



INTERNAL QUALITY ASSURANCE CELL  
GUWAHATI COLLEGE

Date 22/3/21

Ref. No. ....

**Dr. Pranab Sandilya**  
Principal / Chairperson

**Dr. Arati Bairagee**  
Co-ordinator

**NOTICE**

All the coordinators of various cells of IQAC, Guwahati College are hereby requested to attend a meeting on 22-03-2021 at 12:00 Noon at the Guwahati College IQAC office to discuss some important matters related to the reaccreditation process of NAAC (3<sup>rd</sup> Cycle) of the college.

With thanks

*Arati Bairagee*  
(Dr. Arati Bairagee)  
Coordinator, IQAC

Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

# Meeting

~~22/3/21~~  
22/3/21


A meeting was held in IQAC room to discuss the next step of ASA after uploading the AQAR at 2019-20.

Members present: -

- ① Probir Saikia 22/3/21
- ② Sambajit Rajbajel 22/3/21
- ③ Manoj Kr. Sarma 22/3/21
- ④ Gobak Chandra Deka 22/3/21
- ⑤ Anujay Kr. Saikia 'Saikia'
- ⑥ Nilan Deka 22/03/2021

Resolutions: -

- 1) A Reminder mail will be sent.
- 2) After getting the response, the next step will be taken.
- 3) SSR Format will be distributed among the members.
- 4) After election duty, a staff meeting will be organized.

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

# Meeting

21/9/21

A meeting is held in IQAC room to discuss the activities related to 3rd cycle after pandemic condition.

Members present: -

- ① Bibina Saikh.
- ② Anabi Banish
- ③ Anujay Kr. Saini
- ④ Shrusijoti Rajbanshi  $\frac{21}{9/21}$
- ⑤ Golok Chandra Deka  $\frac{21-09-2021}$
- ⑥ Manoj Kr. Sarma

Agenda: Preparation for the NAAC  
① 3rd cycle Accreditation.

Resolutions:

- ① A meeting with all the conveners of different criteria to be convened as early as possible.
- ② Preparation for NAAC 3rd cycle accreditation possibly in the next year i.e. 2022.

Anish  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM



# INTERNAL QUALITY ASSURANCE CELL GUWAHATI COLLEGE

Date ..21/09/2021.....

Ref. No. ....

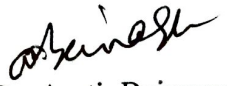
**Dr. Pranab Sandilya**  
Principal / Chairperson

**Dr. Arati Bairagee**  
Co-ordinator

## NOTICE

All the members of core committee and coordinators of various cells of IQAC, Guwahati College are hereby requested to attend a meeting after the situation of Covid-19 pandemic on 22-09-2021 at 12:00 Noon at the GB conference hall to discuss some important matters related to the reaccreditation process of NAAC (3<sup>rd</sup> Cycle) of the college.

With thanks

  
(Dr. Arati Bairagee)  
Coordinator, IQAC  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

### Conveners of various sub-committees :

1. Dr. Arup Kr. Goswami [Criterion I – Curricular Aspect]
2. Mr. Hitendra Nath Sarma [Criterion II – Teaching, Learning & Evaluation]
3. Dr. Sushil Kr. Sarmah [Criterion III – Research, Innovations & Extension]
4. Mr. Ajoy Kr. Das [Criterion IV – Infrastructure & Learning Resources]
5. Mr. Naren Patgiri [Criterion V – Student Support & Progression]
6. Mrs. Pratima Sarma [Criterion VI – Governance, Leadership & Management]
7. Mr. Dibya Ranjan Sarma Khataniar [Criterion VII – Institutional Values & Best Practices]

Meeting

20/11/21

A meeting was held in GB room between core committee members and convenors of ~~seven~~ seven criteria to discuss some important matters related to the reaccreditation process of NAAC (3rd cycle) of the cycle.

