

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



P.O: Krishnai
Dist: Goalpara (Assam)
Pin: 783126

Phone: 03663-292866
Mob: 9435024669
email: mantudas68@yahoo.co.in
habraghatcollege@gmail.com
Website: www.habraghatcollege.in

Ref. No:

Date:

MINUTES OF IQAC MEETINGS HABRAGHAT MAHAVIDYALAYA, KRISHNAI SESSION-2020-21

Minutes of IQAC Meeting (Virtual) **Held on 05/07/2020**

Agenda:

1. Quality initiatives for 2020-2021
2. Promotion of Research Culture among teachers and students
3. Organization of National/International Webinar/Conferences
4. Faculty Development Programme
5. Others

The virtual meeting coordinated by Akbar Ali Ahmed, Coordinator, IQAC and presided over by Dr. M.K. Das, Principal & Chairman, IQAC, focusses on the agenda and after deliberation resolves as follows:

Resolution No.1

The meeting resolves to undertake the following Quality Enhancement Programs for 2020-2021 as a part of post-accreditation quality initiatives:

QUALITY ENHANCEMENT INITIATIVES FOR 2020-2021

- i) Orientation Programme for Freshers
- ii) Training for teaching and non-teaching staff
- iii) Installation of Smart Classroom
- iv) Organization of Memorial Lecture
- v) Collection and analysis of Feed Back

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- vi) Talk on quality enhancement in teaching-learning
- vii) Organization of National/International Webinars and Conferences
- viii) Continuation of Certificate Course in Computer Application (CCA)
- ix) Continuation of Skill Oriented Certificate Course (SOCC) in each department
- x) Continuation of Value Added Course (VAC) of 30 hours Duration in each department
- xi) Remedial Coaching for slow learners
- xii) Coaching for TET Examination conducted by Guidance & Career Counselling Cell
- xiii) Organization of Virtual Meeting with Teaching Staff
- xiv) Organization of Virtual Meeting with Students
- xv) Development of E-Contents
- xvi) Continuation of Mentor-Mentee System
- xvii) Virtual Training on the use of Tools for Online Classes (Zoom, Meet, Webex, Google Class etc.)
- xviii) Virtual Training online Examinations (OTBE) and the use of Scanners for PDF
- xix) Preparation of Wall Magazine with QR Code
- xx) Promotion of Research Culture among teachers and students
- xxi) Publication of Chapters in Book with ISBN by IQAC

Resolution No.2

The meeting expresses satisfaction on the publication of “ **Prabandha Karani**” with ISBN by IQAC, Habraghat Mahavidyalaya in 2019 and resolves to institutionalize this practice through publication of research articles in book with ISBN every year. The meeting further resolves that the Coordinator, IQAC be entrusted with the responsibility of taking initiatives for publication of another book with ISBN as a part of promotion to research culture among the teachers.

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Resolution No.3

The meeting takes stock of the Covid-19 pandemic and discusses on the creating awareness among the people and resolves that a state level webinar be organized in the college. The meeting also resolves that the topic of the webinar be “ **Covid-19 Pandemic and need for a Philosophical Perspective**”. The Coordinator, IQAC be entrusted with the responsibility of making necessary arrangement for the same.

Resolution No.4

The meeting lays stress on the importance of faculty development programmes and resolves that every member of the faculty should attend at least 2 (two) national/international seminars/conferences/workshops in their areas every year. They are also requested to work hard for promotion of research & publication.

The meeting ends with vote of thanks from the Chair.



Chairman, IQAC
Habraghat Mahavidyalaya

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Minutes of IQAC Meeting (Virtual) **Held on 18/07/2020**

Agenda:

- i) Organization of International Webinar by IQAC
- ii) Others

The virtual meeting coordinated by Akbar Ali Ahmed, Coordinator, IQAC and presided over by Dr. M.K. Das, Principal & Chairman, IQAC, discusses on the agenda and after deliberation resolves as follows:

Resolution No.1

The meeting after threadbare discussion on organization of an international webinar unanimously resolves that the webinar be organized by IQAC in collaboration with GEOID Forum, Goalpara. The topic of the webinar be : MAPPING FOLKLORE STUDY: DIVERSE APPROACHES" as suggested by the Chairman. The meeting further resolves to invite the following resource persons for the webinar:

- i) **Prof. Anil Boro**, Professor & Head, Folklore Research Department and Director i/c Centre for Performing Arts, Gauhati University
- ii) **Dr. Mrinal Medhi**, Retd. Associate Professor, Department of English, Damdama College, Assam
- iii) **Atifa Nasir**, Assistant Professor & Head, Department of Gender and Women Studies, Allama Iqbal Open University, Islamabad, Pakistan.
- iv) **Kikee D. Bhutia**, Research Scholar, University of Tartu, Estonia, Europe.

