



# Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125

E-mail: mciqac@gmail.com; Phone: 8638493759

## Minutes of the Meeting of IQAC

Date: 04-08-2022

Time: 11AM

Venue: IQAC Office, Mangaldai College

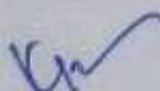
### AGENDA:

1. Finalization of Student Induction Programme
2. Discussion on Annual Plan of Action
3. Discussion on Teaching Plans
4. Discussion on Faculty Requirements
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 the programme schedule of the Student Induction Programme (SIP) to be held on the first day of the Academic Session 2022-23 on 08-08-2022 and requested suggestion from the members. After a detail discussion by the members of the IQAC, the following resolutions are adopted:

1. The SIP for Major students will be held in the respective departments and departments will assign faculty members to conduct various sessions.
2. All departments are requested to maintain proper documentation of the of the SIP and submit a report of the programme to the IQAC.
3. The SIP for Regular BA students will be held in the Auditorium and few senior faculty members will be assigned to conduct the sessions by the Principal.
4. For Regular BSc students, SIP programme will be held in Science Gallery with assignment to few faculty members to conduct different sessions.
5. All HoDs are requested to submit the Teaching Plan of each teacher at the very beginning of the session.
6. The meeting decided that the Principal will do the necessary arrangement of contractual faculty against vacant sanctioned posts and

Number of participants: 11

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College  
Co-ordinator  
IQAC  
Mangaldai College, Assam



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## ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 04-08-2022, the following follow up actions were taken:

1. Student Induction Programme was successfully conducted by the college and students has given very good feedback on the programme.
2. Departments submitted Teaching Plans of teachers for the Academic Session 2022-23.
3. Contractual teachers are appointed to conduct the curriculum in a smooth manner and complete the course in the stipulated timeline.

(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Principal  
Mangaldai College  
Mangaldai

(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College

Co-ordinator  
IQAC  
Mangaldai College, Assam

Principal  
Mangaldai College  
Mangaldai



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## Minutes of the Meeting of IQAC

Date: 21-09-2022

Time: 3:00 pm

Venue: Office of the IQAC, Mangaldai College

### AGENDA:

1. Review of academic activities.
2. Discussion on assigning responsibilities of NAAC Criteria to Faculty Members.
3. Discussion on holding Academic and Administrative Audit.
4. Discussion on preparation of AQAR for 2021-22.
5. Discussion on NAAC Assessment for next cycle.
6. Any other matter raised by the Chair.

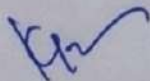
The honourable Principal, Dr. K. K. Borah, chaired the meeting of the IQAC and requested all members to deliberate on the items of the agenda and offer their suggestions. The Coordinator of IQAC, Dr. S. Borkakati, presented a brief review of activities conducted by the IQAC. After a detail discussion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

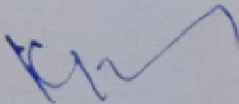
1. All HoDs are requested to submit the proposal and syllabus of one certificate course/Add-On course to the IQAC on or before 29.09.2022.
2. All HoDs are requested to ensure submission of at least one proposal for National Seminar to various Government and Non-Government funding agencies.
3. It is decided to introduce Inter-departmental Academic Exchange Programme (IDAEP) for multidisciplinary and holistic learning experience to students as envisioned in the NEP 2020.
4. HoDs are requested to review academic progress of the department (syllabus coverage, internal evaluation, students' attendance, etc.) and undertake necessary measures for improvements.
5. All departments are requested to explore the opportunity of collaboration with other institutions/organisations (Govt. and Non-Govt.) to conduct academic visits, student and faculty exchange program, internship program, research collaboration, extension activities and other teaching-learning activities.
6. All the departments are requested to design and practice some innovative teaching-learning and assessment methods followed by regular documentation of the same. Departments need to keep the records ready to submit to the IQAC.