Members present: -

- ① Pratima Samal.
- ②
- ③ Anshu Baruah
- ④ Shobhajyoti Rajkangshi
- ⑤ Rita Mahanta
- ⑥ Gopak Chandra Deha
- ⑦ Siba Raju Shaw Khan
- ⑧ Anshu Baruah
- ⑨ Sukhilkamal Samal
- ⑩ Aniraj K. Sarbia
- ⑪ Ajay Kr. Das

Resolution: -

- ①. Resolved to welcome newly newly appointed teachers to IQAC activities
- ②. To appoint one convenor for each committees of each criteria.
- ③. Resolved to constituted a IQAC subcommittee with following members
  - ① Dr. Pranjal Pradip Barua
  - ② Kaushik Hazarika
  - ③ Umakanta chowra
  - ④ Dr. Manas Deha
  - ⑤ Anmol Das

dr  
Coordinator  
IQAC  
30/11/21  
Coordinator



**INTERNAL QUALITY ASSURANCE CELL  
GUWAHATI COLLEGE  
BAMUNIMAIDAM, GUWAHATI -781021**

Ref No. : .....


Date : ..... 28/10/21 .....

## NOTICE

It is hereby notified that a meeting will be held among the members of IQAC Core Committee and the Conveners & Assistant Conveners of various sub-committees under IQAC of Guwahati College on 27 October 2021 at 01:00 PM in ~~GB~~ conference room for uploading the data required for the AQAR of the session 2020-21. 12:30 PM

Sincerely Yours

  
(Dr. Pranab Sandilya)  
Principal/Chairperson

  
(Dr. Arati Bairagee)  
Coordinator, IQAC

Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

# Meeting

A meeting was held among the members of IQAC core committee and the conveners and Assistant Conveners of various sub-committees under the IQAC at Guwahati college on 27th Oct 2021 at 12:30 PM in Conference Hall for uploading the data required for the AQAR of the session 2020-21.

Members present:-

Leena Pauliya

- ① Sushi/Kumar Somari
- ② Anup Kr. Goudin
- ③ Golok Chandra Deka
- ④ Anujay Kumar Sainua
- ⑤ Pinky Baruah
- ⑥ Manoj Kr. Sarma
- ⑦ Dipa Ranjan Kumar Khatauria
- ⑧ Samita Bhargava
- ⑨ Shonbajete Rajasinghi  $\frac{27}{10/2021}$
- ⑩ Ajit Kumar Sika
- ⑪ Manpatgiri -  $\frac{27}{11/2021}$
- ⑫ Rita Mehta -  $\frac{27}{10/2021}$
- ⑬ HITENDRA NATH SARMA -  $\frac{27}{10/2021}$
- ⑭ Smita Rekha Ghosh
- ⑮ Patience Sant -  $\frac{27}{10/2021}$
- ⑯ Ajay Kr. Das -  $\frac{27}{10/2021}$

Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

## Resolutions:

- ① The AQAR for the year 2020-2021 to be uploaded by 20th Dec. 2021.

- ② to sort out the mechanism to conduct Student Satisfaction Survey
- ③ to conduct a mock Student Survey Satisfaction Survey.
- ④ documentation of webinars held in 2020.
- ⑤ documentation of on line classes held till date during covid pandemic period.
- ⑥ ~~to~~ Suggestion for college support of college fund to initiate research environment.
- ⑦ ~~to~~ to conduct meeting with documentation committee ~~for~~ to initiate documentation work.
- ⑧ Meeting with committees of 7 criteria separately to be arranged immediately.

dh  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM





**INTERNAL QUALITY ASSURANCE CELL  
GUWAHATI COLLEGE  
BAMUNIM Aidam, GUWAHATI -781021**

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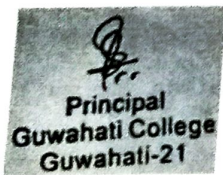
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## NOTICE

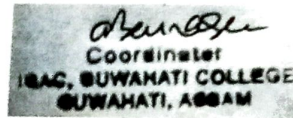
All the conveners are requested to conduct a meeting along with the core committee members as per the schedule mentioned below on 1<sup>st</sup> and 2<sup>nd</sup> November 2021 from 10 A.M. onwards at G.B. Conference Room.

