



Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125

E-mail: mciqac@gmail.com

Minutes of IQAC Meeting with HoDs

Date: September 10, 2021

Time: 1pm

Venue: IQAC Office



Agenda:

1. Discussion on start of physical classes for delayed academic session 2021-22.
2. Discussion on the preparation of Teaching plan.
3. Preparation of Academic Calendar of the college.
4. Miscellaneous

The Principal chaired the meeting and requested co-operations and suggestions from honourable HoDs and members of the IQAC. After discussion, the meeting adopted the following resolutions unanimously.

Resolutions:

1. As per the Academic Calendar of Gauhati University, the new Academic Session will start from October and classes will take place in physical mode, and all departments are asked to prepare the teaching plan accordingly.
2. Dr Barnali Deka, Asstt. Professor of Political Science, is requested to prepare the Academic Calendar of the College in line with the Academic Calendar of Gauhati University.
3. Faculties are requested to carry on online classes for coverage of syllabus.
4. Departments are asked to conduct Parent-Teacher Meet in Online mode.
5. The College Foundation Day on 20th September will be observed in a limited way due to Covid-19 restrictions.

At the end of the meeting, the Principal offered vote of thanks to all the members for their active participation and valuable suggestions.

Total Members Present= 21

Principal
Mangaldai College
Mangaldai

(Paresh Kr. Sarma)
Co-ordinator, IQAC
Mangaldai College

Co-ordinator
IQAC
Mangaldai College, Assam



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ACTION TAKEN REPORT

On

IQAC Meeting Held on 10-09-2021

1. Departments prepared Teaching Plans as per the revised Academic Calendar of University.
2. Academic Calendar of Mangaldai College prepared.
3. Departments also made provision for Online Class and conducted Internal Assessment online.
3. Departments hold Parent-Teacher Meet online.
4. Foundation Day of college observed on 20th September, 2021.
5. Sanskrit Department organised a Workshop on “Sanskrit Conversation and Scope in Sanskrit” from 12-11-2021 to 15-11-2021.

(Paresh Kr. Sarma)
Co-ordinator, IQAC
Mangaldai College

Co-ordinator
IQAC
Mangaldai College, Assam

Principal
Mangaldai College
Mangaldai



Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125

E-mail: mciqac@gmail.com

Minutes of IQAC Meeting

Date: December 10, 2021

Time: 2 pm

Venue: Office of the IQAC



Agenda:

1. Discussion on progress of course of departments.
2. Discussion regarding NEP 2020.
3. Miscellaneous

The Principal chaired the meeting and requested co-operations and suggestions from the members of the IQAC. After discussion, the meeting adopted the following resolutions unanimously.

Resolutions:

1. The HoDs of departments are requested to submit status of progress of courses of the departments by the end of the month.
2. If departments are lagging behind as per teaching plan, HoDs are requested to convey to the concerned faculties to take extra classes.
3. For the benefit of faculties, a lecture programme will be arranged on NEP 2020.

At the end of the meeting, the Principal offered vote of thanks to all the members for their active participation and valuable suggestions.

Total Members Present= 11

(Paresh Kr. Sarma)
Co-ordinator, IQAC
Mangaldai College

Co-ordinator
IQAC
Mangaldai College, Assam

Principal
Mangaldai College
Mangaldai



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ACTION TAKEN REPORT

On

IQAC Meeting Held on 10-12-2021

1. HoDs of departments submitted the course progress report to the Principal.
2. A lecture programme on “Perspective Analysis of NEP 2020” organised on 20-12-2021.

(Paresch Kr. Sarma)

Co-ordinator, IQAC

Mangaldai College

Co-ordinator
IQAC
Mangaldai College, Assam

Principal
Mangaldai College
Mangaldai



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Minutes of IQAC Meeting

Date: April 7, 2022

Time: 1 pm

Venue: Office of the IQAC

Agenda:

1. Presentation of IQAC activities and its status to newly joined Principal.
2. Discussion on pending AQARs.
3. Discussion on pending CAS promotions.
4. Miscellaneous

The newly appointed Principal of the college, Dr Kamala Kanta Borah, presided the meeting of the IQAC and the members of IQAC welcomed the Principal. As it is first meeting of the IQAC under the presidentship of newly joined Principal, the coordinator of IQAC gave a overview of the activities of IQAC and the status of various activities of IQAC. The principal welcomed all members of IQAC and requested them to work for the quality improvement of the college with utmost dedication. After discussion, the meeting adopted the following resolutions unanimously.


Resolutions:

1. IQAC will work in an urgent manner to prepare the pending AQARs and submit it.
2. The Cells entrusted with the seven criteria will urgently collect data.
3. All departments and faculties are requested to cooperate with IQAC in collection of data.
4. For pending CAS promotion of faculties, DPC will be held shortly.
5. For promotion of research work, programme will be organised for research proposal writing for funding, research paper writing, etc.
6. A Workshop on NAAC Assessment, AQAR and SSR Preparation will be organised shortly for better understanding of the quality assessment process.

