



OFFICE OF THE
INTERNAL QUALITY ASSURANCE CELL
ARYA VIDYAPEET COLLEGE(Autonomous)
Arya Nagar, GUWAHATI – 781016

MINUTES OF IQAC MEETINGS HELD DURING THE SESSION 2024-2025

1st Meeting (Date: 21/09/2024)

An IQAC meeting with all the members (External and in-house) was convened at 12:00 noon to discuss on the following agenda:

Agenda:

1. To provide guidance for Planning and monitoring quality assurance and quality assurance and quality enhancement activities of the college.

Members present:

1. P.K. Bhattacharya
2. Pradyut kr. Choudhury
3. Girishch.Sarma
4. Rahul Mazumdar
5. Biren Das
6. ManabDeka
7. Mousumi Borah
8. JyotirupaSarma
9. Rajarshi Bayan
10. Pearl SanchayetaGogoi
11. RanginaNarzary
12. PurnimaSaha
13. DulumoniSarma
14. Abani Das
15. Anupama Devi

The Co-ordinator of IQAC, gave a brief overview regarding the different activities carried out by IQAC from 1st January, 2023. The co-ordinator also presented the future plan of IQAC. The chairman of IQAC, Dr.Pradip Kr. Bhattacharya, Principal also spoke regarding the future plans of IQAC regarding NSDC approved courses to students, workshop on Artificial Intelligence tools on teaching-learning process for faculty members. The Chairman also spoke on the different activities taken under IKS.

External member of IQAC from local society Mr.Pradyut Choudhury suggested that programmes or workshop may be conducted based on environmental issues. Sports complex can be built on the playground. He also offered to make estimate for the same. He also suggested organising a national or international program on AI related topics.

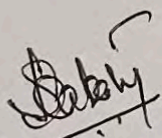
Another external member, Dr.Girish Sharma expressed his satisfaction regarding infra-structural development that has taken place in the recent times. He also suggested that IQAC may initiate the setting up of PG course in every department.

Dr.Moushumi Borah informed the members that the college is focusing on skill development in order to promote employability.

The meeting ended with the vote of thanks offered by Pearl S.Gogoi, member of IQAC.

Action Taken

1. Various NSDC approved Courses for students is being explored.
2. Workshop on AI tools for the faculty and nonteaching staff is being discussed
3. The Eco club has been encouraged to organise programs on environmental issues.
4. For the construction a Sports complex in the college playground the Directorate of Sports, GoA has been contacted.
5. The college has taken steps to open PG course in six departments of the college namely, Assamese, Economics, Education, History, Political Science and Zoology by 2026.


Co-Ordinator, IQAC

2nd Meeting 18-11-2024

An IQAC meeting is convened today at 3.00 P.M to discuss on the following agenda:

Agenda

1. Appointment of Professor of Practice
2. Any other matter

Members present

1. P.k Bhattacharya
2. Anupama Devi
3. Moushumi Borah
4. Dulumoni Sarma
5. Jyotirupa Sarma
6. Purnima Saha
7. Pearl Sanchayeta Gogoi
8. Rangina Narzary

Agenda 1:

A committee has been formed with the following members to study the process and criteria for the appointment of "Professor of practice" in the college as per UGC guidelines, with the following members:

- i) Prof. Hemantkr. Sarma, Dept. of Mathematics GU- Convenor
- ii) Dr. Mousumi Borah, Dean (Academics)
- iii) Dr. Rahul S. Mazumdar, Dean (Academics)

Agenda 2:

Any other matter

1. It was approved to give courses under spoken Tutorial Programme of Bombay, IIT for both students & faculty. For this purpose, an amount of Rs. 29,500 has to be paid annually.

2. A threemember committee has been formed with the following membersto co-ordinate with officials from Spoken tutorial programme to conduct the programme in the college

- i) Dr.PurnimaSaha
- ii) Dr.MenakaSikdar
- iii) Dr.DipsikhaSarma

3. Alumni Satisfactory Survey needs to be conducted from the academic session 2025-26.

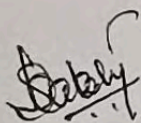
4. Dr.RanjanjyotiBezbaruah, has been appointed as Training & placement officer forSC&STstudents of the college

5. A proposal is to be placed before the Principal to appoint a contractual “Database Management”personnel for the college which would be placed in the forthcomingGB.

The meeting ended with the vote of thanks to the Chair.

Action Taken Report:

- 1. The Spoken Tutorial Program with IIT, Bombay has been started.
- 2. The Alumni Satisfactory Survey has been conducted.
- 3. The proposal to appoint contractual a “Database Management” personnel for the college has been placed before the Principal.



Co-Ordinator, IQAC

3rd Meeting 11-12-2024

An IQAC meeting is convened today at 3.00 pm to discuss on the following agenda:

1. To frame the annual activity calendar of the college
2. Any other matter

Members present:

1. P.k. Bhattacharya
2. Rahul Mazumdar
3. Biren Das
4. ManabDeka
5. Mousumi Borah
6. PurnimaSaha
7. Pearl SanchayetaGogoi
8. DulumoniSarma
9. JyotirupaSarma
10. Anupama Devi

(I) **Agenda no.1**, the members discussed regarding the different activities to be carried out by the departments of the college in view of the impending NAAC visit. Some of them are:

1. Departmental Development Plan
2. Opening of new certificate courses
3. Industry Academic Linkage
4. Society Connect Programme
5. Adoption of Schools etc.
6. Community Development Programme
7. Interaction with Alumni, Entrepreneurs etc.
8. Programme on Mental Health
9. Programme on promotion of Culture, sports, literature etc.

