

# **Minutes of IQAC Meeting**

**Duration: September 2017 to August 2022**

**Prepared by  
Ranju kumar Bharali  
Co-ordinator  
IQAC, Cinnamara College**

## **IQAC General Staff Meeting**

**23/01/2018**

### **Members Present:-**

- 1) Dr Anjan Saikia
- 2) Ranju Kumar Bharali
- 3) Tarun Saikia
- 4) Dr Bornali Borthakur
- 5) Agha Saeed Islam
- 6) Bikash Chandra Das
- 7) Bhupen Borah
- 8) Achyut Dutta
- 9) Dipen Nath
- 10) Deepsikha Dutta
- 11) Rupjyoti Dutta

### **Agenda:-**

- 1) President/Chairperson takes chair.
- 2) Objective of the meeting (By Co-ordinator).
- 3) To Outline the concept IQAC and its importance in a College.
- 4) Draft of the Sub-committees placed by Co-ordinator.
- 5) Resolution for formation of 7 Sub-Committees corresponding to 7 criteria.
- 6) Discussion on departmental profile and proceedings.
- 7) Remark of the Chairperson and conclusion of meeting.

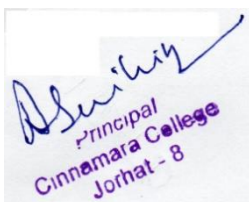
### **Proceeding:-**

After formation of new IQAC executive committees the General staff meeting of IQAC is held on 23/01/2018 under the Presidentship of IQAC Chairperson Dr. Anjan Saikia. As expressed by IQAC Co-ordinator the purpose of the meeting is to form Sub-committees of IQAC corresponding to 7 criteria of self study Report. Co-ordinator in his speech explained in detail about IQAC and its importance for a College. Then the Co-ordinator placed the draft sub-committees in the meeting. After detailed discussion on it and as per suggestion from Chairperson following Sub-committees were formed.

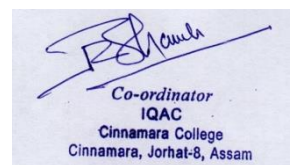
- 1) Curricular Aspect Sub-committee-
  - a) Apurba Kumar Gogoi – Convener

- b) Runu Bora -Member.
  - c) Manisha Borkotoky -Member.
  - d) Dadul Dutta -Member.
- 2) Teaching Learning and Evaluation Sub-committee
- a)Agha Saeed Islam- Convener
  - b)Amaljyoti Chiring -Member.
  - c) Bina Borah -Member.
  - d) Poresh Chandra Borah-Member.
  - e) Achyut Borah-Member.
- 3) Research, Innovation and Extension Sub-committee
- A)Dr. Bornali Borthakur- Convener.
  - b) Podmeswar Katani-Member.
  - c) Achyut Dutta-Member.
  - e) Dr. Sobita Nath-Member.
- 4) Infrastructure and Learning Resources Sub-committee
- a) Rupjyoti Dutta- Convener.
  - b) Bhupen Borah-Member.
  - c) Achyut Dutta-Member.
  - d) Deepsikha Dutta-Member.
- 5) Student Support and Progression Sub-committee
- a) Dr. Dipen Nath- Convener.
  - b) Dr. Plabita Patgiri-Member.
  - c) Rumi Saikia-Member.
- 6) Governance, Leadership and Management Sub-committee
- a) Uday Sankar Borah-Convener.
  - b) Ashima Borahom-Member.
  - c)Madhavi Kutum-Member.
  - d)Rupjyoti Dutta-Member.
- 7) Institutional Values and best Practices Sub-Committee
- a)Bikash Chandra Das-Convener.
  - b)Sewali Saikia-Member.
  - c)Nitul Chandra Borah-Member.
  - d)Sonal Saikia-Member.

In the concluding remark chairperson said that all the departments must prepare their departmental profile since inception as early possible.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## IQAC Executive Committee Meeting

27/03/2018

Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia (Member)
- 4)Agha Saeed Islam (Member)
- 5)Deepsikha Dutta (Member)
- 6)Bhupen Borah (Member)
- 7)Dr. Bornali Borthakur (Member)
- 8)Simanta Borah (Member)
- 9)Sidhartha Swarup Dutta (Librarian)
- 10)Laba Kumar Dutta (Alumni)
- 11)Rajen Hazarika (External Member)
- 12)Nipul Saikia (Head Assistant)

Agenda:-

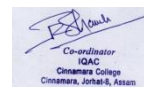
- 1) Holding of Chair by the Chairperson.
- 2) Objective of the Meeting.
- 3) Discussion on the objective (Workshop on GST)
- 4) Decision making.
- 5) Concluding Remark by Chairperson.
- 6) Conclusion of Meeting.

Proceeding:-

IQAC Executive Committee meeting is held on 27/03/2018 which was presided over by the chairperson of IQAC Dr. Anjan Saikia. Co-ordinator of IQAC Ranju Kumar Bharali spoke about the objective of the meeting. In his speech he said that recent implementation of Goods and Services (GST) is a revolutionary change in the indirect tax system of the Country. But the new tax system is becoming very complicated for common man, especially among small traders and businessman. This complicity is mainly due to lack of awareness. Hence, to create awareness about the new tax system an awareness programme should be organized for the students, faculty members and local traders. This meeting is called upon to discuss about the organization of such programme. The meeting unanimously accepted the proposal presented by the co-ordinator and considering the importance and relevance of the topic the meeting decides that IQAC should organize one day workshop on Goods and Services Tax (GST) in collaboration with Mohan Chandra Mahanta Adyayan Gobesona Kendra. The date of the workshop will be 7<sup>th</sup> April 2018. The Meeting decides that the teachers and students of various institutions and the local traders would be the participants of the workshop. The Meeting approved a tentative budget of Rs. 10,000/- (Ten Thousand Only) to meet various expenses of the workshop such as honorarium to resource person, refreshment, stationary etc. The meeting also decides to invite renowned chartered accountant Shri Monikantal Bordoloi as the resource person of the workshop.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC Executive Committee Meeting**