At the end of the meeting, the Principal offered vote of thanks to all the members for their active participation and valuable suggestions.

Total Members Present= 14


Principal
Mangaldai College
Mangaldai


Co-ordinator
IQAC
Mangaldai College, Assam
(Paresh Kr. Sarma)
Co-ordinator, IQAC
Mangaldai College



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ACTION TAKEN REPORT

On

IQAC Meeting Held on 07-04-2022

1. Data for preparation of AQARs are carried out, AQARs for 2019-20 and 2020-21 are prepared and submitted.
2. DPCs for CAS promotions were held and proposal for promotion submitted to Director of Higher Education, Govt. of Assam.
3. Faculty enrichment programme on “Project Proposal Writing for Research Grant from Different Funding Agencies” was held on 06-06-2022 with external expert as resource person.
4. Faculty enrichment programme on “Research Paper Writing and Project Proposal Writing” was held on 08-06-2022 with external expert as resource person.
5. Workshop on NAAC Assessment, AQAR and SSR Preparation was held on 26-04-2022 where two external resource persons elaborated the processes of quality assessment and the measures required for the college to undertake for quality enhancement.

(Paresh Kr. Sarma)

Co-ordinator, IQAC

Mangaldai College

Co-ordinator
IQAC

Mangaldai College, Assam

Principal
Mangaldai College
Mangaldai



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Minutes of the Meeting of IQAC

Date: 07-06-2022

Time: 2:00 pm

Venue: IQAC Office, Mangaldai College



AGENDA:

1. Review of academic activities.
2. Assigning responsibilities to IQAC members.
3. Discussion on holding Academic and Administrative Audit.
4. Discussion on Green/Environmental Audit.
5. Any other matter raised by the Chair.

The honourable Principal, Dr. K. K. Borah, chaired the meeting of the IQAC and requested all members to deliberate on the items of the agenda and offer their suggestions. The Coordinator of IQAC, Dr. S. Borkakati, presented a brief review of activities conducted by the IQAC. After a detail discussion by the members of the IQAC, the following resolutions are adopted:

1. A meeting with the HODs should be held to review progress of course curriculum.
2. All departments are requested to maintain proper documentation of the academic activities (assignments/class test/presentation/seminar/field work, etc.) and submit the same to the IQAC at regular basis.
3. The 'Feedback Committee' has been reconstituted with Dr. Pranjit kumar Sarma, Assistant Professor, Dept. of Geography, as the Convener.
4. The Career Counseling and Placement Cell will be reconstituted.
5. The Cells corresponding to each criterion of NAAC-AQAR will be reconstituted and the members of IQAC will be assigned responsibilities criteria-wise of the AQAR.
6. A Green Audit Committee will be constituted comprising faculty members from Chemistry, Geography, Botany and Zoology. The external expert of the Green Audit Committee will be the Regional Officer, Tezpur, Pollution Control Board of Assam.
7. The Academic and Administrative Audit for the session 2021-2022 will be held in 2nd half of June, 2022, in two phases:
 - i. Internal Academic & Administrative Audit conducted by the IQAC.
 - ii. External Academic & Administrative Audit by experts from outside.

Principal
Mangaldai College
Mangaldai

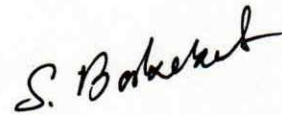
8. A certificate course on “Wildlife Biology and Modern Tools” will be introduced in the next academic session and the Course will be offered by the Department of Geography, Mangaldai College, in collaboration with the Wildlife Trust of India, Dehradun.
9. A One-day Training Programme on Office Management for Non-Teaching Staff of Mangaldai College will be organised.
10. A workshop on Intellectual Property Rights (IPR) will be arranged by the Department of Botany and Dr. Prativa Deka, Associate Professor of Botany, is entrusted the responsibility of the Coordinator of the workshop.
11. A mechanism for creating a scientific database on biodiversity and green cover in college campus will be started soon. The responsibility to create and maintain the database is decided to be given to the Departments of Botany, Geography and Zoology.
12. The Office Bearers of Mangaldai College Alumni Association is requested to take necessary steps for the registration of the Alumni Association at the earliest.
13. All departments are requested to complete Departmental Alumni Meet and Parents-Teachers Meet within June for the session 2021-2022.
14. All departments are requested to track students’ progression and placement, and maintain the record in the department with proper documentation.

Number of participants: 16



(Dr. K.K. Borah)
Chairperson, IQAC

Principal
Mangaldai College
Mangaldai



(Dr. Santosh Borkakati)
Coordinator, IQAC

Co-ordinator
IQAC
Mangaldai College, Assam



Principal
Mangaldai College
Mangaldai



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Based on the resolutions of the IQAC meeting held on 07-06-2022, the following actions were taken:

1. Academic review meeting was held with the HoDs on 23-06-2022.
2. Letter issued to all departments to record academic and other activities of departments in proper manner and maintain the documents.
3. Feedback Committee notified and the Feedback Committee collected feedback online.
4. Cells corresponding to each criterion of NAAC were constituted and notified.
5. Green Audit Committee formed.
6. One-day Training Programme on Data Management System for Non-Teaching Staff of Mangaldai College held on 30-06-2022.
7. A Biodiversity Committee formed.
8. Alumni Meet and Parent-Teacher Meet were organized by departments.
9. Academic and Administrative Audit postponed due to devastating flood.
10. Workshop on IPR postponed due to flood.

