

# Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125

E-mail : mciqac@gmail.com



## Minutes of IQAC Meeting with Faculties

Date: August 02-2019

Time: 1pm

Venue: IQAC office, Mangaldai College

### **Agenda:**

1. To discuss academic matters of the College:
  - a) To discuss about the engagement of contractual teachers against vacant posts.
  - b) To discuss about the use of SMART classroom.
  - c) To discuss about organizing seminars, workshop etc.
2. Miscellaneous.

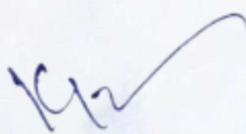
The Principal, Mangaldai College took the Chair of the President on request of the Coordinator. The President welcomed all the faculties and requested co-operation and suggestions from all the honourable members of the IQAC. After a detail discussion, the meeting unanimously adapted the following resolutions.

### **Resolutions:**

1. The meeting discussed in detail about the academic environment of the college and after a detail discussion the meeting resolved to engage contractual teachers particularly in the departments of English, Economics, Education, Political Science, Physics, Botany and Zoology and the Principal is requested to do the needful.
2. The meeting discussed regarding the availability of the smart classrooms of the college and after a detail discussion the meeting resolved to provide smart classrooms in all the departments of the college and the Principal is requested to do the needful as early as possible.
3. Departments are requested to organise seminar, workshop, etc. at regular intervals.
4. Resolve that the meeting of the DAC be convened at least twice in each semester.

The Principal expressed satisfaction over the active participation of the members and for their helping hand attitude in greater interest of the college. Finally, the meeting ends with the vote of thanks by the Coordinator, IQAC.

Total Members Present= 52

  
Principal  
Mangaldai College  
Mangaldai

## ACTION TAKEN REPORT

1. Student admission conducted through online mode.
2. MIS has been upgraded.



Principal  
Mangaldai College  
Mangaldai

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

Co-ordinator  
IQAC  
Mangaldai College, Assam



# Internal Quality Assurance Cell (IQAC)

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## Minutes of IQAC Meeting

Date: August-31-2019

Time: 2.30 pm

Venue: IQAC Office, Mangaldai College

### **Agenda:**

1. Introduction of PG classes in the department of Geography and Chemistry.
2. To discuss about the library development.
3. Miscellaneous.


The Coordinator, IQAC, Mr. Paresh Kr. Sarma requested the Chairperson Dr. Khagendra Kumar Nath to take the Chair and handover the agenda of the meeting. Taking the Chair of the Chairperson, the Principal welcomed all the members and extends help to complete the discussion. Honourable members present in the meeting shared their views and after detail discussion the meeting adapted the following resolutions-

### **Resolutions:**

1. The meeting discussed about the introduction of PG classes particularly in the department of Geography and Chemistry and after a discussion resolved to send a new proposal to the Gauhati University for inspection of the college to introduce the PG classes at an early date.
2. The meeting discussed about the present condition of the department of Chemistry and the Principal is requested to construct a new Chemistry building after discussion with the GB so that PG classes in the department of Chemistry can be introduced.
3. The meeting discussed about the present facilities of the library and it is observed that present accommodation is not sufficient enough in response to the students enrolment of the college. Hence the Principal is requested to upgrade the library facilities.
4. Resolved that the textbooks, reference books be purchased and E-journals to be subscribed shortly for wellbeing of the students.

The Principal expressed satisfaction over the active participation of the members and for their helping hand attitude in greater interest of the college. Finally, the meeting ends with the vote of thanks by the Coordinator, IQAC.

Total Members Present= 10

  
Principal  
Mangaldai College  
Mangaldai

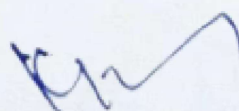
## ACTION TAKEN REPORT

1. The Principal inform in the meeting that 5 new Interactive Smart Boards have been installed for SMART classrooms in the department of Geography, Chemistry, Botany, Physics and Zoology and concerned HoDs are requested to encourage the faculties to use the smart board regularly.
2. Contractual teachers have been appointed in the departments of English, Economics, Education, Political Science, Physics, Botany and Zoology.



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

Co-ordinator  
IQAC  
Mangaldai College, Assam



Principal  
Mangaldai College  
Mangaldai



# Internal Quality Assurance Cell (IQAC)

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## Minutes of IQAC meeting with HoDs

Date: January-20-2020

Time: 2.30 pm

Venue: IQAC Office, Mangaldai College



### **Agenda:**

1. To discuss academic activities of the Departments.
2. To discuss academic matters of the College.
3. Miscellaneous

The Principal Dr. K. K. Nath welcomed all the HoDs and extends cooperation for smooth functioning of the meeting. As per agenda the Principal instruct the Coordinator, IQAC to place the matter to be discussed in the meeting. Accordingly, the Coordinator, IQAC placed the meeting about the departmental activities and to hold the DAC meeting regularly. After a detail discussion the meeting unanimously adapted the following resolutions.