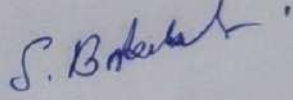
Principal  
Mangaldai College  
Mangaldai

7. Departments are requested to organize Lecture series for students on cross cutting issues, viz., Gender, professional ethics, human values, and environment and sustainability.
8. A Best Practice has to be evolved by each department and communicate the same to the IQAC.
9. Responsibilities of the seven Criteria of NAAC are to be distributed among the teachers and for that purpose seven sub-committees are formed.
10. It is decided that Academic and Administrative Audit (AAA) of the College for the session 2021-22 will be conducted after Puja vacation. The format for the AAA is discussed and finalised.
11. The meeting today decided for the next cycle of NAAC Assessment in 2023 (within the period of validity of accreditation) and all stakeholders are requested to start the preparation at the earliest.

Number of Participants: 12

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College

Co-ordinator  
IQAC  
Mangaldai College, Assam



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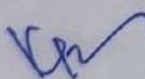
Mangaldai College, Mangaldai – 784 125

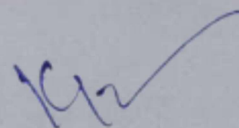
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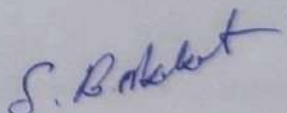
## ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 21-09-2022, the following follow up actions were taken:

1. HoDs submitted progress of syllabus of courses and the internal assessment conducted to the IQAC.
2. The Inter-departmental Academic Exchange Programme (IDAEP) for multidisciplinary and holistic learning experience started with faculty members delivering lectures in different departments.
3. For seven criteria of NAAC, seven Cells were assigned responsibility to prepare for the next NAAC Assessment.
4. MoUs with universities, academic institutions and industries are done for collaboration in areas of academic exchange, student exchange, research and internship.

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College  
Co-ordinator  
IQAC  
Mangaldai College, Assam



# Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125

E-mail: mcqiqac@gmail.com; Phone: 8638493759

## Minutes of the Meeting of IQAC

Date: 24-11-2022

Time: 1 pm

Venue: Office of the IQAC, Mangaldai College

### AGENDA:

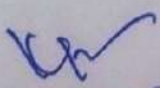
1. Review of activities of Cells of IQAC
2. NIRF data collection and preparation
3. Discussion on the data collection and preparation of AQAR 2021-22
4. Proposal for publishing News Letter of Mangaldai College
5. Any other matter raised by the Chair

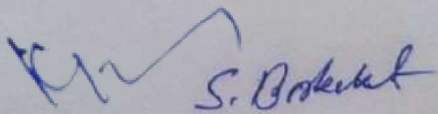
The honourable Principal, Dr. K. K. Borah, chaired the meeting of the IQAC and requested all members to deliberate on the items of the agenda and offer their suggestions. The Coordinator of IQAC explained about the parameters of NIRF assessment and the sort of data requirement. After a detail discussion, the following resolutions are adopted:

### Resolution:

1. Various Cells of IQAC need to work actively so that data are collected in time.
2. The Teaching-Learning Cell is asked to develop formats for record of different activities so that there is uniformity across different departments.
3. All departments are requested to prepare for the Academic and Administrative Audit which will take place in December, 2022.
4. The Green and Environment Audit Report submitted by the Green and Environment Audit Committee is accepted and recommendations are to be executed.
5. The IQAC decided to apply for a NAAC sponsored seminar National Seminar on Assessment and Accreditation process of NAAC.
6. The meeting decided that IQAC will publish a Half-Yearly News Letter of Mangaldai College.
7. For the said News Letter an Editorial Board is formed with Principal, IQAC Coordinator and Dr. Pranjit kr. Sarma as Advisor and Dr. Ananya Phukan and Ms Chayanika Rabha as Editors of the News Letter.