Date	Time of Meeting			
	10 A.M.- 11 A.M.	11 A.M.- 12 A.M.	12 Noon - 1 P.M.	1 P.M.- 2 P.M.
01-11-2021	CRITERIA - I	CRITERIA - II	CRITERIA - III	CRITERIA - IV
02-11-2021	X	CRITERIA - V	CRITERIA - VI	CRITERIA - VII

Sincerely Yours



(Dr. Pranab Sandilya)  
Principal/Chairperson



(Dr. Arati Bairagee)  
Coordinator, IQAC

# I criteria

Date:  
1/11/21.

A meeting was held in Conference hall at 10-11 AM between the members of IQAC core committee and Criteria I members to discuss some important matters regarding uploading of A&AR of 2020-21.

Members present :-

- (1) Anup K Godari
- (2) Dr. PRANJAL PROTIM BARUA - *Pranjol*
- (3) Priyanka Longmaila
- (4) Rita Mahanta, RM 1/11/21 *Resona*
- (5) Pranab Goswami, 1/11/21
- (6) Bhanu Das - 1/11/21. *Bhanu*

The following decisions are taken :

1. The recommendation for Certificate course submitted to IQAC should be followed <sup>up</sup> by in appropriate channel.
2. Responses and details for Criteria I (Curriculum) indicator-wise will be sought from HODs through proper channel. For this purpose, the committee will create a gmail id.
3. Feedback regarding Curriculum-functioning, preference and conceptualisation as per CBCS will be sought from various stakeholders via online mode preferably.
4. Indicator-wise, the information collected from departments will be collated, as per the required format by NAAC, and the same will be submitted to IQAC.

*Anup K Godari*  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

## CRITERION - II

21.01/11/2021

A meeting was held on 1<sup>st</sup> Nov, 2021, at 11 Am to 12 noon between the IQAC case committee members and the members of criterion II to discuss some important matters on uploading of AQAR of 2020-21.

Member present:

- 1) Hitendra Nath Barua.
- 2) Ananta Nath Barua
- 3) Nitish Kumar Barua
- 4) Soumani Roy
- 5) Shiba Parate
- 6) K. Sujata Singh

Resolution

- (1) Collection of data from the college office as well as the departments
- (2) Steps to be taken to implement the various suggestions given in the reviews

  
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A meeting was held on 1<sup>st</sup> Nov, 2021 at 12 noon to 1 pm between the IQAC core committee members and the members of criteria III to discuss some important matters on uploading of AQAR of 2020-21.

Members present:

- 1.
2. Sushrit Kumar Saha
3. Arup Kumar Nath.
4. Safianur Rahman.
5. Ananya Bhattacharjee
6. Adnanika Laha 01-11-2021.
6. Swapnali Seikia
7. Pinky Baruah.

Resolutions of the meeting:

1. The members to visit individual dept to collect the data.
2. Soft copy allocation to faculty members/dept. on 3 Nov 2021. Collected the data from dept on 16 Nov. 2021.

  
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GUWAHATI, ASSAM


A meeting was held on 1<sup>st</sup> Nov, 2021 at 1 pm to 2 pm between the IQAC core committee and the members of criterion IV to discuss some important matter on uploading AQAR of 2020-21.

Members present:

1. Ajoy Kr. Das
2. Pallabi Medhi
3. Anisay K. Saikia
4. Kanolik Hazarika
5. Anup Jyoti Choudhury
6. Dinesh Kalita

Resolutions No:

- ① Wifi to be extended to students which is to be fully functional with filters and logins.
- ② The computer-lab to be made functional and open for students of all departments.
- ③ New status of ICT enabled classes, computers in each departments to be prepared.
- ④ ~~Printers to each department is required which~~
- ⑤ Posters for the use of students should be made available where students & teachers may avail the service on payment basis.