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Resolution No.2

For smooth conduct of the webinar, the meeting resolves that Akbar Ali Ahmed, the Coordinator, IQAC be entrusted with the responsibility of making necessary arrangements to make the webinar a grand success and also to make necessary correspondence with GEOID Forum as well as with all the resource persons.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting (Virtual) **Held on 03/08/2020**

Agenda:

- i) Observation of College Foundation Day and Organization of Memorial Lecture
- ii) Workshop for conduct of online classes
- iii) Extension Activities
- iv) Organization of Departmental Webinars

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

In view of the Covid-19 pandemic situation the meeting resolves that the College Foundation Day be celebrated with limited number of participants and the memorial lecture be organized in a virtual mode. The Coordinator, IQAC be entrusted with the responsibility of making necessary arrangements for making it a grand success.

Resolution No.2

Keeping in mind the Covid-19 pandemic and safety of the students the meeting resolves that an workshop be organized in a virtual mode with the faculty members of the college on how to how to conduct online classes during this pandemic and maintain quality in teaching-learning process. Dr. Mantu Kr. Das, the Principal of the college be requested to be the resource person of the workshop. The Coordinator, IQAC be entrusted with the responsibility of making necessary arrangements for conducting this workshop in virtual mode.

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Resolution No. 3

Stressing on the importance of extension activities the meeting resolves that the Programme Officer, NSS Unit and the Convener, Extension Education Cell be requested to undertake various programmes of extension activities keeping in touch with community related issues.

Resolution No. 4

As a part of quality enhancement programme the meeting discusses on organization of departmental webinars during this pandemic and resolves that the Heads of all the departments be requested to organize national/international webinars in their respective areas.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting (Virtual) **Held on 20/08/2020**

Agenda:

1. Organization of National Webinar by IQAC
2. Opening of Classes after Covid-19 Pandemic situation
3. 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 discusses the need of organization of a National Webinar in collaboration with the neighboring colleges on the preparation of NAAC Assessment as per revised guidelines and unanimously resolves that a National Webinar be organized in collaboration with the following neighboring colleges on "QUALITY ENHANCEMENT STRATEGIES AND PREPARATION OF SSR AS PER REVISED GUIDELINES OF NAAC" on 24th August, 2020 with **DR. N.S. Dharmadhikari** as resource person.

Colleges/ Organization associated with

- i) IQAC, Dalgoma College, Dalgoma, Goalpara, Assam
- ii) IQAC, Agia College, Agia, Goalpara, Assam
- iii) IQAC, Jaleswar College, Jaleswar, Goalpara, Assam
- iv) GEOID Forum, Goalpara, Assam

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Resolution No.2

In the interest of the smooth conduct of the webinar the meeting resolves that the Coordinator, IQAC, Habraghat Mahavidyalaya, Krishnai be requested to take the initiatives to make necessary correspondence with the concerned institutes and to make necessary arrangements for smooth conduct of the webinar.

Resolution No.3

The meeting expresses satisfaction over the Govt. decision of opening classes in physical mode after a long gap of covid-19 situation and resolves that the Principal be requested to make necessary arrangements for sanitization of classrooms and for maintaining of Covid appropriate behavior in the campus to ensure safety for both teachers and students.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting Held on 2/11/2020

Agenda:

1. Discussion on the progress of NAAC related activities
2. Review of Classes after Covid-19 Pandemic situation
3. 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 activities carried out by various sub-committees and resolves that the programme of activities as chalked out by the committees be completed before June, 2021 and the same be submitted to the Coordinator, IQAC for preparation of the AQAR for 2020-2021.

Resolution No.2

The meeting takes stock of the progress of classes of each department and expresses satisfaction over the performance of each department in covering their respective syllabus through both off-line and online classes and thus trying to repair the loss suffered by the students during the Covid-19 induced situation.