Number of Participants = 12

  
(Dr. K.K. Borah) Principal  
Principal Mangaldai College  
Mangaldai  
Mangaldai College

  
(Dr. Santosh Borkakati) Co-ordinator  
Principal, IQAC  
Mangaldai College  
Mangaldai College, Assam



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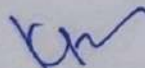
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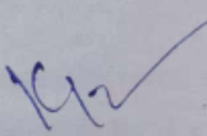
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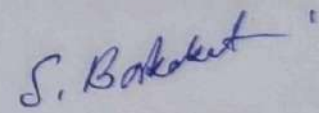
## ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 24-11-2022, the following follow up actions were taken:

1. The Teaching-Learning Cell prepared various formats for data collection and these are shared with departments.
2. The IQAC organized a workshop to explain the procedure of Academic and Administrative Audit to faculty members as well as the non-teaching staff.
3. Data compilation for submission to NIRF completed and submitted.
4. The IQAC applied to NAAC for sponsoring of National Seminar with the theme “Revised Accreditation Framework of NAAC: Understanding the Parameters of Quality Assessment”
5. Compilation of the News Letter starting from January 2022 started.

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College  
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Co-ordinator  
IQAC  
Mangaldai College, Assam



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## Minutes of the Meeting of IQAC

Date: 24-12-2022

Time: 12.15 pm

Venue: Office of the IQAC, Mangaldai College

### AGENDA:

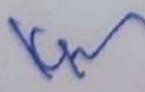
1. Discussion on Preparedness of Peer Team visit for Academic and Administrative Audit.
6. Miscellaneous

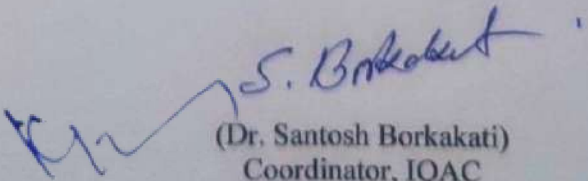
The honourable Principal, Dr. K. K. Borah, chaired the meeting of the IQAC and requested all members to deliberate on the items of the agenda and offer their suggestions. The Principal placed the names of the Peer Team members constituted by the Gauhati University. The honourable members of the Peer Team are Prof. Dilip Kakati, Department of Chemistry, Gauhati University, Prof. Ashok Bora, Department of Geography, Gauhati University, and Dr Satyendra Nath Barman, Principal, B. Barooah College. The date of visit of Peer Team is fixed on 26-12-2022. Coordinator of IQAC, Dr. S. Borkakati, explained the detail itinerary of visit of the Peer Team and requested suggestions from the members. The meeting discussed in about the preparation of Academic and Administrative Audit and adopted the following resolutions:

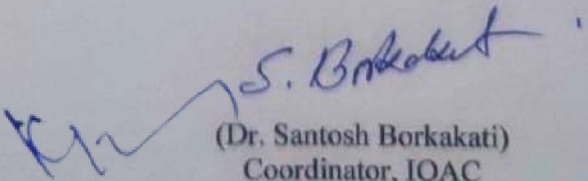
### Resolutions:

1. Responsibility has been assigned to faculty members and other staff for successful completion of the Visit of Peer Team.
2. The NCC Unit will honour the Peer Team with escort and Pilot Drill.
3. The itinerary of Peer Team visit is finalized as per discussion.
4. The IQAC Coordinator will conduct the Inaugural and Exit sessions of the visit.
5. It is resolved that all staff must reach college by 8.30am.

Number of participants: 15

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Co-ordinator  
IQAC  
Mangaldai College, Assam





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## ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 24-12-2022, the following follow up actions were taken:

1. The Academic and Administrative Audit was conducted on 26-12-2022 as per the schedule.
2. As per the recommendations of the Peer Team, a number of reform measures were adopted in teaching-learning approach and maintaining of records.
3. Feedback on the Peer Team visit by the faculty and non-teaching staff was very encouraging.