10. Promotion of Research Activities
11. Publication of e-journals
12. Development of departmental innovative idea
13. Promotion of IKS related activities
14. Celebration of different prominent days
15. Student progression / placement record has to be kept
16. Promotion of MOOCs Courses/ skill based

The above activities may vary depending on new SSR.

(II) Any other matter:

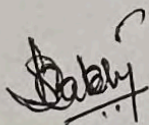
The issue regarding the class attendance of the students was raised. After threadbare discussion, the following resolution was adopted:

Resolution 1: "Resolved to introduce Biometric Attendance machine for students in the core class from 2025 onwards"

The meeting ended with the vote of thanks to the Chair.

Action Taken

1. The annual activity calendar of the college has been framed and the departments have been notified to carry out activities in line with the calendar.
2. Industry Academia Linkage is being explored and a policy to this effect is being drafted.
3. The departments have been notified to carry out Society Connect programs.
4. IKS related activities have been chalked out.
5. The Biometric attendance machine has been introduced for the core classes.



Co-Ordinator, IQAC

4th Meeting: 01-02-2025

The first IQAC meeting of the new body is being convened today at 12.00 noon in the Conference Hall 02 to discuss the following agenda:

Agenda 1: Academic Matters

(A) Policies on –

- a. Industry Academia Linkage
- b. Internship
- c. MOOCs
- d. Major-Minor Change

(B). Departmental Activities

Agenda 2: Any Other Matter

Members present:

1. Pradip kr. Bhattacharyya
2. Anupama Devi
3. Rahul Mazumdar
4. Pradyut Sarma
5. Shruti dhara Kashyap
6. Deepsi kha Sarma
7. Suli Yohana Ayemi
8. Jyoti rupa Sarma
9. Bappan Debnath
10. Deboshree Bhattacharya
11. Sangeeta Kakoty

1st Agenda:

(A) The coordinator presented the drafts of the policies on (1) Industry Academia Linkage and (2) Major Minor change. As the policies on (3) Internship and (4) MOOCs had already been approved in the Academic Council, these Policies were not taken up.

It was decided that the Industry-Academia linkage should aim to prepare students for the industry requirements.

It was resolved that a faculty member not below the level of Associate professor should be inducted as Advisory Committee Chairperson and also one member from the Research Cell, to the Industry-Academia linkage Committee.

Resolution 1: "It is hereby resolved to induct a faculty member not below the level of Associate professor as Advisory Committee Chairperson and also one member from the Research Cell, to the Industry-Academia linkage Committee"

(B) The next agenda of the meeting was about the departmental activity. This discussion was a continuation of the same agenda that was placed in the IQAC meeting on 11-12-2024 during the tenure of the previous committee. The list that was taken up included:

- ✓ The execution of the recommendations of the previous NAAC Peer Team is to be prioritised.
- ✓ The IQAC will meet every month on the 1st at 3.00 pm and review the resolutions of the previous meeting.
- ✓ The IQAC will hold a meeting with the HoD's every month (10th preferably).
- ✓ The Website of the college has to be redesigned.
- ✓ The Database Management System needs to be created.
- ✓ The Facebook Page has to be updated.
- ✓ The number of MoU is to be listed (Dr.Shrutidhara is in Charge for this).
- ✓ The MoU Coordinators will be as such: For overall MoU, members from IQAC, and for departmental MoU, the HoD.
- ✓ The annual checklist of departmental activities is to be executed session wise. The first report is to be submitted by June 2025. This checklist will have:
 - 1 or 2 Popular Talk
 - Counselling for Mental Health with experts invited from NGO or Hospital.
 - Annual Research publication should be there. Around 4 to 5 articles (Soft Copy).
 - Standard Research based edited books can be published.
 - One 30+ hours skill course is to be offered by each department compulsorily. The Resource Person may be in-house or external.)
 - Innovation in the teaching learning process that is different from classroom teaching must be introduced by the departments.
 - Development of MOOCs is to be prioritised and students should be encouraged to join various available MOOCs.
 - Community Service is to be focused on by teachers both with students and individually.
 - At least one interaction with the Alumni(preferably a prominent figure) of the department must be organised either online or offline.
 - A tentative department plan must be prepared for each session.

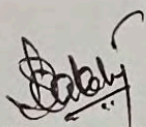
2nd Agenda: Any Other Matter:

The chairperson informed that it is being planned to recycle paper and talks are going on with concerned parties and as such all previous Exam copies, Projects etc. should be kept for a while in the departments. So that these can be used for recycling (The last 2 years lot should be preserved further).

The meeting ended with the vote of thanks to the Chair.

Action Taken

1. The policies on (1) Industry Academia Linkage and (2) Major Minor change have been passed in the Academic Council.
2. The Industry Academia Committee is functioning but a member of the Research Cell is yet to be inducted.
3. The MoU listing has been done.
4. A Departmental Planner has been made and distributed to the departments for action.
5. The paper recycling plan is being taken up via waste management concerns.



