

Minutes of the IQAC meeting held at 2.00 p.m. on August 21st, 2018 at IQAC office of Biswanath College

The meeting started at 2.00 pm. It started with a silent prayer.

The following members were present:

1. Dr. Mrinal Kumar Borah, Chairman, IQAC
2. Dr. Nipam Kumar Saikia, Coordinator, IQAC
3. Dr. Debashis Sharma, Assistant Coordinator, IQAC
4. Dr. Ratul Nath, Assistant Coordinator, IQAC
7. Mr. Chittaranjan Kakati, SA
8. Mr. Tilak Deka

The matters discussed at the meeting were:

1. All the members laid stress on organizing a general meeting with all the teachers to discuss the things which are required to prepare the AQAR for the period 2017-18. It was decided to hold the meeting on November 20, 2018 in Teachers' Common Room.
1. Criteria of IQAC format were divided among committee members
 - Part A: Dr. Nipam Kumar Saikia
 - Part B: By all the members
2. Members are requested to complete their respective criteria by December 15th, 2019
3. It was decided to organise an interactive programme on "How to Strive for Excellence" exclusively for female students of 5th semester on September 22, 2018.
4. It was decided to conduct more cleanliness drive to make the College campus clean and plastic-free.
5. It was decided to make student feedback mechanism effective.
6. It was decided to publish the IQAC bulletin *Journey* in February, 2019.

The meeting ended at 5:00 pm.

Minutes of the IQAC meeting held at 2.00 p.m. on 1st June, 2019 at IQAC office of Biswanath College

The meeting started at 2.00 pm. It started with a silent prayer.

The following members were present:

1. Mrs. Mira Mudoi Bora, Chairman, IQAC
2. Dr. Nipam Kumar Saikia, Coordinator, IQAC
3. Dr. Debashis Sharma, Assistant Coordinator, IQAC
4. Dr. Ratul Nath, Assistant Coordinator, IQAC
5. Dr. Lalit Baruah, Assistant Coordinator, IQAC
6. Mr. Neelam Dutta, Alumnus member
7. Mr. Chittaranjan Kakati, SA
8. Mr. Tilak Deka

The matters discussed at the meeting were:

1. The new guidelines of NAAC on the submission of AQAR and SSR are discussed at length.
2. Criteria of IQAC format were divided among committee members
 - Part A: Principal's Office
 - Part B:
 - Criterion 1: Dr. Lalit Barua
 - Criterion 2: Dr. Lalit Barua
 - Criterion 3: Dr. Ratul Nath
 - Criterion 4: Dr. Debashis Sharma
 - Criterion 5: Dr. Debashis Sharma
 - Criterion 6: Dr. Ratul Nath
 - Criterion 7: Dr. Nipam Kumar Saikia
 - Criterion 8: Dr. Nipam Kumar Saikia
3. Members are required to complete their respective criteria by November 30th, 2019
4. It was decided that a document will be prepared covering the major questions that need to be answered for IQAC report and will be shared with each department.
5. It was decided to conduct an awareness drive regarding the latest guidelines of AQAR and SSR among the teachers within August, 2019

6. It was decided to organise a workshop on June 7th on CBCS for the teachers of the College On June 7th 2019.
7. It was decided to arrange more IQAC meeting.
8. It was decided to publish the IQAC bulletin *Journey* in the next College Week.
9. AQAR must be placed in front of **statutory body**.

The meeting ended at 5:00 pm.

Minutes of IQAC meeting held on 4th of June, 2019

Venue: IQAC chamber

A meeting of the IQAC Biswanath College was held in the office of the IQAC, Biswanath College, on 4th of June, 2019 to delve deeper into the newly-introduced CBCS course by Gauhati University. It was presided over by Mrs. Mira Mudoï Bora, IQAC Chairman and Principal i/c, Biswanath College. The Coordinator of IQAC placed the objectives in front of following members present in the meeting.

1. Mrs. Mira Mudoï Borah, Chairman
2. Dr. Nipam Kumar Saikia, Coordinator
3. Dr. Lalit Baruah, Asstt. Coordinator
4. Dr. Debashish Sharma, Asstt. Coordinator
5. Dr. Ratul Nath, Asstt. Coordinator.

Resolution of the meeting:

The meeting decided to organize a workshop on CBCS for teachers of Biswanath College and other institutions of higher education in Biswanath district. The meeting decided to invite Prof. Madhurya Prasad Borah, Professor in the Department of Physics, Gauhati University, as resource person.

Minutes of IQAC meeting held on 9th of November, 2020

Venue: Conference Hall

A meeting of the IQAC, Biswanath College was held on 9th of November, 2020 with all the Heads of the Departments. It was chaired by Dr. Chinta Mani Sharma, IQAC Chairman and Principal, Biswanath College. The Coordinator of IQAC placed the objectives in front of following members present in the meeting.