**02/08/2018**

Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia (Member)
- 4)Agha Saeed Islam (Member)
- 5)Deepsikha Dutta (Member)
- 6)Bhupen Borah (Member)
- 7)Dr. Bornali Borthakur (Member)
- 8)Simanta Borah (Member)
- 9)Sidhartha Swarup Dutta (Librarian)
- 10)Laba Kumar Dutta (Alumni)
- 11)Rajen Hazarika (External Member)
- 12)Nipul Saikia (Head Assistant)

Agenda:-

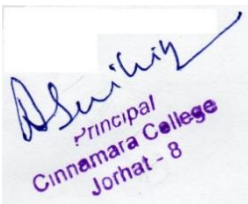
1. Holding of chair by *the* chairperson
2. Explanation of the purpose of meeting (by co-ordinator )
3. Discussion on the classes of new session after vacation
4. Discussion on organisation of workshop on NAAC preparation
5. Taking of resolution
6. Remark of the president
7. Conclusion of meeting

Proceedings

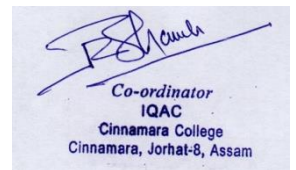
An IQAC Executive Committee Meeting was held on 2/8/2018. The meeting was presided by the chairperson of IQAC Dr. Anjan Saikia. Objective of the meeting was explained by the co-ordinator Ranju Kumar Bharali. The meeting discussed elaborately about the smooth running of classes for the new session after summer vacation. The meeting took the following resolution –

1. Academic Calendar should be strictly followed for smooth running of classes.
2. HODS must take teaching plan form their department teacher and monitor the progress of syllabus and the course of action regarding this should be notified to IQAC .
3. The meeting decides to organize Inter –collage Quiz Competition on 4<sup>th</sup> September 2018 .

4. Criteria – wise sub committees for NAAC preparation were already formed .Now the committee decides to organize workshop on NAAC preparation in the current session at a convenient date.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC Executive Committee Meeting (Extended)**

**11/05/2019**

### Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia (Member)
- 4)Agha Saeed Islam(Member)
- 5)Deepsikha Dutta(Member)
- 6)Bhupen Borah(Member)
- 7)Dr. Bornali Borthakur(Member)
- 8)Simanta Borah(Member)
- 9)Sidhartha Swarup Dutta (Librarian)
- 10)Laba Kumar Dutta (Alumni)
- 11)Rajen Hazarika (External Member)
- 12)Nipul Saikia (Head Assistant)

### Special Invites (Head of the Department)

Name	Department
1)Podmeswar Katani	Political Science
2)Aparba Kr. Gogoi	Economics
3)Poresh Ch. Borah	Geography
4)Tarun Saikia	Education
5)Deepshikha Dutta	Sociology
6)Dr. Bornali Borthakur	Assamese

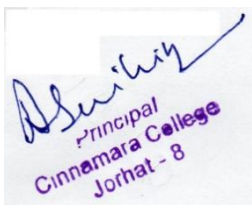
### Agenda:-

1. Holding of chair by the chairperson
2. Purpose of the meeting (by co-ordination )
3. Discussion on the Objective.
4. Decision making.
5. Remark by Chairperson.
6. Conclusion of meeting.

### Proceeding:-

A meeting of IQAC executive Committee was held on 11/05/2019. The meeting was presided by the Chairperson of IQAC Dr. Anjan Saikia. Head of the Departments were the special invitees of the meeting. The objective of the meeting was narrated by the co-ordinator Ranju Kumar Bharali. The meeting

thoroughly discussed on the implementation of Choice Based Credit System (CBCS) introduced by Dibrugarh University. Meeting decided that the new prospectus should include elaboration on the new system so that the students and their guardians have an idea about this system. The meeting decided that the teachers should be oriented on CBCS and in the induction programme itself the students should be made aware of various pros and cons of CBCS. Hard copies of the new syllabus should be provided by IQAC to each department. All departments must collect the emails Ids of their students to furnish various information and also Student Satisfaction Survey (SSS). The meeting decides that the academic audit of the College should be conducted and Prof. Jogen Kalita, former Director, HRDC, GU should be invited in this regard.



Principal  
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Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam



## **IQAC General Staff Meeting**

**21/10/2019**

Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Agha Saeed Islam
- 4)Apurba Kr. Gogoi
- 5)Uday Shankar Borah
- 6)Dipen Nath
- 7)Simanta Borah
- 8)Deepshikha Dutta
- 9)Runu Borah
- 10)Rumi Saikia
- 11)Nitul Ch. Bora
- 12)H. K. Hazarika
- 13)P. Katani
- 14)B.C. Das
- 15)Tarun Saikia
- 16)Sewali Saikia Bordoloi
- 17)Bina Borah
- 18)Rupjyoti Dutta
- 19)Sonalee Saikia
- 20)Pranita Deka
- 21)Bornali Borthakur
- 22)Achyut Dutta

Agenda:-

1. Holding of chair by the chairperson
2. Purpose of the meeting (by co-ordinator )
3. Discussion on the purpose.
  - a)Review of previous meeting resolution.
  - b)Disbursement of responsibility to the sub-committees.
  - c)A briefing on the responsibilities of the Sub-committees.
  - d)View of the members.
4. Any other issues related to upcoming NAAC Assessment.
5. Resolution for future course of action.
6. Remark of Chairperson.
7. Conclusion of the meeting.