Co-Ordinator, IQAC

5th Meeting: 06-03-2025

An IQAC Meeting is being convened today at 3.00 pm to discuss the following agenda:

Agenda 1: Autonomous College Rules & Regulation

Agenda 2 : Proposal for Construction of New Skill Bloc

Agenda 3 : Delinking Higher Secondary section from the College

Agenda 4 :Organising Job & Education Fair in the College

Agenda 5 :Sustainable Development Goals

Agenda 6 :Student Dropout Project

Agenda 7 : Appointment of Mental Health Guide

Agenda 8:Revision of IDP

Agenda 9 :Measures for International Students

Agenda 10: Laptop for IQAC

*Any other matter

Members Present:

1. P.K Bhattacharyya
2. Anupama Devi
3. ManabDeka
4. Rahul Mazumdar
5. PradyutSarma
6. BappanDebnath
7. DebashreeBhattacharjee
8. SuliYohaneAyemi
9. DeepshikaSarma
10. SangeetaKakoty

The meeting began with the IQAC Coordinator reading out the resolutions taken in the previous meeting and the action taken about them.

Thereafter the Chairperson sorted out the meeting agenda and the discussions began.

Agenda 1: Autonomous College Rules and Regulations.

The status of the Autonomous Rules and Regulations was questioned by the Chairperson and Dr.AnupamaDevi, former IQAC Coordinator apprised the house about it. The Chairperson requested that the document be completed with urgency.

Resolution no.1: It is resolved that the status of the Autonomous College Rules and Regulations will be enquired from the chairperson of the Committee working on it.

Agenda 2:Proposal for Construction of new Skill DevelopmentBloc.

It was decided that a proposal for construction of a new SkillDevelopment Bloc is to be prepared and placed before the government.

Resolution no.2: It is resolved that a proposal will be drafted and placed before the government for construction of a new Skill Development Bloc in AryaVidyapeeth College (A).

Agenda 3:Delinking Higher Secondary section from the College.

It was opined by the house that delinking theHigher Secondary sectionfrom the College is of great necessity.

Resolution no.3: It was resolved that a letter will be placed before the Principal with a request to place the matter of delinking of the Higher Secondary section from the College before the Governing Body.

Agenda 4:Organising Job & Education Fair in the College.

The organising of a job and education fair in the college was discussed and the House agreed that such affair will attract not only the participating institutions but students also as they will be able to get a one on one counselling about future education prospects.

Resolution 4: The House took a resolution and formed a Committee to pursue the organising of the fair. The following members were inducted: 1.Dr.Manab Deka (Coordinator), 2. SuliYohana Ayemi,3.Rongina Narzary,4.Rupmala Barman.

Agenda 5:Sustainable Development Goals(SDGs)

It was decided by the House that out of the 17 SDGs given A.V College will work on 2 goals, namely no.4 (Quality Education) and no.5(Gender Equality).

Resolution 5:A resolution was taken to entrust the pursuance of the 2 chosen SDGs to a two member Committee comprising of Dr.JyotirupaSarma,Convenor and Dr.ShrutidharaKashyap,Jt.Convenor.

Agenda 6: Student Dropout Project

The House expressed concern about student dropouts and opined that a survey needs to be done to understand the reasons for this. It was decided that the department of Education would be given the responsibility to conduct the said survey.

Resolution no.6: It was resolved that the Department of Education will be entrusted with the responsibility of carrying out a project to study the causes of student dropouts in A.V. College(A). This project is to be completed within a period of 3 months(March, April and May) and the report of the findings submitted to the IQAC.

Agenda 7: Appointment of mental Health Guide in A.V College (A). After discussion in the house it was resolved to appoint Dr.TriveniBhattacharya as M.H.G in AryaVidyapeethCollege.

Resolution 7: It is hereby resolved that Dr.Triveni Bhattacharya, AVISTA will be appointed as mental health guide in A.V. College (A) w.e.f August 2025. Dr.BappanDebnath is entrusted the responsibility as Coordinator, Mental Health to coordinate further with Dr. Bhattacharya.

Agenda 8: Revision of Institutional Development Plan

It was decided to form a committee at the earliest. NEP Cell has been entrusted for distribution of the annexures to be compiled.

Agenda 9: Attract International students

Resolution 8: It was resolved to entrust Dr.ChandrashreeBhuyan, Convenor Internationalization Wing,A.V. College (A).

Agenda 10: The Coordinator expressed the need to purchase another laptop and Pendrive for the IQAC.

Any Other Matter:

1. Student Feedback will have to be collected within March, via Google form.
2. Employee feedback
3. Student satisfaction Diary will have to be done.
4. Dr.Deboshree Bhattacharya and SuliYohanaAyemi has been given the responsibility to make the IQAC calendar.
5. Principal Sir informed the house that the IQAC room will be given to the NCC and a new room will be allotted to IQAC.
6. A Prof. of practice(IKS)will have to be appointed in A.V. College (A) as per NEP 20 guidelines.

The meeting ended with the vote of thanks to the Chair.

