

MINUTES OF IQAC MEETINGS FOR THE SESSION 2018-19

Meeting-1, Date: 24-08-2018

Minutes of the Internal Quality Assurance Cell (IQAC) meeting of Gogamukh College held on 24th August, 2018.

Members attended

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| 1. Dr. kashinath Gogoi, Principal and chairperson, IQAC, Gogamukh college- | Sd. |
| 2. Mr. Bipul Palak, Academic-in-charge | - Sd. |
| 3. Mr. Diganta kumar kakati, Co-ordinator, IQAC | - Sd. |
| 4. Mr. Debeswar Barua, Asstt. Co-ordinator | - Sd. |
| 5. Mr. mukheswar Chutia, Ex-Offico member | - Sd. |
| 6. Mr. Bijoy konwor, invitee member | - Sd. |
| 7. Mr. Arun Doley, UDA and Accountant | - Sd. |
| 8. Mr. Sadananda Sharma, Library Asstt. | - Sd. |
| 9. President, GCSU | - Sd. |
| 10. Secretary, GCSU | - Sd. |

Minutes of the meeting

A meeting of the IQAC, Gogamukh College for the academic year 2018-19 was held on 24th July, 2018 at 2 pm at the Vice-principal's office chamber. The meeting was presided over by Dr. Kashinath Gogoi, Principal and Chairperson of IQAC. The purpose of the meeting was described by Mr. Diganta kumar Kakati, Co-Ordinator of IQAC. Mr. Kakati said that as we have begun a new academic year from 1st August, 2018, we need to chalk out a planning of activities to be performed in the current academic year by the IQAC, so the meeting was called. Besides the 3rd cycle of NAAC visit is due in the academic year 2020-21. So, our activities should help us to prepare for the forthcoming NAAC visit to our college.

Mr. Mukheswar Chutia said that the IQAC performs a few regular activities like observation of Independence Day, Republic Day, Gandhi Jayanti, College Foundation Day etc. Moreover, the IQAC organizes departmental seminars and discussions, college seminar and other programmes as directed by the DHE and the central and state governments. As the visit of the NAAC is due within two years, from now on the IQAC must work very sincerely.

Then the coordinator Mr. Kakati said that among the regular activities, we have observed Independence Day on August 15th last where, the Principal unfurled the National Flag in

presence of other faculty members and students. We have been publishing the annual research journal of our college 'Progyan' every year in the month of December. This year also we should publish the journal in the scheduled time and for that purpose an editor should be nominated by today's meeting. Another regular programme of the IQAC is observation of International Women's Day on 8th March every year in collaboration with the Women's Cell of the college at some village of the locality. The meeting unanimously nominated Dr. Amarjyoti Doley as the Editor of the college research journal 'Progyan.' It was decided that for the publication of the journal the teaching staff of the college will give Rs. 1000 (one thousand) per head. It was also decided in the meeting that to observe the International Women's Day, the college authority will provide Rs. 10,000 (ten thousand) to IQAC. The meeting then decided to provide funds for other activities of the IQAC. The meeting then decided to hold the departmental and college seminars in the first half of September. For the departmental seminars each arts department will be given Rs. 2500 and for college seminar Rs. 4000 will be provided to the IQAC. The meeting then scrutinized the college academic calendar prepared for the current academic session and approved the same. In the midst of the meeting, Mr. Kakati said that in the meantime, we sent the reports of Drop Out students as required by the Dibrugarh University in the month of April, 2018.

Then at the end of the meeting, the Chairperson Dr. Gogoi expressed happiness over the cooperation extended by the members present to run the meeting smoothly and appealed all the members to work sincerely in academic areas and also to maintain proper data and documents of the activities done by IQAC which is very important along with performing the activities. He also requested the faculty members to do the classes properly and keep the data of the students up-to-date. After his speech the chairperson declared the end of the meeting.

Following decisions were taken in the meeting:

1. Like other years, the regular programmes of the IQAC will be done.
2. Dr. Amarjyoti Doley was nominated as the Editor of the college research magazine 'Progyan'.
3. All teaching members will give Rs. 1000 (one thousand) each to publish 'Progyan'.
4. Rs. 10,000 (ten thousand) will be given by the college authority to observe International Women's Day

5. The meeting then decided that the departmental seminars and college seminar will be held in the first half of the month of September. Rs. 2500 and Rs. 4000 will be given to the arts departments and Rs. 4000 will be given to the IQAC to hold the seminars.
6. Funds for other activities will also be provided by the college authority
7. Scrutiny and acceptance of college academic calendar for the current academic session.

Meeting-2, Date: 11-10-2018

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 11th October, 2018, at the Vice-Principal's office Chamber.