Proceeding:-

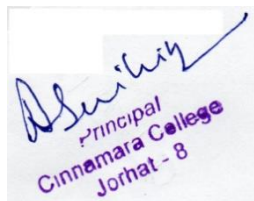
On 21/10/2019, a general meeting with all teaching staff was organized by IQAC. The meeting was presided by the Chairperson Dr. Anjan Saikia. Objectives of the meeting were expressed by the co-ordinator Ranju Kumar Bharali. Co-ordinator expressed that today's meeting is organized to entrust the duties and responsibilities to the sub-committees for upcoming NAAC assessment.

Chairperson in his speech said that two executive members Prof. Tarun Saikia and Simanta Borah are designated as Assistant Co-ordinator to assist the Co-ordinator.

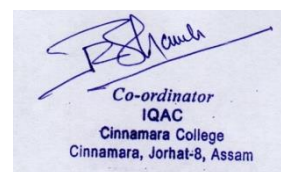
Chairperson requested the teaching staff to collect the email ids of the students and we have to make sure that maximum number of students responds to any queries on mail.

All the sub-committees should prepare report on their respective criteria and submit it as easily as possible to IQAC for preparation of Self Study Report (SSR). Sub-committees should submit report on or before 30/11/2019.

Again the meeting decides that all the teachers of the College should prepare Research Project under Mohan Chandra Mahanta Research Centre.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## IQAC General Staff Meeting

13/11/2019

### Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4) Achyut Dutta
- 5)Apurba Kr. Gogoi
- 6)Nipul Saikia
- 7)Suren Gogoi
- 8)Pallabi Bora
- 9)Rama Kanta Nath
- 10)Runu Borah
- 11)Sailen Borah
- 12)Uttam Boruah
- 13)Partha Protim Borah

### Agenda:-

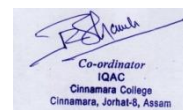
1. Holding of chair by the chairperson of IQAC.
2. Objective of the meeting (by co-ordinator )
3. Discussion on the Objective.
  - a)Role of Non-teaching staff in NAAC Assessment.
  - b) Data and information to be provided by office for different criteria of SSR.
  - c)Views of Non-teaching staff.
  - d) Views of the conveners of sub-committees.
4. Remark of the Chairperson.
5. Conclusion of the meeting.

### Proceeding:-

A meeting of IQAC with the non-teaching of the College was arranged on 13/11/2019 under the Chairmanship of Dr. Anjan Saikia, the chairperson of IQAC. The objective of the meeting was conveyed by the co-ordinator, Shri Ranju Kumar Bharali. Non-teaching staff were made aware of their role in the NAAC Assessment. The meeting decides that the non-teaching staff from their office will provide all necessary data and information to IQAC and its sub-committees for the preparation of self-study report. As a step towards green initiative the committee decides all teaching and non-teaching staff will use bicycle on 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month. Separate dustbin will be used for disposable and non-disposable waste. Again the meeting unanimously decides that weeklong workshop on “ Performing Art” will be organized among the students of neighbouring educational institutions. The Chairperson in his remark said that office will provide all assistance are in upcoming NAAC Assessment.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC General Staff Meeting**

**10/02/2020**

Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4) Acyut Dutta
- 5)Apurba Kr. Gogoi
- 6)Nipul Saikia
- 7) Simanta Borah
- 8) H.K Hazarika
- 9) Dr Plabita Bordoloi
- 10)Runu Borah
- 11) Bina Borah
- 12)Rumi Saikia
- 13) Bikash Ch. Das
- 14) Podmeswar katani
- 15) Sonalee Saikia
- 16)Agha Saeed Islam
- 17)Dipti Saikia
- 18)Bornali Borthakur
- 19)Bornali Bhuyan
- 20)Ashima Borahom
- 21)Madhavi Kutum
- 22)Amaljyoti Chiring
- 23)Achyut Dutta
- 24)Sewali Saikia Bordoloi
- 25)Deepsikha Dutta
- 26)Uday Shankar Borah
- 27)Rupjyoti Dutta
- 28)Nitul Chandra Bora
- 29)Monisha Borkakoty

Agenda:-

1. Holding of chair by the chairperson of IQAC.
2. Objective of the meeting (by co-ordinator)
3. Briefing on ongoing NAAC Preparation
4. Views of the Conveners of Sub-committees.
5. Briefing on Entrepreneurship Awareness Programme
6. Discussion on the Classes of Environmental Studies.

7. Views of Chairperson.
8. Conclusion of the meeting.

**Proceeding:-**

A general meeting of IQAC was arranged on 20/02/2020 under the Chairmanship of IQAC chairperson cum Principal Dr. Anjan Saikia. Objective of the meeting was narrated by IQAC co-ordinator, Ranju Kumar Bharali. Co-ordinator in his briefing said the sub-committees for NAAC preparation were constituted in the last December. This meeting is convened to know the progress of the sub-committees with regard to NAAC preparation.

Co-ordinator in his briefing said that students are not responding to the mail sent to their email id. So teachers should play active role in activating the email ids of the students. Moreover, all sub-committees should submit their report in time.

