

OFFICE OF THE PRINCIPAL HABRAGHAT MAHAVIDYALAYA

*Affiliated to Gauhati University, Guwahati, Assam
The college is covered under Section 2(f) and 12(B) of the UGC Act, 1956*

Dr. Mantu Kr. Das, M.A. Ph. D, PGDCA
Principal & Secretary/DDO
Habraghat Mahavidyalaya,
Krishnai, Goalpara, Assam



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Date:

MINUTES OF IQAC MEETINGS HABRAGHAT MAHAVIDYALAYA, KRISHNAI SESSION-2018-19

Minutes of IQAC Meeting

Date: 01/08/2018

Agenda:

1. Annual Plans for Quality initiatives
2. Capacity building of Students
3. Curriculum Enrichment Program
4. Faculty Exchange Program
5. Others

The meeting presided over by Dr. M.K. Das ,Principal & Chairman, IQAC, Habraghat Mahavidyalaya, Krishnai, discusses on the agenda and unanimously resolves to undertake the following initiatives as a part of post-accreditation quality enhancement programs:

Resolution No.1

As a part of post-accreditation initiatives the following Quality Enhancement Programs be undertaken during the Year:

QUALITY ENHANCEMENT INITIATIVES FOR 2018-2019

- i) Training of non-teaching staff on Office Management
- ii) Training of non-teaching staff on the use of finassam portal
- iii) Orientation Programme for Freshers
- iv) Organization of Memorial Lecture
- v) Collection and analysis of Feed Back
- vi) Workshop on quality enhancement in teaching-learning
- vii) Popular Talk on e-resource mobilization
- viii) Mentor-Mentee System
- ix) Continuation of Certificate Course in Computer Application (2 Nos.)
- x) Continuation of Skill Oriented Certificate Course (SOCC) in each department
- xi) Continuation of Value Added Course of 30 hours Duration in each department

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- xii) Remedial Coaching for slow learners
- xiii) Coaching for TET Examination conducted by Guidance & Career Counselling Cell

Resolution No.2

The meeting resolves to continue the Certificate Course in Computer Application and Skill-Oriented Course conducted by each department as a part of the programs for capacity building of students. In this regards, the Heads of all departments are requested to make necessary arrangements for smooth conduct of the same.

Resolution No.3

The meeting appreciates the initiatives of conducting subject related value-added course in each department and resolves that the course module is prepared so that it serves as curriculum enrichment program.

Resolution No.4

The meeting also appreciates the initiatives of IQAC for signing MoUs with the neighbouring colleges and resolves that necessary steps be taken to sign more MoUs with NGOs, industries or private partners/agencies as a part of personality development program.

The meeting ends with vote of thanks from the Chair.



Chairman, IQAC
Habraghat Mahavidyalaya

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Minutes of IQAC Meeting

Date: 21/08/2018

Agenda:

- i) Organization of Memorial Lecture
- ii) Gender Equity Programmes
- iii) Departmental Activities
- iv) Kitchen Garden
- v) Others

The meeting presided over by Dr. M.K. Das, Principal & Chairman, IQAC, Habraghat Mahavidyalaya, Krishnai, after threadbare discussion on the agenda unanimously resolves as follows:

Resolution No.1

After threadbare discussion on organizing memorial lecture, the meeting resolves that this year's Memorial Lecture be organized on the topic that contribute to the promotion of universal values and brotherhood. The Coordinator, IQAC be entrusted with the responsibility of making necessary arrangements for making it a grand success.

Resolution No.2

The meeting discusses on the prevailing serious social issues of discrimination against women and with a view to addressing the issue the meeting resolves that that following gender equity programs be organized during this academic year:

- i) Talk on Equal Opportunity for women
- ii) Workshop on Prevention of sexual harassment
- iii) Workshop on "Beti Bachao Beti Padhao"

Resolution No.3

The meeting reiterates the importance of departmental activities and appeals to all the faculty members to continue the exercise including up-to-date Teaching Plan & Unit Plan and maintain proper records of the same for submission of the same to the Coordinator, IQAC as and when required.

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Resolution No.4

The meeting stresses on the importance of making the environment eco-friendly and with this end in view the meeting resolves to materialize the concept of “Organic Kitchen Garden” with in an the college campus.

Resolution No.5

With a view to making the campus students-friendly and eco-friendly, the meeting resolves to undertake such activities as to make it “Zero-Ragging” and “Zero-pollution ” campus. The Convener of “Anti-Ragging Committee” and the Convener of “Students Support and Progression” are entrusted with the responsibility of making necessary arrangements to materialize the plan of action.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting

Date: 03/10/2018

Agenda:

1. Promotion of Universal Values among students
2. Community Related Activities
3. Others

The meeting presided over by Dr. M.K. Das, Principal & Chairman, IQAC, Habraghat Mahavidyalaya, Krishnai, discusses on the promotion of universal values among students as well as on community related activities to be done during the year and resolves as follows:

Resolution No.1

After threadbare discussion on promote universal values and social responsibilities among the students, the meeting resolves that the following awareness programmes be organized during the year:

- i) Lecture on "Think Globally Act Locally"
- ii) Lecture on promotion of Universal brotherhood
- iii) Talk on Promotion of Patriotism

Resolution No.2

The meeting takes into account some social issues crippling the local societies and with a view to addressing these issues it is resolved that the following programs be undertaken in the neighboring areas as a part of social responsibility :

- i) Awareness Programme on Child Rights
- ii) Awareness Programme on Total Literacy
- iii) Cottage Industry and Rural Economy
- iv) Awareness Programme on Anti-Drugs

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Resolution No.3

Keeping in view the proposed activities to be done by **IQAC** as well as by different Sub-Committees, the meeting appeals to all the Conveners to make necessary arrangements to achieve the goal enabling us to go ahead with the process of post-accreditation initiatives for sustenance and enhancement of quality in higher education.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting

Date: 01-11-2018

Agenda:

- i) Publication of a Book with ISBN
- ii) Remedial Coaching for slow learners
- iii) Popular talk on e-resource mobilization

The meeting presided over by Dr. M.K. Das ,Principal & Chairman, IQAC, Habraghat Mahavidyalaya, Krishnai, discusses on the agenda and resolves as follows-

Resolution No.1

The meeting with a view to promote research culture and to encourage writing research papers resolves that efforts be made to publish a book with ISBN under the initiative of IQAC, Habraghat Mahavidyalaya, Krishnai and the following measures be taken to carry out the project:

- i) Dr. Mantu Kr. Das, the Principal and Sikder H.U.Ahmed, the Coordinator, IQAC be entrusted with the responsibility of Editor, and Assistant Editor of the proposed book.
- ii) All the faculty members of the college be requested to contribute one research paper for publication of the book.
- iii) Research papers may be collected from interested research scholars outside the college.
- iv) Efforts should be made to publish the proposed book with in June, 2019

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Resolution No.2

Keeping in view the issues and problems of the slow learners, the meeting resolves that the Heads of all the departments be requested to make necessary arrangements to detect the slow learners and accordingly conduct remedial coaching for them with in 1st November to 15th November, 2018.

Resolution No.3

After threadbare discussion on holding of “Popular Talk on E-Resource Mobilization” the meeting resolves that the programme be organized on 15th November, 2018 with the faculty members of the college. The Coordinator, **IQAC** be entrusted with the responsibility to take steps for smooth conduct of the programme.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting

Date: 10-04-2019

Agenda:

- i) Publication of a Book with ISBN
- ii) Collection of feedback from various stake holders of the college
- iii) Discussion on Students' Progression.
- iv) Others

The meeting presided over by Dr. M.K. Das ,Principal & Chairman, IQAC, Habraghat Mahavidyalaya, Krishnai, discusses on the agenda and resolves as follows-

Resolution No.1

The meeting reviews the status of the research papers collected for publication of the proposed book and after threadbare discussion on the title of the book resolves that the title of the book be “ **Prabandha Karani**”. The meeting further resolves that the Editor and the Assistant Editor be entrusted with the responsibility of making necessary arrangements for publication of the book.

Resolution No. 2

After threadbare discussion on taking feedback from various stake holders of the college, the meeting resolves that feedback from students, teachers, alumni and parents along with SSS be collected from 24th April to 24th May, 2019 positively.

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Resolution No. 3

The Coordinator, **IQAC** and the Convener, **Curricular Aspects Sub-Committees** are requested to make necessary arrangements for collection and analysis of the same. Further, they are also requested to place the reports in the next meeting for appropriate measures.

Resolution No. 4

The Convener of **Criterion V : Students' Support and Progression** is requested to maintain proper records of the number of students passed in the particular academic session as well as their entry into higher studies and the same be submitted to the Coordinator, IQAC for preparation of Annual Report to be submitted to NAAC.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting

Date: 05/06/2019

Agenda:

- i) Discussion on Feedback Report
- ii) Plan of Action for 2018-2019
- iii) Others

The meeting presided over by Dr. M.K. Das, Principal & Chairman, IQAC, Habraghat Mahavidyalaya, Krishnai, discusses on the agenda and resolves as follows-

Resolution No.1

The meeting takes stock of the feedback reports received from the various stake holders and suggests measures for improvements in the teaching-learning process as well as academic facilities in the greater interest of the students.

Resolution No.2

The Coordinator, IQAC is requested to submit the suggestions to the Principal for implementation.

Resolution No.3

Keeping in view the all round development of the college the following Action Plans are prepared for implementation in the next academic session i.e. 2019-2020

Plan of Action for the session: 2019-2020

- To construct Auditorium
- To publish Research papers in Book with ISBN.
- To make full -fledged digitalization of the central library.

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- To continue Certificate Course in Computer Application.
- To continue Skill-Oriented Certificate Courses to be conducted by each department.
- To continue Value-added Courses to be conducted by each department
- To promote research culture among teachers and students.
- To organize UGC sponsored National /International Seminars and workshops.
- To strengthen MoUs with academic and industry partners.
- To complete the work of boundary wall.
- To take initiative for creation of a garden of Medicinal Plants.
- To install Rain Water Harvesting plant
- To improve physical facilities conducive to quality education



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