Action taken

1. A letter was sent officially to the chairperson of the committee that was checking the Autonomous Rules & Regulations of A.V College, regarding its status. [reply has been received]
2. The proposal for construction of a new skill Development Bloc is yet to be drafted.
3. A letter for delinking Higher Secondary section has been placed before the Principal.
4. A letter has been sent to Dr.ManabDekaand the other members of the Committee that was formed for organising the Job&Education Fair.
5. Letters has been sent to Dr.JyotirupaSarmaand Dr.ShrutidharaKashyap deputing responsibility to work on the 2 SDGs Selected for the A.V College(A).
6. Letter has been sent to the HoD, Education Department entrusting the responsibility to conduct a project on the student Dropout status of A.V college (A).
7. Letter to TriveniBhattacharya, AVISTA for appointment as Mental Health Guide in A.V College (A) is yet to be sent.
8. Revision of IDP work has begun with allotment of different annexures as follows:
 - a.Dr. M. Bora &Dr. A. Devi : Annex A: 1, 4, 5, 6, 8 plus Annex C: All
 - b. Dr. S. Kakoty&Dr. J. Sarma: Annex A: 2, 9 plus Annex E: All
 - c. Dr.Biren Das, Mr.Jitumoni Das &Dr.MintuMaan : Annex A: 3, Annex B: All except no.1&Annex G: All
 - d. Dr.Biren Das &Dr.Rupmala Barman : Annex A: 7
 - e. Dr. RS Mazumdar&Dr. M. Deka : Annex B: 1
 - f. DrManali D. Saikia, Dr Sanghamitra De & Dr ManabDeka: Annex D(all)
 - g. Dr.RonginaNarzary&Ms. S.Y Ayemi : Annex F (all)
 - h. Dr.R.S Mazumdar, Dr.ManabDeka&Dr.Dalimi Devi : Annex H (all)
- 9.Letter has been sent to Dr.ChandashreeBhuyan, Convenor International Wing to take measures for attracting students from S.AsianCountries and ASEAN Countries.
10. A letter has been placed before principal Sir for Purchase of a Laptop and a pendrive for IQAC.

6th Meeting :04/04/25

An IQAC Meeting is being convened at 3.00 p.m in the MiniConference Room to discuss the following agenda:

1. Presentation of last proceedings
2. Presentation of Autonomous Inspection Peer Team Report, 2023-2024
3. Green Initiative (Papori)
4. Other activities of IQAC
5. Workshop on NAAC Assessment
- 6.:Additional clubs for development 64 Arts (*Souxosti Kala*): Story writing, painting, poetry club; Dance club; Music club; Drama club; Photography Club; Art & Craft Club ; Karate Club.
7. Professor of Practice

Members Present:

1. P.K Bhattacharyya
2. ManabDeka
3. Rahul Mazumdar
4. BappanDebnath
5. DebashreeBhattacharjee
6. SuliYohaneAyemi
7. ShrutidharaKashyap
8. SangeetaKakoty

Agenda 1: The Proceedings of the last meeting held on 6/3/2025 along with the action taken was read out by the Co-ordinator.

Agenda 2: The Presentation of the Autonomous Inspection Peer Team Report, 2023-24 was done by the Co-ordinator and a thorough discussion on it was done.

Agenda 3: The Green initiative responsibility was decided to be entrusted on Papori Devi, who is Convenor of the Eco Club.

Resolution 1: A resolution is taken to entrust the Green initiative to Dr.Papori Devi

Agenda 4: Other activities of the IQAC was discussed and assessed.

Agenda 5: NAAC Assessment Workshop.

It was decided to organise a workshop for those colleges that scored “C” grade in the NAAC Assessment.

Resolution 2: A resolution is taken to organise a Workshop on “How to improve NAAC Assessment for Colleges that Scored C”. Dr.MridulHazarika is the decided Resource Person. Dr. K.K Pathak is hereby decided to be the Coordinator of the Workshop.

Agenda 6: Additional clubs for development 64 Arts (*Souxosti Kala*):

The House felt that the all- round development of the students as per NEP 2020 entails some new clubs to be constituted.

Resolution 3: It is hereby resolved that the following clubs will be constituted and the teachers-in-charge entrusted are:

1. Story writing & Poetry: Pranita Barman
2. Dance: Deboshree Bhattacharya
3. Music: PankajGogoi
4. Drama: GeetanjaliHazarika
5. Photography: Papori Devi
6. Art & Craft: PurnimaSaha
7. Karate: GitanjaliHazarika

Agenda 7: Professor of Practice

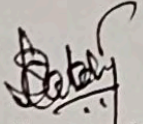
Resolution 4: It was resolved that three Professors of Practice will be appointed in A.V College (A), namely

- i) IKS will be entrusted to Professor Dipak Kr. Sharma, Retd. V.C, Kumar BhaskarVarmaSanskrit and Ancient Studies University.
- ii) For Skill and Entrepreneurship, the responsibility will be entrusted to Dr. Sunil Kumar Saikia, former Director, i/c & Head for Enterprise Development and Management in the Indian Institute of Entrepreneurship (IIE), Guwahati.
Both the respected persons have consented to take up the responsibility when contacted verbally.
- iii) Nationalism and Armed Forces has been entrusted to Professor of Practice, Colonel Dibya Shankar Bhattacharya(Retd.)

Action taken:

1. As per Resolution 1, Green initiative has been entrusted to Dr.Papori Devi.
2. As per resolution 2, the responsibility for the workshop has been entrusted to K.K Pathak as Coordinator.
3. As per resolution 3, the faculty members entrusted with the responsibility of certain clubs have been intimated and a notice is circulated.