Runu Borah Saikia said that her sub-committee has made much progress and only the inclusion of College routine is left. Amal Chiring said that he found no students from other states and if there is any the HODs should report the same to their sub-committee. In case of Infrastructure and Learning resource sub-committee it was advised that they should prepare a list of essential materials required in the College.

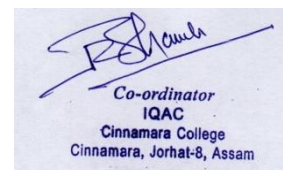
Rupjyoti Dutta of Governance and Leadership sub-committee, Podmeswar Katani of Research, Innovation and Extension sub-committee and Sewali Saikia of Best Practices sub-committee said that they will submit their report very soon.

Co-ordinator informed the members that a weeklong workshop on Entrepreneurship Awareness Programme (EAP) will be held in the College from 19 Feb. to 3<sup>rd</sup> March, 2020. The workshop will be organized by Society for North East Handmade Paper Development (SNEHPD) in collaboration with IQAC of our College. The workshop will be funded by the Ministry of Micro, Small and Medium Enterprises.

Chairperson in his concluding remark said that preparation for NAAC should be given top most priority and all departments should strive for good results in their department.



Anjan Saikia  
Principal  
Cinnamara College  
Jorhat - 8



Ranju Kumar Bharali  
Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC General Staff Meeting**

**30/01/2021**

### **Members Present:-**

- 1)Ranju Kumar Bharali (Co-ordinator)
- 2)Tarun Saikia
- 3)Nipul Saikia
- 4)Suren Gogoi
- 5)Nitul Ch. Bora
- 6)Runu Borah
- 7)Agha Saeed Islam
- 8)Bornali Borthakur
- 9)Sewali Saikia Bordoloi
- 10)Rumi Saikia
- 11)Bikash Ch. Das
- 12)Monisha Borkakoty
- 13)Rupjyoti Dutta
- 14)Javed Hussain
- 15)Bina Borah
- 16)Amal Jyoti Chiring
- 17)Dadul Dutta

### **Agenda:-**

1. Holding of chair by the chairperson of IQAC.
2. Objective of the meeting (by co-ordinator )
3. Discussion on previous meeting's proceeding
4. Discussion on Objective (Progress of work on NAAC)
5. Decision Making.
6. Remark of Chairperson.
8. Conclusion of the meeting.

### **Proceeding:-**

Today on 30/01/2021 IQAC organized a general meeting of Teaching and Non-teaching staff. In absence of Principal the meeting is chaired by Prof. Deepsikha Dutta. Objective of the meeting is spelled out by the IQAC Co-ordinator, Ranju Kumar Bharali. Co-ordinator said that the meeting was convened to discuss on the progress of NAAC preparation and the progress of Sub-committees in this regard. A huge gap occurred in the preparation for NAAC due to lockdown on account of Covid Pandemic. All work came to standstill on account of this crisis. This meeting will give a boost to the sluggish progress of NAAC preparation. It is expressed that NAAC assessment is essential for very existence of the Institution.


IQAC is one of the statutory bodies of the College. All academic departments and even the College office should collaborate with IQAC for academic and administrative quality improvement. It has been decided that we must prepare in a way that we can submit SSR by the end of March.

It is also been decided that all the sub-committees will take help of our computer operator Javed Hussain for preparing their report.


It is decided that Mentor-Mentee list should be prepared as early as possible so that Mentors can guide the Mentees in their all round development.

Prof. Tarun Saikia suggested that a computer set should be installed in the teacher's common room solely for NAAC preparation.

Chairperson in his concluding remark praised the IQAC for organizing webinars in collaboration with different departments during lockdown period.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC General Staff Meeting**

**20/02/2021**

### **Members Present:-**

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4) Deepsikha Dutta
- 5)Apurba Kr. Gogoi
- 6)Nipul Saikia
- 7)Suren Gogoi
- 8)Nitul Ch. Bora
- 9)Runu Borah
- 10)Javed Hussain
- 11)Monisha Borkotoky
- 12)Dipen Nath
- 13)Rumi Saikia

### **Agenda:-**

1. Holding of chair by the chairperson of IQAC.
2. Objective of the meeting (by co-ordination )
3. Discussion on duties and responsibilities of Mentor and Mentee.
4. Discussion on Career Advancement Scheme.
5. Decision Making.
6. Remark of Chairperson.
7. Conclusion of the meeting.

### **Proceeding:-**

A general staff meeting was organized by IQAC on 20/02/2021 under the chairmanship of IQAC Chairperson Dr. Anjan Saikia. Objective of the meeting was spelled out by IQAC co-ordinator Ranju Kumar Bharali. Discussing on the objective of the meeting Chairperson said that it is mandatory to have NAAC assessment by January 2022. For this all teaching and non-teaching staff has to do hard work more especially the regular teachers have to give special effort in this regard. We should make preparation in such a way that we can register for NAAC within April. Co-ordinator said that this meeting is organized to address the problems faced by staff in their preparation. In this regard Chairperson said that all teachers should give extra effort on research activities.

Then the co-ordinator read out the proceeding of the previous meeting. Among the resolutions taken in the last meeting the decision of preparing Mentors-Mentee list is completed. Co-ordinator said about the duties and responsibilities of mentors and mentees. Mentors have to organize regular meeting with the mentees, keep record of their academic progress and attendance. Mentors have to communicate with the guardian of the mentees.



Every sub-committee has to prepare report on their criteria which is to be submitted to the IQAC executive committee for approval. After submission of final report by the sub-committees the self study report (SSR) will be prepared.