(Dr. K.K. Borah)
Chairperson, IQAC
Principal
Mangaldai College
Mangaldai

(Dr. Santosh Borkakati)
Coordinator, IQAC

Co-ordinator
IQAC
Mangaldai College, Assam

Principal
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Memo No.: MC/IQAC/2022/17

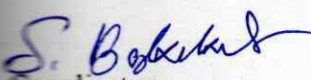
Date: 24-06-2022

NOTICE

A meeting of the IQAC with Feedback Committee is convened today (24-06-2022) at 1pm in the office of the IQAC. All respected members of the Committee are requested to attend the meeting.

Agenda:

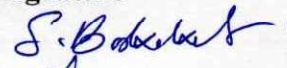
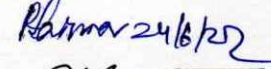
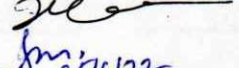
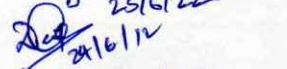
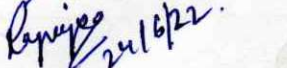
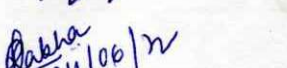

1. Collection of feedback
2. Miscellaneous


Coordinator
IQAC, Mangaldai College

Minutes of the meeting:

1. The coordinator of feedback committee Dr. Pranjit Kumar Sarma has briefed the matter with the committee members and guided accordingly.
2. There will be five feedback forms for the collection of feedback. These are student feedback, teacher's feedback, alumni feedback, parent's feedback and student satisfaction survey.
3. The committee has decided to meet again on 25th June, 2022 to finalize the Google forms and distribute the same to the respective departments.
4. IQAC coordinator Dr. Santosh Barkakati has also briefed the committee about the measures need to be done to complete the feedback process by 30th June, 2022.

Members present

- | Members present | Signature |
|---|---|
| 1. Dr. Santosh Borkakati (Coordinator, IQAC) |  |
| 2. Dr. Pranjit Kumar Sarma (Coordinator Feedback Committee) |  |
| 3. Mr. Hiren Deka Member |  |
| 4. Jintamoni Nath Member |  |
| 5. Deepa Pradhan Member |  |
| 6. Rajreepa Talukdar Member |  |
| 7. Chayanika Rabha Member |  |


Co-ordinator
IQAC
Principal
Mangaldai College
Mangaldai
Mangaldai College, Assam



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ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting with the Feedback Committee held on 24-06-2022, the following actions were taken:

1. The Feedback Committee formulate and finalised five Feedback Forms.
2. Demonstration of Feedback Forms were held.
3. Protocol of collecting feedback finalised.

(Dr. K.K. Borah)
Chairperson, IQAC

Principal
Mangaldai College
Mangaldai

(Dr. Santosh Borkakati)
Coordinator, IQAC

Co-ordinator
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Mangaldai



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Minutes of the Meeting of IQAC with HoDs

Date: 28-06-2022

Time: 2:00 pm

Venue: IQAC Office, Mangaldai College

AGENDA:

1. Discussion on collection of Feedback through Google Forms.
2. Miscellaneous

The honourable Principal, Dr. K. K. Borah, chaired the meeting of the IQAC and requested all members to deliberate on the items of the agenda and offer their suggestions. The Coordinator of IQAC, Dr. S. Borkakati, explained the procedure of collection of feedback through Google Forms. After a detail discussion, the following resolutions are adopted:

Resolution:

1. All HoDs will be given the links of Feedback Forms which will be forwarded to the students' WhatsApp Groups, Parents' WhatsApp Groups and Alumni WhatsApp Groups of Departments.
2. The Feedback Forms links will be given in the Website of the college.
3. Wide publicity will be taken up in the college campus and social media of the college to motivate the stakeholders to submit their responses in Feedback Forms.

Number of participants: 15

(Dr. K.K. Borah)
Chairperson, IQAC


Principal
Mangaldai College
Mangaldai

(Dr. Santosh Borkakati)
Coordinator, IQAC


Co-ordinator
IQAC
Mangaldai College, Assam


Principal
Mangaldai College
Mangaldai



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ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 28-06-2022, the following actions were taken:

1. All HoDs are given the links of Google Forms to be forwarded to the students' WhatsApp Groups, Parents' WhatsApp Groups and Alumni WhatsApp Groups of Departments.
2. Departments provided the links to Feedback Forms to students.
3. Feedback links are given in college website and social media.
4. Publicity campaign taken up in college campus.

(Dr. K.K. Borah)
Chairperson, IQAC

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