

Agenda of the Meeting

Date: 20/05/2024 (Monday)

Venue: College Conference Hall

1. Taking Chair by the chairperson.
2. Objectives of the meeting (By Ratul Dutta, Co-ordinator, IQAC).
3. Discussion about the new admission for the session 2024-2025.
4. Discussion about the completion of DVV and preparedness for NAAC 2nd circle.
5. Others
6. Chairperson's speech and conclusion the meeting.

Signature of Attending members

1. *Roverstein.*

2. *Mukim Puri*

3. *Dijay Deb (20/5/24)*

4. *Ratul Dutta - 20/5/2024*

5. *Im 20/5/24 (Dr. Udeep Bera)*

6. *Gutur.*

7. *[Signature]*

8. *[Signature] 20/05/24*

9. *Hemanta Chutia*

10. *Dr. Deleip Changmai.*

11. *Dr. Jiten Doley*

12. *Okram Peger 20/05*

13. *Hiron Chutia*

14. *Basanta Chutia*

15. *Chandra Kanta Doley*

16. *Jagar Kithun*

12. *Nepti Rekha Peger.*

13. Day

14. Day

15. Day

16. Day

17. Day

18. Day

19. Day

20. Day

21. Day

22. Day

23. Day

24. Day

25. Day

26. Day

(27) Day

(28) Day

(29) Day

(30) Day

(31) Day

(32) Day

(33) Day

(34) Day

(35) Day

(36) Day

(37) Day

(38) Day

(39) Day

(40) Day

(41) Day

(42) Day

(43) Day

(44) Day

Date: 20/05/24

Time: 11.30 A.M.

— Proceeding of the meeting —

At the outset on the request of the IQAC Co-ordinators the Principal & Secy. Dr. R.K. Kallum took Chair as the chair person to preside over the meeting. After his Chairtaking he read the agenda in front of the house. On his request as per the second agenda Mr. Rahul Dutta, IQAC Co-ordinator delivers the objective of the meeting. He stressed that today's meeting has been called to discuss about the new admission of 2024-2025 session, discussion regarding NAAC preparedness and other matters related with College development.

As per the agenda discussion regarding admission of 2024-2025 the president informed the house regarding dropout students and raising the new admission. In this regard Mr. Mukim Pail informed the house that to increase the admission ratio the college authority has published banners, posters and also used digital media like facebook ads and WhatsApp messages. Steps are to be taken to increase the enrollment ratio of the college and hence all the teaching and non-teaching staff are to put individual efforts in this regard.

Discussing about the fourth agenda Mr. Rahul Dutta informed that 29th of August 2024 is the last date and before that we will have to complete the NAAC accreditation process. He also informed that IQAC will prepare the principal presentation as well as the IQAC presentation. Departmental presentation will be prepared by all the concerned departments. They are to focus on the following inputs:-

Principal & Secretary
Principal College, Sijua
Date: _____

- * About the departments.
- * Team
- * Departmental facilities.
- * Departmental Research.
- * Departmental activities.
- * Specific practice of the departments.
- * SWOC
- * Future
- * Thank.

As per the guideline each department will get 10 minutes time to make their presentation in front of the NAAC peer team. Mr. Radu Dutta urged the non-teaching staff to keep proper records and documentation of all official proceedings of the college. Moreover all proceedings are to be written in English by each and every cell present in the college. All photos of events are to be geo-tagged. Reports provided by the departments should be in detailed manners and focus should be given in research sector as the college is lagging behind in research activities.

In his presidential speech the Chairperson Dr. Ravi Kumar Bhatia thanked all the teaching and non-teaching staff for their active participation and suggestions. He also stressed that with the help of active participation from teaching, non-teaching staff, Alumni and other stakeholders the college will be able to acquire good marks in its 2nd cycle of NAAC accreditation. Wishing one and all good health he concluded the meeting.

Accepted
20/05/24

Principal & Secretary
Purbanchal College, Silapathar
Date.....