Examination committee meeting should be organized periodically to discuss the budget and other issues related to examination.

Leave account register should be prepared and maintained by the office to keep up-to-date account of the leave taken by the staff.

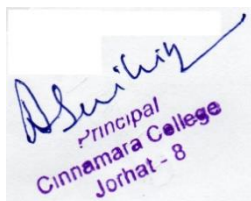
Head of the departments should prepare and maintain up-to-date departmental proceeding.

Innovation and best practices sub-committee is advised to collect information on the activities of the College related to Environment, Gender equity and differently abled students. They were also advised to undertake new activities related to this criterion.

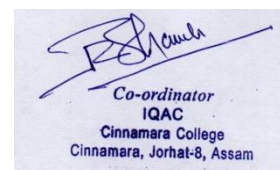
As a green initiative it is decided that every Saturday the teaching and non-teaching staff along with student will not bring Hydro Carbon fuel run vehicle to the College premise. They can come either by walk or bicycle.

Every concerned teacher and the concerned department should complete the work of Career Advancement Scheme (CAS) by the end of March.

At last Chairperson concluded the meeting by appealing all members to speed up the work of NAAC.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## IQAC General Staff Meeting

05/07/2021

Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4) Deepsikha Dutta
- 5)Apurba Kr. Gogoi
- 6)Nipul Saikia
- 7)Suren Gogoi
- 8)Podmeswar Katani
- 9)Nitul Ch. Bora
- 10)Bina Saikia
- 11)Javed Hussain
- 12) Dr Rupjyoti Dutta
- 13) Uday Shankar Borah
- 14)Rumi Saikia
- 15)Sewali Saikia Bordoloi

Agenda:-

1. Holding of chair by the chairperson of IQAC.
2. Discussion on upcoming backlog examination.
3. Discussion on preparation of NAAC.
4. Other Issues (If any).
5. Decision Making.
6. Comment of the Chairperson

Proceeding:-

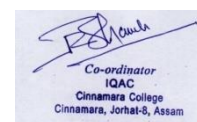
The general staff meeting of teaching and non-teaching staff convened by IQAC was held on 05/07/2021. The meeting was presided by Prof. Deepsikha Dutta. The objective of the meeting was explained by the co-ordinator of IQAC Ranju Kumar Bharali. In his speech co-ordinator said that the College have to conduct backlog examination as per University guideline within 15 days from the date of meeting. Moreover , co-ordinator requested all members to expedite their work for NAAC Assessment. Following resolutions were taken in the meeting-

- a) All departments have to set their question papers and submit by 01/07/2021.
- b) Although classes are not going on yet all teachers must come to College for making preparation for NAAC.

Principal in his speech said that very soon DHE will serve notice to us for NAAC Assessment so we must expedite our work. The meeting concluded with the remark of president.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC General Staff Meeting**

**03/08/2021**

### Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4) Achyut Dutta
- 5)Apurba Kr. Gogoi
- 6)Nipul Saikia
- 7)Suren Gogoi
- 8) Amaljyoti Chiring
- 9)Nitul Ch. Bora
- 10)Runu Borah
- 11)Javed Hussain
- 12)Monisha Borkotoky
- 13)Agha Saeed Islam
- 14)Rumi Saikia
- 15)Sewali Saikia Bordoloi
- 16) Bina Borah
- 17) Bikash Ch Das
- 18) Bornali Borthakur

### Agenda:-

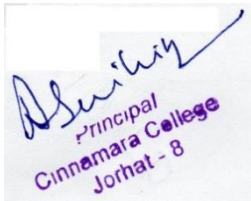
1. Holding of chair by the chairperson of IQAC.
2. Objective of the meeting.
3. Discussion on upcoming CBCS and Non-CBCS Examination.
4. Discussion on the report of online classes.
5. Discussion on 1<sup>st</sup> Semester Admission.
6. Any other item mentioned in the objective.
7. Decision Making.
8. Concluding Remark by Chairperson.
9. Conclusion of Meeting.

### Proceeding:-

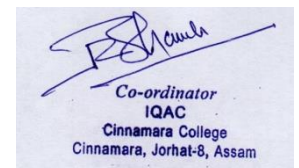
The general staff meeting convened by IQAC was chaired by senior teacher Shri Apurba Kumar Gogoi as the Principal/Chairperson of IQAC left the meeting for some pre scheduled assignment. The co-ordinator of IQAC Shri Ranju Kumar Bharali conveyed the objective of the meeting where he said that meeting is arranged to discuss on upcoming CBCS and Non-CBCS examination and admission of students for the current year. Following resolutions were taken-

- a) Like previous year this year also admission will taken in online mode from 5<sup>th</sup> September.

- b) The intake capacity of all departments will be same as previous year.
- c) Upcoming end semester examination will be conducted in online mode.
- D) Answer script should be submitted by students in google classroom (to be created by examination committee) or through email-id.
- e) Question papers of 2<sup>nd</sup> and 4<sup>th</sup> Semester exam to be prepared by College and answer script to be evaluated by College itself.
- f) The 6<sup>th</sup> semester exam will be conducted in open book system.
- g) The HODs were instructed to submit the record of departmental online classes as early as possible.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC General Staff Meeting**

**03/12/2021**

### **Members Present:-**

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4) Deepsikha Dutta
- 5)Apurba Kr. Gogoi
- 6) Simanta Borah
- 7) Bina Saikia
- 8) Dipti Saikia Dutta
- 9) Pallabi Borah
- 10)Runu Borah
- 11) Rupjyoti Dutta
- 12)Monisha Borkotoky
- 13)Dipen Nath
- 14)Rumi Saikia
- 15)Sewali Saikia Bordoloi
- 16 Achyut Dutta
- 17)Amaljyoti Chiring
- 18) Bikash Ch Das
- 19) Bina Borah
- 20) Sonalee Saikia
- 21)Uday Sankar Borah