  
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# CRITERION - V

Date:  
2/11/2021

A meeting was held on 2nd Nov, 2021 from 11 AM - 12 AM at Conference hall between the members of IQAC core committee and members at criteria V to discuss the progress regarding the uploading of AAAR of the year 2020-2021.

Members present: -

- ①
- ② Shambhujyoti Rameshwar
- ③ Satyjit Kalita -
- ④ Bimal Ch Das.
- ⑤ Jintu Sarma.
- ⑥ Pradyumna Prateem Raskhowa
- ⑦ Nicodim Basumatary
- ⑧ Karaben Jidhi

  
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IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

Resolutions of the meeting -

- \* Committee discussed regarding the components of criterion 5 (Student Support and Progression) and resolved the following
- i) The Committee will provide one hard copy of criterion 5 to respective HODs of the departments by 3<sup>rd</sup> November 2021.
  - ii) All the respective HODs of the departments are requested to submit the filled-in form on or before 15<sup>th</sup> November 2021 along with all supporting documents.
  - iii) The Committee also decided to discuss about the immediate registration of Alumni Association of Guwahati College.

Contd.

## CRITERION - VI


A meeting was held on 2<sup>nd</sup> Nov, 2021 at 12 noon to 4 pm at the conference hall between the members of IQAC core committee and members of criteria VI to discuss some important matter on uploading of AQAR for the year 2020-21

### Member Present :-

- ① Pratima Sarma ~~Present~~
- ② Dipak Kr. Deka ~~Present~~ 2/11/21
- ③ Sudarshan Nargary - ~~Present~~ 2/11/21
- ④ Dr. Sonaram Hazarika - ~~Present~~ 2/11/21
- ⑤ Dr. SWAPNA BORAH - ~~Present~~ 2/11/21

All the relevant points were discussed and extensive descriptions will be regarded as and when the data are collected.

The next meeting is proposed by end of 3<sup>rd</sup> week of Nov: (11<sup>th</sup> Nov. '21, 12:00 pm).

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
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## CRITERION - VII

27.02.11/2021


A meeting was held on 2<sup>nd</sup> Nov, 2021 at 1 pm to 2 pm at the conference hall between the IQAC core committee members and the members of criteria VII to discuss some important matters on uploading the AQAR for the year 2020-21.

Members present:

1. Divya Rejha Shams Karm
2. Kavisma Deka
3. Sangita Bhargawati
4. Rumi Patar
5. Kalpana Saikia
6. Elwin Koo Nphang
7. Manash Jyoti Deka (Chairman)
8. Umakanta Chowka @ly

In the meeting the following resolutions have been taken:

- ① The preparation of the key indicator segments was assigned to the different members of the committee.
- ② The meeting decided to approach the college authority for providing a few new facilities that will help in fulfilling the needs of filling up Criterion VII to a great extent.
- ③ It was decided to form a whatsapp group

  
Coordinator  
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INTERNAL QUALITY ASSURANCE CELL  
**GUWAHATI COLLEGE**

Ref. No. ....

Date ...11/2/22

**Dr. Pranab Sandilya**  
Principal / Chairperson

**Dr. Arati Bairagee**  
Co-ordinator

Meeting

A meeting will be held on 11/2/22 in G B room at 11:30 AM to discuss the next step after accepting the AQAR (2020-21).

Sincerely  
yours

Arati Bairagee  
Co-ordinator  
IQAC.