4. As per resolution 4, Appointment letters have been handed over to the esteemed Professors of Practice.
5. As per resolution 7 of the IQAC meeting of 06/03/2025 and GB resolution no. 2 of 15/05/2025, Ms. Tribenee Bhattacharyya has been appointed as Mental Health Counsellor/Guide in A.V College (A). Appointment letter has been handed over to Ms. Bhattacharyya.



Co-Ordinator, IQAC

7th Meeting: 10/06/2025

An IQAC meeting is being convened today at 11.00 a.m to discuss the following agenda:

1. H.S Results, 2025
 2. AQAR Preparation member list
 3. Review of work going on
 4. Discussion on:
 - i) Opening of Hindi Major Course
 - ii) Spoken Tutorial; IIT Mumbai (after Puja holidays)
 - iii) MMTTC in A.V College (A)
 - iv) Annual Academic Calendar
 5. Talk by Professor Diganta Bishwa Sarma
 6. Workshop for Non-Teaching staff
 7. NAAC 'C' grade workshop date + list of college
 8. Plan of Action
- *Any Other Matter

Members Present:

1. P.K Bhattacharya
2. Mousumi Borah
3. Sangeeta Kakoty
4. Bappon Debnath
5. Jyotirupa Sarma
6. Deepsikha Sarma
7. Deboshree Bhattacharya

Agenda 1: The H.S Results which have not been satisfactory was discussed and it was decided that action needs to be taken on this matter.

- i) It was decided to increase Higher Secondary classes
- ii) Remedial Classes for weak students have been arranged. The classes be implemented from October 2025
- iii) Parents -Teachers meet will be organised on 28th June 2025, which will be monitored centrally by the monitored centrally by the Deans of Science & Arts and HoD, Commerce.

The PTM will be as: Arts- 9.30-11.00 a.m

Science- 12.30-2.00

Resolution 1: It was resolved to organise a H.S 2nd Year students Parents -Teachers on 28th June 2025, which will be monitored centrally by the monitored centrally by the Deans of Science & Arts and HoD, Commerce.

iv) Awhatsapp group of the Parents of the H.S 2nd year students in each dept. has been recommended so that students can be monitored from both sides.

Resolution2.: It was resolved that the HOD's of each dept will open a whatsapp group with the parents of the H.S 2nd year studentsso that students can be monitored from both sides.

Agenda 2: It was decided that in the meeting of the HoD's that was convened today, department representative names for the AQAR preparation will be collected.

Agenda 3: A quick review of the work going on was taken up where the status of the following was discussed:

- i. IDP- Process going on with a couple of teams yet to complete
- ii. Edu fair- This idea did not materialize
- iii. SDG- The team allotted is working on it
- iv. IQAC Calendar- has been prepared by SuliYohana&Deboshree Bhattacharya
- v. Drop out Survey- is being done by the Education Dept.
- vi. The feedback process- has been done
- vii. AQAR- Templates & Criterion will be shared

Agenda 4: The matter of opening Hindi Major was put on hold by the Chairperson.

The Spoken Tutorial with IIT Mumbai was decided to be taken up after the Puja break.

The prospect of bringing the MMTTC to A.V College was reverted to later discussion.

The Academic Calendar is to be prepared and completed so that it can be placed in the next Academic Council meeting.

Agenda 5:It was decided to finalize the talk on IKS to be delivered by Prof. DigantaBiswaSarma, Professor of Practice, D.U in September 2025. The organising of the program was entrusted to the Coordinator,IKS,Dr.S.P Sarma.

Resolution 3: It was resolved to organise thetalk on IKS to be delivered by Prof. DigantaBiswaSarma, Professor of Practice, D.U in September 2025.

Agenda 6: It was decided to organise a daylong workshop for the Non -Teaching Staff in the month of June.

Resolution 4: It was resolved to organise a daylong workshop for the Non -Teaching Staff in the month of June.

Agenda 7: It was decided that a daylong workshop for those colleges that scored 'C grade in the NAAC accreditation will be organised in A.V College(A) in collaboration with the DHE in October.

Agenda 8: Plan of Action for IQAC:

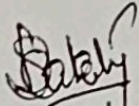
- i) A workshop for faculty members on advanced tools/MOOCs is planned for 27th June.
- ii) A workshop/Lecture for NCC is planned.
Resolution 5: It was resolved to organise a lecture session for the NCC by the Professor of Practice.
- iii) A workshop/Lecture for IKS is planned.

The meeting concluded with a vote of thanks.

Action Taken:

1. Parents-Teachers meet was organised on 28th June'25 for H.S 2nd year Students.
 - Dr.GitanjaliHazarika and Dr.Deboshree Bhattacharya were the coordinators for Arts Stream.
 - Afsana Sultana was Coordinator for Commerce
 - Dr.AninditaDeka and Dr.KarabiRajbongshi were Coordinators for Science Stream.
2. A whatsapp group has been created by the Departments for the parents of H.S 2nd year students.
3. The list of Departmental Representatives for AQAR Criterion/Template preparation has been prepared, and a Whatsapp group formed where Criterion 1,2&3 has been posted for submission.
4. The Academic Calendar has been prepared and submitted to the Member Secretary.
5. IDP preparation, Dropout survey and SDG preparation is being monitored for completion.
6. A workshop (Day long) for the Non-Teaching staff on the Topic "Professionalism and Work Place Skills" was organised on 26/06/2025. The Resource person was Dr.Tribenee Bhattacharyya, Mental Health Guide, A.V College.
7. Principal Sir has talked with DHE for the NAAC workshop.