### **Agenda:-**


1. Holding of chair by the chairperson of IQAC.
2. Objective of the meeting to be conveyed by co-coordinator IQAC.
3. Minutes of last meeting.
4. Discussion on the minutes of last meeting.
5. Presentation of Progress report by the conveners of sub-committee (to be supplemented by IQAC co-ordinator)
6. Discussion on issues raised by each sub-committee.
7. Views and suggestions by chairperson on issues raised by the sub-committee.
8. Discussion on Career Advancement Scheme.
9. Discussion on other academic matters including classes done till date, recently held sessional exam and any other related matters.
10. Decision Making.
11. Overall view of Chairperson.
12. Conclusion of meeting.

## Proceeding:-

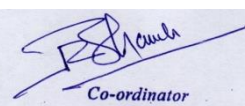
The general staff meeting convened by IQAC was chaired by the Chairperson of IQAC Dr. Anjan Saikia and the purpose of the meeting was conveyed by the co-ordinator Shri Ranju Kumar Bharali. Keeping his view on the purpose of the meeting Chairperson said that 2022 year is very crucial for us. We have to assess ourselves by this year, otherwise our very existence will be questionable. The Conveners of the sub-committees gave presentation on the progress of work of their respective criteria.

## Resolutions of the Meeting-

- a) Registration in the NAAC portal to be done by the beginning of January 2022.
- b) Draft copy of SSR to be finalized by 30<sup>th</sup> January 2022.
- c) Meeting of mentor and mentee to be arranged from the second week of December 2021.
- D) Email-ids of students to be submitted by the departments to teaching, Learning and Evaluation sub-committee by the 2<sup>nd</sup> Week of December 2021.
- e) A core committee of IQAC is formed to support the co-ordinator in the whole process of NAAC preparation. The members of the sub-committee are-
  - 1) Achyut Dutta.
  - 2) Dr. Rupjyoti Dutta.
  - 3) Tarun Saikia.
  - 4) Agha Saeed Islam.
  - 5) Amal jyoti Chiring.
  - 6) Dr. Dipen Nath.
- f) The convener of Research and Innovation sub-committee was changed from Podmeswar Katani to Dr. Bornali Borthakur.
- g) All departments must collect the placement record of outgoing students by 11<sup>th</sup> December, 2021.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## **IQAC General Staff Meeting**

**12/01/2022**

### **Members Present:-**

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4)Apurba Kr. Gogoi
- 5)Bikash Ch Das
- 6)Bina Bora
- 7)Nitul Ch. Bora
- 8)Runu Borah
- 9)Monisha Borkotoky
- 10)Rumi Saikia
- 11)Sewali Saikia Bordoloi
- 12) Amaljyoti Chiring
- 13) Sonalee Saikia
- 14) Achyut Dutta
- 14) Agha Saeed Islam
- 15) Pallabi Borah

### **Agenda:-**

1. Holding of chair by the chairperson of IQAC.
2. Presentation on the progress of Self Study Report by the Co-ordinator.
3. Views and suggestion of the members present.
4. Remark of Chairperson.
5. Conclusion of meeting.

### **Proceeding:-**

The general staff meeting convened by IQAC was chaired by the Chairperson Dr. Anjan Saikia. The co-ordinator of IQAC gave presentation on the progress of SSR, especially on basic profile of the College, Curricular aspect and teaching, learning and evaluation criterion.

## Meeting on Library as a Learning Resource

15/02/2022

### Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3) Sri Laba Kr Dutta
- 4) Dr Anupam Chanda ( Resource Person)
- 5) Sidhartha. S. Dutta
- 6) Achyut Dutta
- 7) Manas Jyoti Borah
- 8) Pallabi Borah
- 9)Monisha Borkotoky
- 10)Rumi Saikia
- 11)Sewali Saikia Bordoloi
- 12)Bikash Ch. Das.
- 13)Bina Borah.
- 14)Uttam Baruah
- 15) Dipti Saikia Dutta

### Agenda:-

1. Holding of chair by the chairperson of IQAC.
2. Felicitation of Resource person
3. Welcome Address by Principal
4. Presentation of the Resource Person
5. Comment of Chairperson and conclusion of meeting

### Proceeding:-

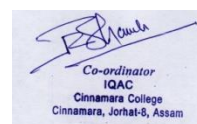
On 15/02/2022 a meeting was organized by IQAC on Criterion 4 Key Indicator 4.2 Library as a Learning Resource. Dr. Anupam Chanda, Librarian of Bahona College was the Resource Person of the meeting. The objective of the meeting was to orient the Library staff on the preparation for upcoming NAAC Assessment. The resource person discussed on following topics-

- a)Automation of Library.
- b) Maintenance of Accession Register.
- c)Best Practices in the Library.

The meeting was attended by the principal, IQAC co-ordinator, Library committee members and the Library staff. It was decided to do the needful for upcoming NAAC assessment on the basis of whatever learnt from the workshop.