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

## IQAC Meeting


A meeting was held on 11/2/22 in GB room at 11:30 AM to discuss some important matters regarding the uploading of SSR

Members present: -

- ① Gunabandilga 11/2/22
- ② Pradima Saini.
- ③ Dhoulajyoti Rajbongshi 11/2/22
- ④ Manoj Kr. Saini
- ⑤ Rita Mahanta
- ⑥ Anujay Kr. Saini

Minutes of the meeting

- ① Resolved to revive the Guwahati College Alumni Association. Dhoulajyoti Rajbongshi & Anujay Kr. Saini has been assigned the responsibility to take necessary steps.
- ② Documents related to P.O opening of P.G. classes to be retained.
- ③ Feed back system should be made online from all stakeholders.

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM


# Meeting

14/2/22

A meeting was held on 14/2/22 in GB room with all the HODs to discuss the follow up action at the academic audit 2018.

Members present: -

- ①
- ② Rita Mahanta
- ③ Pramala Goswami
- ④ Anurupa Gogoi
- ⑤ Debyani Jansen Sarma
- ⑥ Sushil Kumar Samal
- ⑦ Dipr Raja Sarma
- ⑧ Jyoti Sarma
- ⑨ Binay Ch Das
- ⑩ Ajay K. Das
- ⑪ Pallabi Medhi
- ⑫ Satyaji Kalita
- ⑬ Smriti Raha Das
- ⑭ Swapna Boruah

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

① Resolutions: -

- ① Previous Academic audit was discussed department wise.
- ② Mentoring system should be clarified.
- ③ Teaching plan must be recorded.
- ④ More ICT classes should be enhanced.
- ⑤ Seminars workshops should increase.
- ⑥ The no. of MRP should be encouraged.

- ⑦ Records of curricular and co-curricular activities should be maintained.
- ⑧ Care must be taken for advance and slow learners.
- ⑨ Assignments and group discussions should be recorded.
- ⑩ A brief report on departmental activities.

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IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

# Meeting

17/2/22

A meeting was held on 17/2/22 in JATE room to discuss the status of present condition and to facilitate Dr. Manoj Kumar Sarma for awarding Ph.D. from Dowa town University.

Members present: -

- ①
- ② Anali Beishan
- ③ Anujay Kr. Saha.
- ④ ~~Dr~~ Manoj Kr. Sarma.
- ⑤ Adok chandra Deka.
- ⑥ Rita Mahanta

*ah*  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

# IQAC Meeting

Date: 10/03/2022

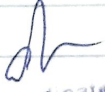
Venue: IQAC Room

Time: 12 noon.

Agenda: Preparation for NAAC 308 cycle:  
Assessment

## Members Present:

1. Rubina Suenh. Barh.
- 2.
3. Monoj Kr. Sarma.
4. Anujay Kr. Sarma. Saini
5. Rita Mahanta RLU
6. Anah. Bainsah
- 7.

  
Coordinator  
IQAC, BUWAHATI COLLEGE  
BUWAHATI, ASSAM

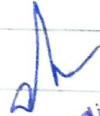
## Minutes of the meeting

- ①. Resolved to upgrade the college website with reconstruction of IQAC links.
- ②. Members resolved for immediate action to register college Alumni Association.
3. Organisation of Skill development programmes to prepare students for various competitive examination. It was initiated in 2019 but due to pandemic situation it could not be continued for last two years. This year it should be organised with Dr. Jintu Sarma & Dr. Sofique Rahman.

4. It is resolved to prepare modules for skill development programme.

5. The members decides to set the target for preparation of SSR as April last, 2022.

6. The supporting document should be made ready with respect to <sup>all</sup> points against each criteria to meet the probable queries.