AGENDA OF THE MEETING

Date: 25/06/2024

1. Taking chair by the Chairperson
2. Objectives of the meeting, by Mr. Ratul Dutta, Co-ordinator, IQAC
3. Discussion regarding various activities by the Departments and preparation of departmental presentation for NAAC visit.
4. Discussion regarding various activities by various committees.
5. Others.
6. Closing speech by the Chairperson and end of the meeting.

Signature of Attending members:

- | | |
|--|-------------|
| 1. Rone Klein. Dr. | 13. Ray |
| 2. Mahim Dair | 14. Muntis |
| 3. Ndeep Boraiah (lm 25/06/2024) | 15. Rung |
| 4. Mijoy Deb 25/6/24 | 16. Bhaikar |
| 5. Jyoti 25/6/2024 | |
| 6. Deb 25/6/24 | |
| 7.  | |
| 8. Elor. | |
| 9. Pal | |
| 10. Borky | |
| 11. Regu | |
| 12. P. B. S. K. | |

Date : 25/6/2024

Time : 1.P.M

Proceeding of the Meeting.

Today on 25/6/2024 a joint meeting with the HOD's, Co-ordinators of different Committees and the IQAC members took place under the chairmanship of Dr. Rose Kumare Kutum, the Principal and Secretary, Purbanchal College Saptapur. The objectives of the meeting has been elaborated by Mr. Ratul Dutta, Co-ordinator, IQAC. He expressed in his speech that today's meeting is organised to discussion about the preparation for NAAC 2nd Cycle.

In the third Agenda Mr. Ratul Dutta, Co-ordinator of IQAC has elaborated the issues regarding the NAAC preparation and the ~~pre~~ departmental presentation. The HOD's responded that they have almost completed their respective works and will be able to complete to make their departmental presentation by 15th of July-2024. The President of the meeting announced that ~~all~~ the department and the IQAC should have ~~ready~~ with their presentation on or before 15th of July. On the day all are request to present their presentation for better preparation.

In the fourth agenda Mr. Ratul Dutta, Co-ordinator of IQAC has made an request to all the Co-ordinators of different Committees of the College to prepare a brief report on the activities ~~of~~ of their Committees.

The co-ordinators are agree to make the same within the short period of time.

In the discussion in others the president of the meeting announced that the responsibility regarding the Cultural programme for

NAAC is handed over to Mr. Jibam Jyoti and Dr. Biplob Chandra. They are asked to prepare a gorgeous programme for demonstration before NAAC. The President of the meeting also announced that the College Magazine and the ISBN publication will be going to publish by publication Cell of the College. Therefore, all are asked to submit their valuable ~~and~~ writings for the same.

In the concluding speech the Chairman thanked ~~at~~ all the ISBC members, HOD's and the co-ordinators of different Committees for their active participation and suggestions. Wishing one and all good health he concluded his meeting.

Accepted:

[Signature]

25/06/24

Principal & Secretary
Purbanchal College, Silapathar
Date.....

Agenda of the Meeting

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Date: 5/8/2024

1. Taking Chair by the Chairperson.
2. Objectives of the meeting, by Ratul Dutta, Co-ordinator, IBAAC
3. Discussion regarding the preparation of NAAE.
4. Discussion regarding the rescheduled ~~the~~ of date of PVT.
5. Remarkable Speech from the Chairperson and end of the meeting

Signature of the attending members:

1) Muhim Paul 5/8/2024

2) Ratul Dutta - 5/8/2024

3) Munni Halimka 5/8/2024

4) Dr. Murdo Bhowmik 5/8/2024

5) Sharmista Das 5/8/2024

6) Meena Borgohain Borgohain 5/8/2024

7) Bosila Narzary, 5/8/2024

8) Uday Boruah 5/8/2024

9) Parmita Das 5/8/2024

Proceeding of the Meeting

Today on dated 5/9/2024 (Thursday) a meeting of the Steering Committee has been organised on ~~5/9/2024~~ for discussing about the NAAC related matters where Vice-Principal of the College Mr. Muhim Pait preside over the meeting.

In the Second agenda of the meeting Mr. Ratul Dutta, Co-ordinator of IBAC delivered the objectives of the meeting where he said that today's meeting has been organised for detail discussion about the NAAC Assessment and ~~the~~ to ~~provide~~ rescheduled the date of PTV as per request from NAAC office.