Anjan Saikia  
Principal  
Cinnamara College  
Jorhat - 8



Ranju Kumar Bharali  
Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam



## **Review meeting of Criterion 1 and Criterion 2**

**11/04/2022**

### **Members Present:-**

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4)Apurba Kr. Gogoi
- 5) Uday Sankar Borah
- 6) Deepsikha Dutta
- 7)Nitul Ch. Bora
- 8)Runu Borah
- 9)Monisha Borkotoky
- 10)Rumi Saikia
- 11)Sewali Saikia Bordoloi
- 12)Bikash Ch. Das.
- 13)Bina Borah.
- 14) Bornali Borthakur
- 15)Achyut Dutta
- 16)Pallabi Bora
- 17) Amaljyoti Chiring
- 18) Sabita Nath
- 19) Sonalee Saikia
- 20) Ashima Borahom
- 21) Madhavi Kutum
- 22) Dipen Nath
- 23) Agha Saeed Islam

### **Agenda:-**

1. Holding of chair by the chairperson of IQAC.
2. Review previous meeting minutes.
3. Co-ordinators presentation on criterion-1 & 2
4. Discussion on the presentation
5. Taking Resolution.
6. Concluding remark of Chairperson.

### **Proceeding:-**

A review meeting for criterion 1 and criterion 2 of SSR was held on 14/04/2022 at 2.00 PM in the presence of IQAC chairperson /Principal Dr. Anjan Saikia. IQAC co-ordinator, Ranju Kumar Bharali gave a presentation on the work done till now on criterion 1 and 2. Members were requested to give suggestion on the key indicators and the qualitative and quantitative matrices. On the basis of the suggestion following decisions were made-

a)Activities of Eco Club and Green thinkerz to be included in 1.3.1. Environmental Geography should also be included in this matrix.

b) Principals role as examiner and evaluation to included in 1.3.2

c) Government reservation notification is needed in 2.1.2 matrix.

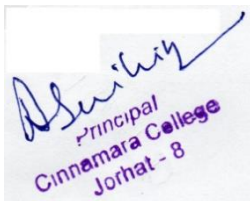
d) Departments should prepare course outcome.

e) Information regarding Quiz competition, wall magazine competition, students lecture programme should be mentioned in matrix 2.2.2.

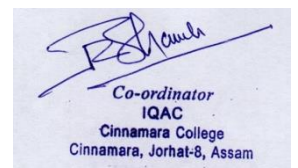
f) Copies of “Aragami” required in the IQAC office.

g)Progress report of the students to be prepared by each department and Grievance cell to be activated.

The meeting concluded with remark of Chairperson.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## Review meeting of Criterion 3

09/05/2022

### Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4) Dr Rupjyoti Dutta
- 5) Podmeswar Katani
- 6) Amaljyoti Chiring
- 7) Simanta Borah
- 8) Agha Saeed Islam
- 9) Dr Bornali Borthakur
- 10)Rumi Saikia
- 11)Sewali Saikia Bordoloi
- 12) Pallabi Bora
- 13)Dipti Saikia

### Agenda:-

1. Holding of chair by the chairperson of IQAC.
2. Review previous meeting minutes.
3. Co-ordinators presentation on criterion-3
4. Discussion on the presentation
5. Taking Resolution.
6. Concluding remark of Chairperson.

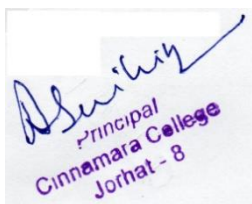
### Proceeding:-

A review meeting for criterion 3 (Research, Innovation and extension) was held on 09/05/2022 at 2.00 PM in the presence of IQAC chairperson/Principal Dr. Anjan Saikia. IQAC co-ordinator Ranju Kumar Bharali gave a power point presentation on work done till now in this criterion. On the basis of the suggestion of the members following decisions were made-

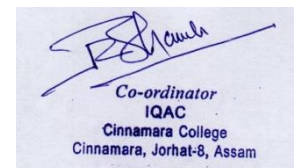
- a) Workshop/orientation programme of NAAC on 23 September 2017 to be included. There were total of 259 members in that workshop.
- b)KKHSOU workshop of 20 July to be included.
- c) Mental Health talk of women cell to be included.
- d)Seminar on NEP organized by Education department to be included.
- e) Photograph and broucher/letter of all the events are required.
- f) International award conferred to short film 'Aniha' directed by our ex-student to be included in the SSR.

- g) Blood donation camp of NSS and Covid Awareness Programme to be included.
- h) Banana cultivation in the College campus to be taken into consideration.
- i) Departmental MOU, faculty exchange programme and student exchange programme.

The meeting concluded with remark of chairperson.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## Review meeting of Criterion 4

10/05/2022

### Members Present:-

- 1) Dr. Anjan Saikia (Principal/Chairperson)
- 2) Ranju Kumar Bharali (Co-ordinator)
- 3) Tarun Saikia
- 4) Achyut Dutta
- 5) Dr Dipen Nath
- 6) Amaljyoti Chiring
- 7) Deepsikha Dutta
- 8) Runu Borah
- 9) Sonalee Saikia
- 10) Dr Rupjyoti Dutta
- 11) Sewali Saikia Bordoloi
- 12) Agha Saeed Islam
- 13) Pallabi Bora

### Agenda:-

1. President takes chair.
2. Discussion on the minutes of previous meeting.
3. Co-ordinator's presentation on criterion-4
4. Discussion on the presentation
5. Taking Resolution.
6. Concluding remark of Chairperson.