Members present:

1. Dr. Chinta Mani Sharma, Principal & Chairman, IQAC
2. Dr. Nipam Kumar Saikia, Coordinator, IQAC
3. Dr. Lalit Baruah, Assistant Coordinator
4. Dr. Debashish Sharma, Assistant Coordinator
5. Dr. Ratul Nath, Assistant Coordinator
6. Mr. Babul Borah
7. Dr. Neeta Basumatary
8. Mr. Simanta Hazarika
9. Mr. Hirak Kumar Saikia
10. Mr. Dilip Borah
11. Mrs. Jyotikana Das Tamuly
12. Mr. Taranath Mahanta
13. Mr. Ramananda Borah
14. Mrs. Leena Hazarika
15. Mrs. Moromi Bhattacharyya
16. Mr. Naresh Thakur
17. Mr. Ajit Dutta
18. Mr. Hem Kumar Gautam
19. Mrs. Kobita Borah

The following resolutions were taken in the meeting:

1. All departments should be ready with individual and departmental profiles, records of sessional examinations, records of student exchange programme and excursions, proceedings of departmental meetings, proper stock books, student progression, analysis of results and drop out ratio and guardian meetings.
2. Extension activities have to be performed by the departments in the feeder institutions.

3. A school/village has to be adopted by college in the catchment area in collaboration with NSS and NCC unit.
4. Various committees related to academic and administrative affairs of the college should be ready with their annual reports.

Minutes of IQAC meeting held on 10th of November, 2020

Venue: Conference Hall

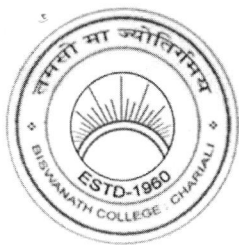
A meeting of the IQAC, Biswanath College was held on 10-11-2020 with the non-teaching staff of the college. It was chaired by Dr. Chinta Mani Sharma, IQAC Chairman and Principal, Biswanath College. The Coordinator of IQAC placed the objectives in front of following members present in the meeting.

Members present:

1. Dr. Chinta Mani Sharma, Principal & Chairman, IQAC
2. Dr. Nipam Kumar Saikia, Coordinator, IQAC
3. Dr. Lalit Baruah, Assistant Coordinator
4. Dr. Debashish Sharma, Assistant Coordinator
5. Dr. Ratul Nath, Assistant Coordinator
6. Mr. Chitta Ranjan Kakoti
7. Mr. Bhaben Baruah
8. Mr. Raju Hazarika
9. Mr. Ananta Borthakur
10. Mr. Tilak Kr. Deka
11. Ms. Premoda Borah
12. Mr. Biswajit Bhagawati
13. Mr. Nilay Saikia
14. Ms. Dipanjali Hazarika
15. Ms. Purobi Borah
16. Mr. Nilutpal Phukan
17. Mr. Dhruba Jyoti Das

After detailed discussion, the following resolutions were taken-

1. Record keeping system of the library should be upgraded with bar coding of books.
2. Office records related to grants received and utilized, student enrollment and results, assets of the college, audit reports should be updated and arranged properly.
3. Records of employees including their appointment, promotions and service books should be updated and arranged properly.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

BISWANATH COLLEGE

PO. CHARIALI-784176, DIST: BISWANATH

PH. 03715-222024 (O), 9101363016 (CO-ORDINATOR)

Ref. No.

Date: 03.11.2020

Action Taken Report

Following actions have been taken by the college authority according to the recommendations of NAAC peer team, 2015.

Sl. no	Recommendations for quality enhancement of the institution by NAAC-2015	Action taken
1.	Efforts for establishment of herbal garden/bamboo conservatory.	A herbal garden has been established in the college campus.
2.	More number of books in library, especially in commerce.	4,770 books were procured for the college's central library. A book grant of Rs. 10,000/ has been allotted to each department to strengthen departmental libraries.
3.	Alumni association to be registered.	Alumni Association of Biswanath College has been registered under Society registration.
4.	ICT and Computer Application be promoted.	A language laboratory with 30 Computers and a computer laboratory have been established. Mathematica software has been procured. Three more classrooms have been upgraded to smart classroom with LED projector facility.
5.	Teachers be encouraged to participate and organize conferences and seminars/symposia on regular basis.	Most of the faculty members have participated in national and international seminars/webinars. One national seminar and 25 national and international webinars were conducted by the college.
6.	Eminent personalities in different fields be invited for interaction.	Eminent personalities like Padmashree awardee, Forest man Jadav Payeng, Padmashree awardee, Dr. Uddhab Kumar Bharali, Mr. MGVK Bhanu, (IAS), Siddhartha Bhattacharyya, Education Minister, Assam, Padma Bhushan awardee and Sahitya academy award winner Prof. Ramachandra Guha , Prof. Madhurya Prasad Borah, Convener, CBCS, Gauhati University, Dr. Hemanta Kr. Baruah, Scientist, Dragonfly Institute, USA, Prof. Lopita Nath, Coordinator of Asian Studies, University of Incarnate Word, Texas, USA, Prof. Namrata