In the third agenda of the meeting discussion has been made on the NAAC peer Team visit of the College. In this regard various activities of College, IBAC and the departments are evaluated. The Steering Committee has prepared ~~so~~ a schedule regarding the purpose of NAAC visit.

In the Sixth agenda of the Steering Committee meeting has discussed about the rescheduled the date of PTV as request made from the NAAC office that they can't provide the peer Team on previous scheduled date on 27th and 28th August, 2024. After details discussion the Committee has finalized 19th and 20th September, 2024 for PTV.

In the last agenda of the meeting Vice-Principal Mr. Muhim Pait gave his remarkable speech as Chairman of the meeting. He concluded his speech with the thanks to all the ~~mem~~ members present in the meeting and declared the end of the meeting.

**EXECUTIVE MEETING OF IQAC
PURBANCHAL COLLEGE, SILAPATHAR
DATE: 14/12/2024**

VENUE: COLLEGE CONFERENCE HALL

AGENDA

1. Taking Chair by the Chairperson.
2. Objectives of the Meeting (Ratul Dutta, Co-ordinator, IQAC)
3. Discussion regarding the future activities of IQAC.
4. Discussion regarding DPC of Stage –II to Stage –III.
5. Formation of IQAC executive committee.
6. Others
7. Remarks from the Chairperson and end of the meeting.

Signature of attending members :

1. *Rose Klein. (Chair)*

11. Dr. Bijoy Deb (*Deb*)
14/12/2024

2. *Muhin Paul - Paul*

3. *Ratul Dutta*

4. *[Signature]*
14/12/2024

5. *Bongchar* 14/12/2024

6. *Junmoni Salkia* 14/12/24

7. *Benuchar* 14/12/2024

8. *Bodising Narkh* - *[Signature]* 14/12/2024.

9. *Dr. Uday Barua* 14/12/2024

10. *Hiren Chutia* - *[Signature]* 14/12/2024

Proceeding

Date: 14/12/2024

Today on dated 14/12/2024 a meeting of IBAC executive Committee has been organised at College Conference hall for discussing some issues regarding future activities of IBAC and some other related issues. The principal and the Secretary of the College Dr. Rose Kr. Kundum preside over the meeting as per request comes from the Co-ordinator of IBAC. After taking chair by the Chairpersons, he read out the agenda of the meeting and house was accept the same for further discussion.

In the second agenda of the meeting Mr. Ratul Dutta, Co-ordinator of IBAC had delivered the objectives of the meeting where he mentioned that today's meeting has been organised for detail discussion about the future activities of IBAC and other related matters regarding IBAC.

In the third agenda of the meeting a discussion has been made regarding the preparation of future plan of IBAC. In this regard Mr. Ratul Dutta, Co-ordinator of IBAC explain the ~~necessity~~ needs of planning of IBAC. He said that for the greater benefit of the college the IBAC ~~team~~ team has to perform their duties ~~Sincerely~~ Sincerely and other members of the college family must support and co-operation to the IBAC. The president ~~and~~ of the meeting and the principal of the college provide support to the speech made by Ratul Dutta and he give assurance to provide economic and moral support to the IBAC for doing

Various activities for the development of the College and getting better grade in NAAC assessment in future.

In the ~~four~~ fourth agenda of the ^{meeting} a discussion has been made regarding the promotion of teaching staff from the Stage-II to III. In this context Coordinator of IQAC Mr. Rahul Dutta mentioned that the members of the teaching staff who got the promotion of Stage-II were eligible for next stage on 14/08/2024. So, he requested to principal Sir for taking necessary steps regarding the same. Principal Sir had given assurance to the meeting to take fruitful steps regarding the issue.

In the fifth agenda of the meeting a discussion had been made regarding re-constitution of IQAC executive committee and president of the meeting had mentioned that the issue will be forwarded to G.B. and it will ~~discuss~~ possible to re-constitute after taking resolution in G.B. Meeting.

In the last agenda of the meeting president gave his remarkable speech and thanks to all the members present in the meeting and declared the end of the meeting.

Accepted

Principal & Secretary
Purbanchal College, Silapathar
Date.....