Resolution No.3

The meeting takes into account of the academic loss suffered by the students during the covid- induced situation and resolves that all the faculty members be requested to conduct special classes to minimize the academic loss.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting Held on 08-02-2021

Agenda:

- i) Review of the progress of various sub-committees
- ii) Preparation for 3rd Cycle of Assessment & Accreditation by NAAC
- iii) Remedial Coaching
- 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 takes stock of the progress of activities undertaken by various sub-committees and resolves that the conveners of all sub-committees be requested to carry out the plan of action as chalked out at the beginning of the year.

Resolution No.2

As the validity of the 2nd Cycle of NAAC Assessment and Accreditation is about to expire in September, 2021, the meeting resolves that necessary preparation be made for 3rd Cycle of Assessment & Accreditation by NAAC. The Conveners of all Criterion-wise Sub-Committees be requested to submit their reports to the Coordinator, IQAC as soon as possible.

Resolution No.3

The meeting takes into account the usefulness of remedial coaching for slow learners and

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resolves to continue the practice as before. The HoD of each department is requested to make necessary arrangements to carry forward the programme.

Resolution No. 4

The meeting also discusses on the programme of activities undertaken by Extension Education Cell as well as the NSS Unit of the College and resolves that the Convener, Extension Education Cell and the Programme Officer, NSS Unit be requested to expedite their activities focusing on the social responsibility.

Resolution No. 5

The meeting expresses concern over the performance of the teachers in the field of research and publication and requests all the faculty members to undertake UGC sponsored Major & Minor Research Projects as well as to publish more articles in books/journals with ISBN/ISSN.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting Held on 06-06-2021

Agenda:

- i) Online Submission of AQAR from 2016-2017 to 2020-2021
- ii) Collection of Research Papers for the proposed book to be published by IQAC
- iii) Collection of Feedback from various stake holders of the college

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 expresses great concern over the delays of online submission of AQAR w.e.f.2016-2017 resulting in delay in submission of IQA & SSR for 3rd Cycle of NAAC Assessment and resolves that the year-wise reports of their activities of various sub-committees may kindly be submitted in soft copies to the Coordinator, IQAC to facilitate online submission of AQAR from 2016-2017 to 2020-2021.

Resolution No.2

The meeting takes stock of the progress of the proposed publication of Book by IQAC, Habraghat Mahavidyalaya and resolves that the **Sri Akbar Ali Ahmed**, Coordinator, IQAC and **Sri Mainul Hoque Choudhury**, Asstt. Professor, Deptt. of Assamese be entrusted with the responsibility of Editors for the proposed book. They are also authorized to make necessary arrangements for publication of the book with ISBN with in September, 2021.

Resolution No. 3

The meeting discusses on delay in taking feedback from various stake holders of the college due to covid-induced situation and resolves that feedback from students, teachers,

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alumni and parents along with Students Satisfactory Survey be collected after opening the classes in physical mode.

Resolution No.4

The Coordinator, **IQAC** and the Convener, **Curricular Aspects Sub-Committee** 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.

The meeting ends with vote of thanks from the Chair.



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Minutes of IQAC Meeting Held on 21/09/2021

Agenda:

- i) Discussion on Feedback Report
- ii) Submission of IIQA and Preparation of SSR
- iii) Plan of Action for 2021-2022ss
- 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 takes stock of the feedback reports prepared from the feedback 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. The Coordinator, IQAC is requested to submit the suggestions to the Principal for implementation.

Resolution No.2

The meeting is apprised of the process of going for 3rd cycle of NAAC Assessment and unanimously resolves that the college should go for 3rd cycle of Assessment & Accreditation by NAAC and assures all possible help and cooperation in the process. The meeting further resolves that the Principal and the Coordinator, IQAC be entrusted with the responsibility of making necessary arrangements for online submission of AQARs, IIQA and SSR.

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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. 2021-2022

Plan of Action for the session: 2021-2022

- To construct Auditorium
- To publish Research papers in Book with ISBN.
- To make full fledged digitalization of the central library.
- To construct Boundary Wall for Girls, Hostel
- 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 improve physical and support facilities conducive to quality education
- To improve Medicinal Plant Garden
- To improve Nutri-Garden
- To set up Museum for preservation of Local Culture.



Chairman, IQAC
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