		Goswami, Sr. Analyst, Washington, Prof. Gobinda Raj Bhattarai, Former HoD Deptt. Of English, Tribhuban University, Nepal visited physically/virtually our college.
7.	Professional enhancement and capacity building of Non-Teaching staff be promoted.	Members from non-teaching staff were sent to various training programmes related to RUSA, E-procurement, PFMS, NSP, Spoken Hindi course etc.
8.	English Language Lab be established with ICT facilities.	A Language laboratory with 30 nos. of Computers and CLARITY software has been established.
9.	Efforts to be made to fill vacant posts of Teaching and Non-Teaching staff.	15 numbers of teachers have joined our during the last five years. Advertisement for filling another 4-teaching posts has been published and the process of applying for the same is going on.
10.	Computer Education be promoted and Computer Science laboratory be strengthened.	Bachelor of computer application (BCA) course has been introduced in 2017. A computer laboratory has been established.
11.	Welfare of Contractual staff.	Salary of contractual staff has been increased. A lumpsum amount is given to contractual staff at the time of superannuation.
12.	Hindi Department should be established and Teacher be recruited and Hindi books be purchased.	Hindi department has been established and adequate numbers of books have been procured for the department.
13.	Sports Activities and Playground should be developed.	Football and basketball courts and gymnasium center have been upgraded. Large number of sport items have been procured.
14.	Diploma courses in Tourism, Organic Farming/cosmetics to be started for fund and employment generation.	Six months certificate course in Tea is running smoothly in the college. A tea garden of 1.34 Ha of land is a good earning source for the college.
15.	Establish Tissue culture unit/centre for propagation and conservation of rich diversity of the region	The Bio-tech Hub of the institution has some facilities for tissue culture and micropropagation.
16.	Girls hostel facilities be enriched for increasing number of students.	A new hostel for girls was opened in 2017.
17.	Girls toilet and sanitary facilities be properly created with proper dustbins.	Girls toilets have been upgraded with proper sanitary napkin vending and incinerator machines.
18.	MOOC modules be utilised to enhance student teacher learning.	Some of the teachers and students are carrying out courses from MOOCS.

Following actions have been taken by IQAC independently or in collaboration with various departments, Cells, NSS and NCC wing as per the resolutions of IQAC meetings.

1. A Workshop on CBCS was organized on 7th June, 2019 to which Prof. Madhurya Prasad Borah, Convener, CBCS, Gauhati University was invited as resource person.

2. An international webinar on “Mahatma Gandhi and his legacy” was organized as the concluding programme of the College’s year-long Diamond jubilee celebration on 7th of September, 2020, in which eminent writer, sahitya academy winner, Padma Bhushan awardee and former visiting Professor of London school of economics Professor **Ramachandra Guha** participated as the resource person
3. Eminent personalities like Padmashree awardee, Forest man Jadav Payeng, Padmashree awardee, Dr. Uddhab Kumar Bharali, Mr. MGVK Bhanu, (IAS), Siddhartha Bhattacharyya, Education Minister, Assam, visited physically/virtually our college.
4. An Industry Academia Meet with Gauhati Refinery was organized on 9th November, 2019 where students were made aware of the schemes of apprenticeship at Guwahati Refinery.
5. Awareness campaign on “Maintaining Health and Hygiene among Women” was organised on 29th February, 2020 as part of National science Day celebration.
6. A village, Kro Arong has been adopted by our college in collaboration with NSS and NCC wing.
7. Different outreach activities have been conducted in the nearby feeder institutions by various departments of our college as a part of extension activities.
8. **Institutions’ Innovation Cell** has been constituted and registered under MHRD to promote the research and motivate students towards innovation and entrepreneurship.
9. In line with the goals and mandates of UN which includes the promotion and protection of human rights, access to education, sustainability and conflict resolution our institute is registered under **United Nation’s Academic Impact Programme (UNAIP)**.
10. To explore the cultural diversity and to promote social integrity in Assam, some student exchange programmes have been conducted at department level.



(Dr. Chinta Mani Sharma)
 IQAC Chairman & Principal
 Biswanath College
Principal
Biswanath College Chariali



(Dr. Nipam Kumar Saikia)
 IQAC Coordinator
 Biswanath College
Co-Ordinator
Internal Quality Assurance Cell
Biswanath College, Chariali