8. An Interactive Session on “Born to lead Trained to Serve: NCC and The Military” was organised on 27/06/2025 for the NCC Cadets of A.V College. It was attended by a number of other students also. The Resource Person was Colonel Dibya Shankar Bhattacharya (Retd.), Prof. of Practice, A.V College (A).
9. For the Lecture on IKS, Communication is going on with Prof. D.B Sarma.



Co-Ordinator, IQAC

8th Meeting: 17/06/2025

An IQAC Meeting has been convened today at 1.00 pm in Conference Hall 2.

The Agenda included-

1. CAS Promotion
2. AQAR Template Collection

Members Present:

1. P.K Bhattacharya
2. Anupama Devi
3. Mousumi Borah
4. JyotirupaSarma
5. DeepsikhaSarma
6. Deboshree Bhattacharya
7. SuliYohanaAyemi
8. ShrutidharaKashyap
9. SangeetaKakoty

Invitees

- 1.Dr.Deepika Devi, Dean of Science
- 2.Dr.SumitaBhattacharjee, Dean of Arts

The meeting was called to discuss the CAS Promotion as there was some confusion amongst the candidates who have applied for promotion.

Agenda 1

Principal clarified his stand on the steps to be taken.

- It was decided that the candidates will be asked whether they want interviews to be re-held or not.
- For this matter of CAS promotion, Dean of Science and Dean of Arts were specially invited.

Agenda 2:

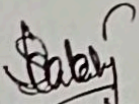
The second matter taken up was about AQAR Template / Criterion collection.

- 1st Criterion deadline was 16th June;
- 2nd Criterion deadline was 23rd June, and
- 3rd Criterion deadline was 30th June.

- It was discussed whether the 1st Criterion had been submitted by the Dept. coordinators as requested.

- It was also emphasized that templates and Criteria must be submitted as per the dates given.
- The message for each Criterion (1,2&3) with deadline was posted on 11/06/2025 by the IQAC Coordinator.

The meeting concluded with a vote of Thanks.

A handwritten signature in black ink, appearing to read 'Babu', with a stylized flourish at the end.

Co-Ordinator, IQAC

9th Meeting: 08/08/2025

An IQAC meeting is convened today at 2.00 pm in Conference Hall 2 the following agenda:

Agenda 1: IDP Status

Agenda 2: AQAR Criterion status

Agenda 3: Departmental Planner

Agenda 4: Green Initiative

Agenda 5: Certificate Course on Management of Plastic Waste

Agenda 6: Automated class routine

Agenda 7: updates on NAAC

Members and invitees present:

1. Pradip kr. Bhattacharyya
2. Mousumi Bora
3. Anupama Devi
4. Rahul Mazumdar
5. PradyutSarma
6. ShrutidharaKashyap
7. DeepsikhaSarma
8. SuliYohanaAyemi
9. JyotirupaSarma
10. BappanDebnath
11. Deboshree Bhattacharya
12. SangeetaKakoty

Agenda 1: IDP Status

The meeting discussed the progress on IDP preparation by the allotted teams. Some of the teams have completed the allotted annexures while, a couple of teams are yet to complete their parts.

Agenda 2: AQAR Criterionstatus

Almost all departments have submitted Criteria 1,2& 3(except Sanskrit: 1,2,3; chemistry: 3; Hindi: 3). IQAC Coordinator will look into the matter. Criteria 4&5 will be prepared and submitted by 30th August 2025. Coordinator will inform the AQAR Dept. Respected Group.Chapters 1,2 and 3 will be Simultaneously prepared by the allotted teams.

Agenda 3: Departmental Planner

The planner is being planned to be discussed in the joint meeting of IQAC and HOD's very soon. It is decided that "Classes by University faculties" will be included in the planner. It is decided that classes on Mental Health will be arranged for each semester and where required departments with fewer students can be clubbed together.

Resolution 1: It was resolved that classes on Mental Health will be arranged for each semester.

Agenda 4: Green Initiative

The meeting discussed how focus on green initiative & green practices can be further promoted in the college, like increase green area and energy efficient initiatives as well as Green education. * Apart from looking into plastic waste and paper waste, more steps will have to be taken for enhancing initiative. It is decided that an IQAC meeting on only one agenda: Green Initiative will be convened in a couple of days. [* A Biogas plant is to be installed in the hostel]

Resolution2 :It is resolved that a proposal will be placed on the Principal's desk to open a course of Waste management.

Agenda: 5: Certificate Course on Management of Plastic Waste

It is decided that a Certificate Course on Management of Plastic Waste will be offered. Discussion is going on for conducting the course, and CIPET has been communicated for it. IQAC will place a proposal to open this course on the Principal's desk.

Resolution 3: It is resolved that IQAC will place a proposal to open a Certificate Course on Management of Plastic Waste on the Principal's desk.

Agenda 6:Automated class routine

It is decided to try for an automated class routine so that the teacher's workload, vacant rooms etc can be traced conveniently without time consuming manual process. A proposal to this end will be placed on the Principal's desk from IQAC.

Agenda 7: Updates on NAAC

It is decided that an IQAC meeting will meet soon to discuss new updates on NAAC, and the Strategies to be taken thereof.