### Proceeding:-

A review meeting of criterion 4 (Infrastructure and Learning Resources) was held on 10/05/2022 at 2.00 PM in the presence of IQAC chairperson Dr. Anjan Saikia. IQAC co-ordinator Ranju Kumar Bharali gave presentation on the progress work of criterion 4. After thorough discussion following points were raised-


- a) Number of computers of computer lab to be recounted.
- b) Details of Museum and open Library to be included in 4.1.1.
- c) Along with society registration of MCMAGK the society registration certificate of Sakha Sahitya Sabha should also be scanned in 4.1.1.
- d) Photographs of ICT enabled room should also be pasted.
- e) College week records and university letter of youth festival should be collected for 4.1.2.
- f) CA certified total expenditure report of the College to be prepared as early as possible.

g) Photographs of Library to be collected.


h) Wi-Fi system of the College to be upgraded as early as possible.

i) Canteen and the Cycle stand to be re-constructed.

The meeting concluded with the remark of chairperson.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam

## Review meeting of Criterion 5

12/05/2022

### Members Present:-

- 1)Dr. Anjan Saikia (Principal/Chairperson)
- 2)Ranju Kumar Bharali (Co-ordinator)
- 3)Tarun Saikia
- 4)Apurba Kr. Gogoi
- 5) Achyut Dutta
- 6) Deepsikha Dutta
- 7) Nitul Ch. Bora
- 8) Runu Borah
- 9) Monisha Borkotoky
- 10) Dr Bornali Borthakur
- 11) Sewali Saikia Bordoloi
- 12) Bikash Ch. Das.
- 13) Amaljyoti Chiring
- 14) Agha Saeed Islam
- 15) Sonalee Saikia
- 16)Pallabi Bora

### Agenda:-

1. President takes Chair
2. Review previous meeting resolution.
3. Discussion on 14 Add on Courses and on the recommendation of journal “The Mirror” for UGC care list.
4. Co-ordinators presentation on criterion-5
5. Discussion on the presentation
6. Taking Resolution.
6. Concluding remark of Chairperson.

### Proceeding:-

A review meeting of criterion 5(Student support and progression) was held on 12/05/2022 at 2.00 PM in the presence of IQAC chairperson Dr. Anjan Saikia. IQAC co-ordinator Ranju Kumar Bharali gave presentation on the progress work of criterion 5. Co-ordinator also gave presentations on the syllabi of proposed Add- on courses. On the basis of the discussion following resolution were taken in the meeting-

- a) The meeting appreciated the recommendation of Journal “The Mirror” for UGC care list.
- b)The meeting approved the syllabi of 14 add on Courses to be submitted to Dibrugarh University Academic Council for final approval.

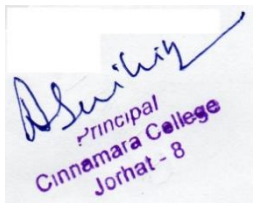
c) Appreciation letter given to the meritorious students are to be scanned to upload in the matrix 5.1.2.

d) A bookshelf with books and magazines for competitive examination to be maintained in the Central Library and open Library.

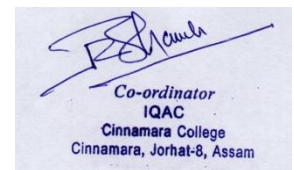
e) Departmental faculties are requested to collect appointment letters of their outgoing students who got placement containing their salary.

f) Data and relevant document pertaining to student Union activities, such as freshers social, College week etc. should be collected and documented.

The meeting concluded with the remark of chairperson.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam



## Review meeting of Criterion 6

23/05/2022

### Members Present:-

- 1) Dr. Anjan Saikia (Principal/Chairperson)
- 2) Ranju Kumar Bharali (Co-ordinator)
- 3) Tarun Saikia
- 4) Podmeswar Katani
- 5) Achyut Dutta
- 6) Dr Dipen Nath
- 7) Nitul Ch. Bora
- 8) Runu Borah
- 9) Dr Bornali Borthakur
- 10) Agha Saeed Islam
- 11) Sewali Saikia Bordoloi
- 12) Dr Rupjyoti Dutta
- 13) Pallabi Borah
- 14) Deepsikha Dutta
- 15) Sonalee saikia

### Agenda:-

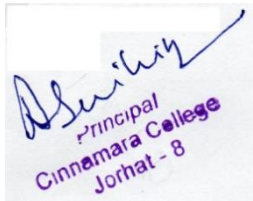
1. President takes Chair.
2. Co-ordinators presentation on criterion-6
3. Discussion on the presentation.
4. Discussion on upcoming women cell workshop
4. Taking Resolution.
5. Concluding remark of Chairperson.

### Proceeding:-

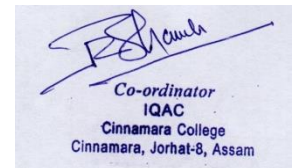
A review meeting of Criterion 6 (Governance and Leadership) was held on 23/05/2022 at 2.00 PM in the presence of IQAC chairperson/Principal Dr. Anjan Saikia. IQAC co-ordinator Shri Ranju Kumar Bharali gave a presentation on the work done till now on this criterion. Resolution of previous meeting were also discussed. After thorough discussion following resolution were taken-

- a) National and State awards conferred to renowned person, Departmental Awards and Jugabarta Awards to be considered in the Assessment Process.
- b) Newly formed NCC committee, Scout and Guide committee, NTT centre and new Add on course to be considered for assessment.
- c) For matrix 6.2.2 the documents related to Provincialisation Act. 2005 and Service rules should be collected.
- d) A thrift society of teaching and non-teaching staff to be formed.

e) IQAC decided to collaborate with women cell for proposed workshop on Art & Craft and Beautician work.



Principal  
Cinnamara College  
Jorhat - 8



Co-ordinator  
IQAC  
Cinnamara College  
Cinnamara, Jorhat-8, Assam