1. The meeting discussed about the students progression of the departments and decided to keep records of all the outgoing students of the departments and HoDs are instructed to submit the list of students progression to the Coordinator, IQAC.
2. HoDs are requested to convene meeting with the alumni of the department.
3. A skill awareness programme will be held on 17-02-2020.
4. The Department of Assamese is entrusted the responsibility to organise the International Mother Language Day on 21-02-2020.

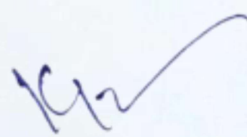
The Coordinator, IQAC offered vote of thanks to all the members and HoDs and ended the meeting.

Total Members Present= 10

### ACTION TAKEN REPORT

1. Student Union Room renovated.
2. Girls' Common Room renovated.

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

  
Principal  
Mangaldai College  
Mangaldai

# Internal Quality Assurance Cell (IQAC)

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## Minutes of IQAC meeting with Faculties

Date: June-20-2020

Time: 2 pm (Held Online)



### **Agenda:**

1. To discuss academic matters.
2. Miscellaneous.

IQAC meeting held today discussed about the state of classes being held online. Faculties have pointed out various technical problems faced by both teachers and students on online mode. After detail discussions, the meeting adopted the following resolutions.

### **Resolutions:**

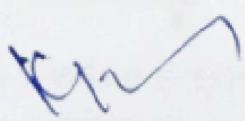
1. All faculty members are requested to carry on the classes on online mode.
2. Due to the network problem faced by the students of interior places, the faculty members are requested to keep in mind the convenience of students.
3. All departments need to give home assignments to students and conduct online test.
4. Departments are asked to organise webinars, workshop, etc.

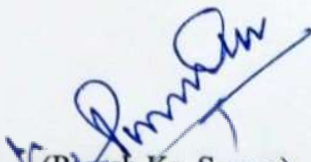
At the end of the meeting the Coordinator, IQAC offers vote of thanks to all faculty members for their active participation and valuable suggestions.

Total Members Present= 47

### ACTION TAKEN REPORT

1. Classes are being held online regularly.
2. Soft copies of study materials to students are being provided by faculties.

  
Principal  
Mangaldai College  
Mangaldai

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



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## Minutes of IQAC meeting with Non-teaching Staff

Date: March 10-2020

Time: 2 pm

Venue: IQAC Office, Mangaldai College



### **Agenda:**

1. To discuss about student facilities provided by the office.
2. Management of college office.
3. Miscellaneous.

The Coordinator, IQAC, welcomed all the members of the office staff. Principal and Chairperson appealed to all the staff to be more student centric. After a discussion in length the meeting adapted the following resolutions unanimously.

### **Resolutions:**

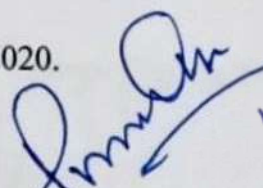
1. The meeting discussed about the office automation and facilities available in the college. It is seen that the student enrolment has been increasing year by year and as such the facilities available in the college office is not sufficient. The meeting, after a discussion resolved to provide all the facilities in the college office within a short period of time.
2. The meeting discussed the shortage of manpower in the college office and the Principal is requested to engage temporary manpower (contractual) for the smooth management of the college office.

At the end of the meeting the Coordinator, IQAC offers vote of thanks to all the non-teaching staff for their efforts towards the development of the college and to all the present faculty members for their active participation and valuable suggestions made in the meeting

Total Members Present= 20

### ACTION TAKEN REPORT

1. College Week was held from 12 February to 17<sup>th</sup> February, 2020.
2. Some departments concluded alumni meet.

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



# Internal Quality Assurance Cell (IQAC)

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## Minutes of IQAC meeting with Faculties

Date: May-11-2020

Time: 2 pm (Held Online)

### Agenda:

1. To discuss about academic problems arising out of Lockdown and Covid-19 restrictions.
2. Miscellaneous.

IQAC meeting held today discussed about the problem of academic programme faced due to the Pandemic situation. After detail discussion, the meeting adopted the following resolutions.

### Resolutions:

1. All faculty members are requested to start classes on online mode.
2. Various online platforms should be used for conducting academic programmes.
3. Faculties are advised to provide soft copies of study materials, video tutorials, etc. To students.
4. A Faculty Development Programme on E-Learning will be organised to update the faculty members.

At the end of the meeting the Coordinator, IQAC offers vote of thanks to all faculty members for their active participation and valuable suggestions made in the meeting.

Total Members Present= 42.

### ACTION TAKEN REPORT

1. A Skill Awareness Programme was held on 17-02-2020 in collaboration with North East Skill Centre.
2. Department of Assamese successfully organised the International Mother Language Day on 21-02-2020.
3. Department of Zoology successfully organised the National Science Day on 28-02-2020 in association with Assam Science Society.

Principal  
Mangaldai College  
Mangaldai

Principal  
(Parash Kanta Sarma)  
Mangaldai College  
Mangaldai  
Coordinator, IQAC

Mangaldai College Co-ordinator  
IQAC

Mangaldai College, Assam