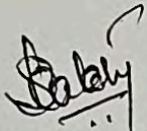
Any other Matter:

1. It is being decided to convene a full body IQAC meeting before the Puja Vacation (2nd week of September)
2. It is decided that the Clubs & cells/Committees will be asked to prepare a presentation of their activities from 1st July 2024 to 30th June 2025.
3. A Skill Hub and A Sports Facility in the hostel Campus (Boys) can be explored.

The meeting concluded with a vote of Thanks.

Actions Taken:

1. The teams working on the IDP have been notified to complete their allotted portions by 30th August 2025
2. All Departments have been notified to submit Criteria 4&5 of the AQAR by 30.08.25.
3. Schedule for Mental Health Classes is being prepared with classes on 22nd, 27th August and 1st, 3rd September 2025.
4. Schedule for Lectures/Sessions of the Professors of Practice is being prepared.
5. Three proposals about: i) Certificate course on Waste (paper) Management, ii) Certificate course on Plastic Waste and iii) Automated routine has been placed before Principal, A.V College(A).
6. The IQAC meeting with the onepoint agenda: Green Initiative was convened on 11/08/2025.



Co-Ordinator, IQAC

10th Meeting: 11/08/2025

The IQAC Meeting is being convened today at 3.00 P.M in Conference Hall 2 with a one point agenda: Green Initiative

The members present are:

1. Pradip kr. Bhattacharyya
2. Mousumi Bora
3. Anupama Devi
4. Rahul Mazumdar
5. Pradyut Sarma
6. Shrutidhara Kashyap
7. Deepsikha Sarma
8. Suli Yohana Ayemi
9. Jyotirupa Sarma
10. Bappan Debnath
11. Deboshree Bhattacharya
12. Sangeeta Kakoty
13. Biren Das
14. Sumita Bhattacharjee

Invited: Dean Academics- M. Bora & R.S Mazumdar

Dean of Arts- S. Bhattacharjee

Dean of Science- B. Das

The Green Initiative topic was discussed in the meeting by touching upon the 7 points of G.I:

1. Energy: Solar Energy- this requirement of the college has been covered with a little left, which will be covered by 2026. * The College Election can be explored to be Paperless (Take up with sharma)
2. Waste Reduction & Recycle: An initiative has been taken to recycle. Waste paper into pulp to make some products. A Certificate Course on this is on the anvil to begin by October 2025.
 - Efforts are on to channelize the other wastes from the Hostels. Composting → Vermi compost → Biogas. The two hostel supers are to be given responsibility.
 - E-waste is being managed.

Resolution 1: It is resolved to rope in an expert to seek guidance on how to carry out waste reduction and recycling.

3. Water Conservation:

- Water tank has been made
- Rain water harvesting (boring) to be done by October 2025.

4. Green Transport:

- Promote E. vehicles
- Install two charging points for EV.

5. Green Building

- Energy efficient design

6. Green IT

- Energy efficient Hardware; LED; 5* AC

7. Paperless office:

- E-office App in College for DL/EL/CL etc.,
- and Paperless Election for AVCSU was discussed.

Thereafter, different audits to be looked into were listed:

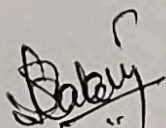
1. Green Audit | Energy Audit;
2. R.T.I Audit;
3. Gender Audit;
4. ICT Audit and
5. Property Audit

Resolution 2: It is resolved to form a Gender Audit Committee in A.V College (A).

The meeting concluded with a vote of Thanks.

Action taken:

1. The Gender Audit Committee has been Constituted (On 3rd September 2025)
2. Initiative has been taken for waste management(both paper and plastic) by inviting Dr.Pradip Sharma, President, Pride Coop to explore ideas.
3. Student Election was conducted paperless.
4. Green and Energy Audit is being taken up.



Co-Ordinator, IQAC

11th Meeting: 18/08/2025

A meeting of the IQAC is being convened today at 3.15 pm with a one point agenda:

Latest NAAC latest and new criterions.

The members present are:

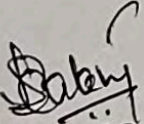
1. Pradip kr. Bhattacharyya
2. Mousumi Bora
3. Anupama Devi
4. ManabDeka
5. PradyutSarma
6. SumitaBhattacharjee
7. DeepsikhaSarma
8. DeboshreeBhattacharjee
9. JyotirupaSarma
10. BappanDebnath
11. SangeetaKakoty

- The meeting dwelt on the tentative new criterions of NAAC assessment, drawing inputs from a video of Youtube Channel.
- The house took up whether the college should apply for assessment at the basic level or at the higher level. It was decided to apply at the higher level.
- It was felt that the material required as per the old NAAC Criterion for the AQAR can be continued to be collected.

The meeting concluded with a vote of thanks.

Action taken :

1. The data required for the AQAR as per the old NAAC Criterion is being collected.


Co-Ordinator, IQAC

12th Meeting: 26/08/2025

Today a joint meeting of the IQAC, IIC and the Department of Skill and Entrepreneurship with Pradip Sharma, President, Pride Coop was held in the presence of the Principal Sir.

Dr. Sharma was invited for seeking guidance on how to manage plastic waste and also paper waste.

Apart from that, Dr. Sharma also shared his experience and expertise that can be a guiding light for the college in the arena of skill and Entrepreneurship.

The meeting finally chalked out a 6point plan to be completed by December 2025.

