shipra Paik, convener of Yoga Cell of the college.
  - (ii) World Water Day to be celebrated on 22.03.2023. On this day, a lecture is to be delivered by Daisy Rani Hazarika.

- (iii) Dr. Rupmala Barman shall deliver a lecture on 'Women and Child', tentatively on the last week of March.
  - (iv) Dr. Rahul S. Mazumdar shall deliver a lecture on 'Cultural Pride' after the Bihu vacation.
  - (v) Dr. Mousumi Borah shall deliver a talk on 'Atma Nirvar Bharat' after the Bihu holidays.
  - (vi) Mr. Udipta Talukdar shall deliver a lecture on 'Inclusive Development' in the first week of May.
  - (vii) Talk on 'Tribal Empowerment' to be delivered by Dr. Jyotirupa Sarma in the second week of May.
  - (viii) In the first week of August, a lecture on 'Unity' will be delivered by Dr. Saurabh Pran Sarma and another talk on 'Sustainable Development' will be delivered by Dr. Shrutidhara Kashyap.
2. Agenda 2: Any other matter:
- (i) Feedback from all stakeholders and Student Satisfactory Survey for the session 2022-23 shall be carried out after Bihu (after 17.04.2023)
  - (ii) In the 'Employer's category' of IQAC members, the Principal of J.N. College was agreed upon unanimously.
  - (iii) An 'Academic Audit' committee shall be formed to carry out academic audit of the college in consultation with the Academic Advisor of the college.
  - (iv) All the activities/events of the college held in each academic session shall be compiled in the form of a book.

The meeting concluded with a vote of thanks to the chair.

  
Coordinator, IQAC

### **9<sup>th</sup> Meeting (16.05.2023)**

A meeting of the members of IQAC together with the “NEP implementation cell” was held today at 3.00 p.m to discuss on the following agenda:

- i. New syllabus under NEP, 2020 and its implementation from the academic year 2023 – 24
- ii. Class Routine
- iii. Any other matter


#### **Members present:**

1. Dr. Anupama Devi
2. Dr. Purnima Saha
3. Dr. Bhabesh Das
4. Dr. Rajarshi Bayan
5. Dr. Pearl Sanchayeta Gogoi
6. Dr. Jyotirupa Sarma
7. Dr. Rahul Mazumdar
8. Dr. Mousumi Borah

The following resolutions were taken:

1. As the syllabi were approved by the BoS of the different departments, they can be uploaded in the college website. A meeting will be held with the HoDS to discuss the implementation of the new syllabi.
2. It was decided that the class routine for the session 2023 – 24 will be made by the earlier routine committee headed Mr. Birenchi Pegu in collaboration with “NEP implementation cell”

The meeting concluded with a vote of thanks to the chair.

  
Coordinator, IQAC