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

# IQAC Meeting

Date: 12-03-2022

Venue: G3 Conference Hall; Time: 12 Noon

Agenda: Discussion with the members of sub committee of  
Criteria I & Criteria II

## Members Present:


- 1)
- 2) Prabir Saha
- 3) Dr. PRANJAL PRATIM BARUA - ~~4~~
- 4) Rita Mahanta
- 5) Anurag Goswami
- 6) Abhrajyoti Rajbangshi 12/3/22
- 7) Anurag K. Saha 12/3/2022
8. Sonmani Roy
9. Bandili Das
10. A. Sunita Singh
11. Priyanka Ingmaili
12. Praval Goswami
13. Golok Chandra Deka
14. B.G. Basumatary
15. Shiba Parate

## Minutes of the meeting

- ① It has been made aware to the members of the respective criteria that the tentative time to submit IQA is scheduled in last part of April'22.
- ② Relevant documents pertaining to specific jobs/events should be collected to write word files and entering in data templates.
- ③ Criteria wise SSR formats have been given to respective conveners.



- ④ ~~Go~~ SSR pertaining to 1st & 2nd criteria of an already assessed college has been circulated to the members as reference.
- ⑤ Each and every department should do SWOC analysis.
- ⑥ Uniform academic policies for every department should be planned.
- ⑦ The members advocated to prepare Departmental Question Bank.
- ⑧ ~~As~~ It is resolved to request the Academic Monitoring committee to keep records of activities pertaining to Internal Assessment, Mentoring etc.
- ⑨ It has been resolved to input Remedial/Tutorial class in class Time table.

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

# GAC Meeting

Date: - 14-3-2022

venue: Conference Hall

Agenda: - Distribution of CSR Format to all the criteria members.

Members present: -


- ① S. Kanjary
- ② S. K. Samal
- ③ Prabir Samal
- ④ Dinesh Kalish
- ⑤ Pinky Baruah
- ⑥ Kalpana Das
- ⑦ Karabi Medhi
- ⑧ Kavshik Hazarika
- ⑨ Anay K. Saini
- ⑩ Jintu Sarma
- ⑪ Mrs. Rajen Prasad
- ⑫ Anup J. Choudhury
- ⑬ Amal Das
- ⑭ Sangita Bhargava
- ⑮ Uma Kanta Chowra
- ⑯ Kacisma Debra
- ⑰ Heidem Basumatry
- ⑱ Dr. Dilip Kumar Barua
- ⑲ D. Harshika
- ⑳ Srutajyoti Nayak
- ㉑ Rita Mahanta
- ㉒ Ananya Bhattacharjee

## Resolutions.

① Members present in the meeting resolved that there should be immediate release of fund to every department to facilitate initiation of projects. This is also observed to

be is very important for NAAC 3rd cycle assessment perspective

- ② Courses/programmes should be started in computer laboratory
- ③ Redesigning of college website.
- ④ To ~~also~~ make an MOU for waste management.
- ⑤ The members opined that each department should be provided/~~with~~ upgraded with a printer to work for SSR preparation.
- ⑥

  
Coordinator  
IQAC, GUWAHATI COLLEGE  
GUWAHATI, ASSAM

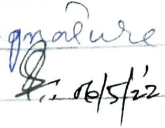
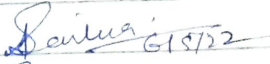
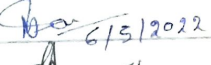
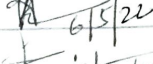
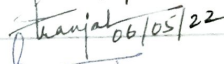

IQAC Meeting  
(Core Committee)

Date: 06/05/2022

Venue: Office of the Principal.


Agenda: Discussion on SSR preparation for the NAAC 3rd cycle assessment.

Members Present

Name	Signature
1. Suman Pauliya	 6/5/22
2. Anshu Bainsi	
3. Anujay Kumar Saini	 6/5/22
4. Manoj Kr. Soma	 6/5/2022
5. Ananya Bhattacharya	 6/5/22
6. Dr. Pranjit Protim Barua	 06/05/22
7. Shrabajyoti Langbarshi	 6/5/22

Resolutions

- ① IQAC core committee members should take utmost initiative to prepare and submit the IIA and SSR.
- ② All owners of different criteria have to be involved in preparation of the report.
- ③ Draw backs/lackings criteria wise are to be listed for bridge the gap.
- ④

  
Coordinator  
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