Plan 1. Akzonoble(Dulux Paint)→CSR→ Skill training for vehicle Refurbishing Centre in Bangalore and Mumbai→ for Boys(MoU with School Students)→ free Hostel |food|Exam|Certificate.

Plan 2. Another Skill training offered by Akzonoble→CSR→ Wall Painting Decor → Gurgaon.

* A Proposal for a Painting Centre in the College can be submitted.

Plan 3. A training for Women (Computers) can be arranged with Microsoft for Skill training.

Resolution 1 : It was resolved to conduct a training for Female faculty members with Microsoft.

Plan 4. A proper system of Plastic Waste management was discussed, and it was decided to produce utility products like Pen and Duster from it.

Plan 5. As for management of paper waste, it was suggested to produce hand paper. Dr. Sharma advised on how to go about it.

Plan 6. The Prospect of Biogas production and vermin compost in the Hostels was also discussed.

Resolution 2: It is resolved to start a Biogas unit and vermin compost production in the college hostels.

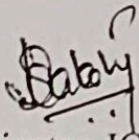
Further, Dr. Sharma proposed that a talk for start-up entrepreneurship can be arranged with one of the top personalities of India→ India Accelerator, Munish Bhatia.

Dr. Sharma also offered to bring Anshu Gupta, founder of Gunj who believes in Creating Waste to Wealth, to A.V College(A) for an interactive program.

The meeting concluded with a vote of Thanks.

Action taken

1. A training with Microsoft(WIDB) for Skill training has begun on 11/11/2025 with 19 female faculty members.
2. Plastic Waste (bottles) is being collected.
3. Biogas production is being discussed with various agencies.
4. Steps have been taken for plastic Waste management.
5. Initiative for finding candidates for wall painting training in Gurgaon offered by Akzonobel as part of CSR has been taken(Dr.MintuMaanDutta is the nodal person).



Co-Ordinator, IQAC

13th Meeting: 03/11/2025

IQAC meeting is being convened today at 3.00 pm in the mini conference room, with the following agenda:

1. Autonomous Inspection
2. Autonomous Rules & Regulation
3. FYUGP Rules & Regulation
4. IDP to be completed
5. Ph.D Guidelines

*AoM

The following members were present:

1. Pradip kr. Bhattacharyya
2. Mousumi Bora
3. Rahul S. Mazumdar
4. ManabDeka
5. Biren Das
6. ShrutidharaKashyap
7. DeepsikhaSarma
8. DeboshreeBhattacharjee
9. SangeetaKakoty
10. BappanDebnath
11. SuliYohanAyemi

Agenda 1:Autonomous Inspection

Presentation for Autonomous Inspection is to be prepared by the IQAC.Dates for the inspection isto be taken between 10th-25th December 2025. The names proposed by the GB for Peer Team are:

- (1). Dr.MridulHazarika(2).Dr.Manorama Sharma(3). Dr.Nissar Ahmad Barua
- (4). Dr.Bhaben Tanti.

Resolution 1: It is resolved to seek the dates from the Chairperson(Dr.MridulHazarika) of the team proposed by the GB and thereafter contact the other proposed members(Dr.Manorama Sharma,Dr.Nissar Ahmad Baruaand Dr.Bhaben Tanti)of the Autonomous Inspection Peer Team.

Agenda 2:Autonomous College Rule &Regulations

Resolution 2: It was resolved to take up the matter of the Autonomous College Rule &Regulationsthat needs to be completed with the lost few details and submitted.

Agenda 3:FYUGP Rules &Regulation

Resolution 3: It was resolved that a separate set of FYUGP Rules &Regulation has to be prepared.

Agenda 4:

The IDP that is being prepared by the various groups allotted will have to be brought to a common format.

Agenda 5:

As far as preparation of Phd guidelines, it has been entrusted to Dr.ManabDeka&Dr.AnuradhaBarua.The Rules &Regulations will be placed before the next IQAC meeting.

Resolution 4: It is resolved that

- Ph.D. guideshipis to be initiated from March 2026
- Applications for guideshipwill be submitted to the member Secretary and will be passed by the Academic Council and thereafterplaced before the GB.
- A Separate Research Committee will have to be constituted for all guideship related work.

Any Other Matter:

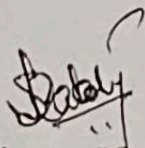
1. For Alumni contribution to be encouraged a meeting of the Alumni Association office bearers and the IQAC has been proposed.
- 2.The Library resources need to be displayed.
- 3.One Nation One Data (ONOD)& ONOS Status needs to be checked.
4. Exams rules and regulations should be made separately fromautonomous R&R.
5. The College Presentation (Governor) is to be updated (form group and allot).
- 6.The next IQAC meeting will sit with NIRF.

7.The Autonomous Rules & Regulations will be taken up for further discussion from 6th November 2025.

The meeting concluded with a vote of thanks.

Action Taken:

1. The Autonomous Rules & Regulations is being further discussed.
2. The FYUGP rules and regulations have already been made separately.
3. The final copy of the IDP is to being prepared.
4. The Phd Guidelines are being drafted.
5. The presentation about the College has to be updated.
6. The ONOD Portal has not been activated yet from the Union Education Ministry of India.
7. The ONOS, used for browsing e-journals is working in the College
8. The Autonomous Inspection of the College was carried out by the above mentioned Peer Team on 22/ 12 /2025. The Report is awaited.



Co-ordinator, IQAC