Members present:

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| 1. Dr. Kashinath Gogoi, Principal and Chairperson, IQAC, Gogamukh college- | Sd. |
| 2. Mr. Bipul Palak, Academic-in-charge | - Sd. |
| 3. Mr. Diganta kumar kakati, Co-ordinator, IQAC | - Sd. |
| 4. Mr. Debeswar Barua, Asstt. Co-ordinator | - Sd. |
| 5. Mr. Mukheswar Chutia, Ex-Offico member | - Sd. |
| 6. Mr. Bijoy konwor, invitee member | - Sd. |
| 7. Mr. Arun Doley, UDA and Accountant | - Sd. |
| 8. Mr. Sadananda Sharma, Library Asstt. | - Sd. |
| 9. President, GCSU | - Sd. |
| 10. Secretary, GCSU | - Sd. |

The second meeting of the IQAC, Gogamukh College for the academic year 2018-19 was held on 11th October, 2018, at the Vice-Principal's office chamber at 2 pm. The meeting was presided over by Dr. Kashinath Gogoi, Principal and Chairperson of IQAC. The purpose of the meeting was described by Mr. Diganta kumar Kakati, Co-Ordinator of IQAC. Mr. Kakati said that as we have held our first meeting of this academic year on 24th August, 2018, in that meeting, we chalked out a planning of activities to be performed in the current academic year by the IQAC, and a few decisions were taken in the meeting. Today's meeting is called to review the progress of the decisions taken in the meeting. Then he read out the minutes of the last meeting of the IQAC. Taking part in the discussion, Dr. Amarjyoti Doley, Editor, Progyan, said that all necessary arrangements for collection of research papers and other articles are taken and necessary communications are made. He said that till now three articles are received by the editor.

The coordinator informed the meeting that the departmental seminars as well as the college seminar were held adequately as scheduled in the earlier meeting in the first half of the month of September. The college seminar was held on September 6th, 2018. An awareness meeting on the girl child was held in the college on 24th September, 2018. Gandhi Jayanti was observed on 2nd October 2018, with quiz competition among the students on various aspects of the life of Mahatma Gandhi.

The meeting decided to keep all the data like marks of the sessional examinations of the students, internal assessment marks of the students, marks awarded to the students on the basis of home assignment and seminar presentation etc. so that at the time of preparation of the departmental profile there shouldn't be any inconvenience. For this the meeting appealed all the teaching departments to keep their departmental works up-to-date and also appealed the non-teaching faculty to keep their various data like examination results and financial data etc. up-to-date.

At the end of the meeting the chairperson expressed his happiness over the cooperation of the members in the meeting and declared the end of the meeting.

The following are the decisions taken in the meeting:

1. The meeting decided to keep all data of the students like sessional examinations marks, internal assessment marks, seminar/home assignment marks up-to-date by the teaching departments for further reference.
2. The meeting decided to keep all data like examinations results, admission data like male and female students, ST, SC, OBC and General category students data, financial data etc. for further reference.

Meeting-3, Date: 22-01-2019

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 22nd January, 2019 at the Vice-Principal's office Chamber.

Members present:

1. Dr. kashinath gogoi, Principal and chairperson, IQAC, Gogamukh college - Sd.
2. Mr. Bipul Palak, Academic-in-charge - Sd.
3. Mr. Diganta kumar kakati, Co-ordinator, IQAC - Sd.
4. Mr. Debeswar Barua, Asstt. Co-ordinator - Sd.
5. Mr. Mukheswar Chutia, Ex-Offico member - Sd.
6. Mr. Bijoy konwor, invitee member - Sd.
7. Mr. Arun Doley, UDA and Accountant - Sd.
8. Mr. Sadananda Sharma, Library Asstt. - Sd.
9. President, GCSU - Sd.

Minutes of the meeting:

A meeting of the IQAC, Gogamukh College was held on 22nd January, 2019 at the Vice-principal's office chamber at 2 pm. The meeting was presided over by Dr. Kashinath Gogoi, Principal and Chairperson of the IQAC. The purpose of the meeting was described by Mr. Diganta kumar Kakati, coordinator of IQAC. Mr. Kakati said that we are holding the third meeting of this academic year. The purpose of the meeting was to review the progress of the works of the cell. The last meeting was held on October 11th 2018. Then he read the proceedings of the last meeting.

Taking part in the discussion, Dr. Amarjyoti Doley, Editor, Progyan, said that the research journal 'Progyan' was published in December, 2018 and the same was released on January 9th of 2019 at a brief inaugural meeting held which was presided over by Mr.

Mukheswar Chutia, Academic-in-charge and released by Dr. K.N. Gogoi, Principal. All the members present in the meeting expressed happiness on the publication of the research journal.

Then the meeting discussed on the reminder letter from the DHE, Assam on the action taken report on 150th birth anniversary of Mahatma Gandhi dated 10th January 2019. After threadbare discussion, the meeting decided to hold a Kabi Sanmilan at the college premises in collaboration with some local organization in some convenient time of the year. The meeting also decided to organize an awareness meeting in the college on Girls' Health and Education under the banner of Women's Cell on the occasion of the 150th birth anniversary of Mahatma Gandhi. Secondly, the meeting decided to organize cleaning drive and plantation programme in the college campus with the participation of the student community. And it was decided that the decisions should be reported to the higher authorities.

Then the coordinator initiated a discussion on the recommendations of the NAAC during the second cycle of accreditation in the year 2015. The meeting took account of the progress of the implementation of the recommendations. It was informed to the meeting by several members including the principal that several of the recommendations are fulfilled and several others are yet to be implemented. Among the points which are fulfilled are opening of college NSS unit, provision of good quality uninterrupted electricity in the campus including in the auditorium and books are procured for the library. At this point the members urged the principal to work to fulfill all the recommendations of NAAC. The members expressed concern over the incomplete condition of the ICT facility. The internet connection in the campus is also not satisfactory. The alumni Association is in an inactive state. So, the meeting also decided to work in these fields. All the members agreed to the decisions. After that the president delivered his speech and said that the college authority will try to fulfill the requirements till the time of next NAAC visit. He also reminded the teaching and non-teaching staff to do their respective work properly at time. He also appealed all concerned to do classes properly so that the academic environment remains smooth during the new semester. Then he thanked everyone for cooperating in running the meeting and declared the end of the meeting.

Following are the decisions taken in the meeting:

1. A Kabi Sanmilan will be organized at the college in collaboration with some local organizations
2. Cleaning drive and plantation drive will be undertaken in the college campus with the participation of the students.
3. An awareness programme on the health and education of girl child will be organized by the Women Cell on the occasion of 150th birth anniversary of Mahatma Gandhi.
4. The recommendations of the second cycle of the NAAC will be implemented in a phased manner.

Meeting , Date: 04-03-2019

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 4th March, 2019 at the Vice-Principal's office Chamber.

Members present:

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| 1. Dr. Kashinath Gogoi, Principal and Chairperson, IQAC, Gogamukh college | Sd. |
| 2. Mr. Bipul Palak, Academic-in-charge | - Sd. |
| 3. Mr. Diganta kumar kakati, Co-ordinator, IQAC | - Sd. |
| 4. Mr. Debeswar Barua, Asstt. Co-ordinator | - Sd. |
| 5. Mr. Mukheswar Chutia, Ex-Offico member | - Sd. |
| 6. Mr. Bijoy konwor, invitee member | - Sd. |
| 7. Mr. Arun Doley, UDA and Accountant | - Sd. |
| 8. Mr. Sadananda Sharma, Library Asstt. | - Sd. |

Minutes of the meeting:

A meeting of the IQAC, Gogamukh College was held on 4th March, 2019 at the Vice-principal's Office chamber. The meeting was presided over by Dr. Kashinath Gogoi, Principal and Chairman of the IQAC. The purpose of the meeting was described by Mr. Diganta kumar Kakati, co-ordinator of IQAC. Mr. Kakati said that the last meeting was held on January 22nd last. Then he said that this meeting is called to review the progress of the decisions taken in the last meeting. Then he read out the minutes of the last meeting. Initiating the discussions of the meeting, the coordinator informed that like other years, this year also the IQAC has to submit annual reports to various organizations like the All India Survey of Higher Education, Dibrugarh University and NAAC. This year also the IQAC has been submitting those reports at the required

time. Institutional Saswata Report was also sent to the DHE, Assam, MHRD and the government. The meeting expressed happiness over the information provided by the coordinator.

Then the meeting discussed about the forthcoming activities of the IQAC as well as other cells of the college. Then the Secretary of the Women's Cell Mrs. Anima Saikia informed that this year the International Women's Day will be celebrated in the 808 no. Mainapara L P School, Gogamukh, in collaboration with the IQAC of Gogamukh College on 8th March next. Then the coordinator raised the issue of updating the departmental profiles of various departments so that at the time of uploading the annual reports to various agencies we shouldn't face any problem. He said that every time the uploading of various reports gets delayed due to the delay in getting data from various departments. At this the meeting appealed the departments to regularly keep updating the departmental profiles and also keep the data in digital format so that the data can be easily uploaded and sent.

The following decisions were taken in the meeting:

1. All departments are requested to update their respective departmental profiles.
2. The Women's Cell will observe the International Women's Day at the 808 no. Mainapara L P School, Gogamukh.



(Mr. Diganta Kumar Kakati)
Coordinator, IQAC
Gogamukh College.