(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Principal  
Mangaldai College  
Mangaldai

(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College

Principal  
Mangaldai College  
Mangaldai

Coordinator  
IQAC  
Mangaldai College, Assam



# Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125

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## Minutes of the Meeting of IQAC

Date: 30-01-2023

Time: 2 pm

Venue: Office of the IQAC, Mangaldai College

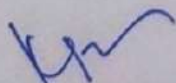
### AGENDA:

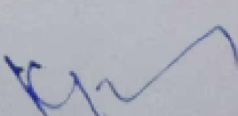
1. Review of academic progress of even semesters
2. Discussion on NAAC sponsored National Seminar
3. Discussion on preparation for implementation of NEP 2020 from the Academic Session 2023-24
4. Any other matter raised by the Chair

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 informed that the NAAC has approved the proposal of National Seminar submitted by the IQAC and the same has been communicated to the college on 16<sup>th</sup> of January, 2023. After a detail discussion, the following resolutions are adopted:

### Resolutions:

1. The meeting unanimously expressed deep gratitude to NAAC for the approval of the National Seminar.
2. The meeting decided to organise the NAAC sponsored National Seminar on 25<sup>th</sup> and 26<sup>th</sup> April, 2023, as proposed in the proposal.
3. An organising committee for the National Seminar is formed with the Principal as the Chairperson and the Coordinator of IQAC as the Convenor of the Seminar Organising Committee.
4. The Seminar Organising Committee will soon prepare the brochure of the seminar and will circulate it among the HEIs.
5. As the NEP 2020 will be implemented from the next academic session, all departments are requested to discuss the necessary measure for the implementation of NEP and take necessary steps to get ready for NEP 2020.
6. The IQAC will soon organise workshop/seminar on NEP 2020 for better understanding of the framework of NEP 2020.

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College  
Mangaldai, Assam



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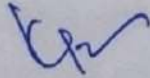
Mangaldai College, Mangaldai – 784 125

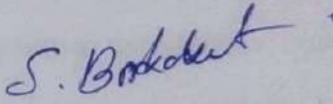
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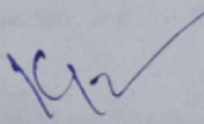
## ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 30-01-2023, the following follow up actions were taken:

1. The NAAC sponsored National Seminar on “Revised Accreditation Framework of NAAC: Understanding the Parameters of Quality Assessment” was held successfully on 25<sup>th</sup> and 26<sup>th</sup> April. Dr. Priya Narayanan, Assistant Advisor, NAAC, Bangalore, addressed the Seminar virtually.
2. Two RUSA 2.0 sponsored Workshops were conducted on 18-03-2023 and 21-03-2023 at Mangaldai College in collaboration with HRDC, Gauhati University. Faculty members of Mangaldai College and faculty members of Darrang and Udalguri district participated in the workshops.

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College, Assam

  
Principal  
Mangaldai College  
Mangaldai



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## Minutes of the Meeting of IQAC

Date: 10-04-2023

Time: 2 pm

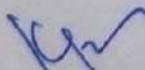
Venue: Office of the IQAC, Mangaldai College


### AGENDA:

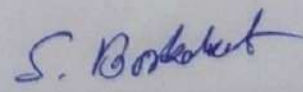
1. Discussion on the preparation of NAAC sponsored National Seminar to be held on April 25 and 26, 2023.
2. Discussion on the ACTA sponsored National Seminar on “National Education Policy 2020: Transforming Vision into Action”.
3. Discussion on the progress of curriculum.
4. Any other matter raised by 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 informed that the Assam College Teachers' Association has sanctioned National Seminar to Mangaldai College to be organized by the Mangaldai College Teachers' Unit in collaboration with IQAC, Mangaldai College. After a detail discussion, the following resolutions are adopted:

1. For the smooth conduct of the NAAC sponsored seminar, committees for reception, technical sessions, refreshment and facilitation were formed.
2. For the publication of the Proceeding, the IQAC will constitute an editorial committee.
3. The dates for the ACTA sponsored National Seminar is fixed on 24<sup>th</sup> and 25<sup>th</sup> June, 2023.
4. The Mangaldai College Teachers' Unit is requested to form the Organizing Committee and prepare the brochure for circulation.
5. Departments lagging behind in coverage of syllabus are requested to complete the syllabus by taking extra classes.
6. Internal Marks of students are to be compiled by departments and keep it ready for upload.
7. Those Add-On courses which could not be completed before the Odd Semester End Term examination, should be completed immediately after the end semester examination.

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
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Mangaldai College, Assam



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## ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 10-04-2023, the following follow up actions were taken:

1. The Brochure of the ACTA sponsored National Seminar is prepared and circulated among HEIs.
2. Departments took extra classes to complete the syllabus in time.
3. Incomplete Add-On courses are completed immediately after the end semester examination.
4. Departments completed consolidation and compilation of internal assessment marks.

(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Principal  
Mangaldai College  
Mangaldai

(Dr. Santosh Borkakati)  
Coordinator  
Co-ordinator  
Mangaldai College  
IQAC  
Mangaldai College, Assam

Principal  
Mangaldai College  
Mangaldai



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## Minutes of the Meeting of IQAC

Date: 11-05-2023

Time: 3 pm

Venue: Office of the IQAC, Mangaldai College

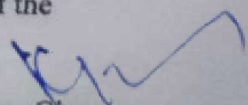
### AGENDA:

1. Review of activities of IQAC & its Cells
2. Collection of Feedback
3. Discussion on finalization of Data Formats for departments
4. Discussion on the preparedness of NAAC Assessment & SSR preparation
5. Discussion on School Outreach Programme
6. Miscellaneous

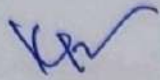
The honourable Principal, Dr. K. K. Borah, chaired the meeting and the Coordinator of IQAC placed the agenda for discussion. The Chairperson requested all members to deliberate on the items of the agenda and offer their suggestions. The Coordinator of IQAC gave an account of the activities being done by the IQAC and the preparation towards assessment of NAAC. The Principal enquired about the status of SSR preparation and suggested formation of a team to prepare the Draft SSR. After detail discussion, the following resolutions were adopted:

### Resolution:

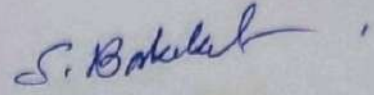
1. The IQAC will prepare a work plan for the members of IQAC with specific assignments for timely completion of Draft SSR.
2. The Coordinator is advised to form a data preparation team for compiling data from 2018-19 to 2022-23 sessions.
3. The Data Formats prepared by the Cells are finalized and these are to be circulated to departments.
4. The Proceeding of the NAAC sponsored seminar is to be published in the form of an edited book with ISBN number.
5. The Feedback Committee for the Session 2022-23 is formed with the faculty members Dr. Pranjit Kr. Sarma (Convenor), Mr. Hiren Deka, Ms. Deepa Pradhan, Ms. Chayanika Rabha, Dr. Ananya Phukan and Mr. Bikash Rabha.
6. Feedback will be collected online and the Feedback Committee will do a review of the Feedback Forms.
7. The IQAC decided to continue the school outreach programme "One Week Summer Classes for Better Learning" in the adopted Tangni Tea Estate Model School and due to overwhelming response to the programme, the Summer School Programme will also be held in Mangaldai.

  
Principal  
Mangaldai College  
Mangaldai

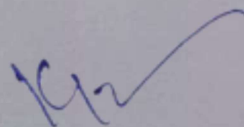
Town Girls H S School. Moreover, IQAC will organize a Foldscope Demonstration Programme and demonstration of other science experiments in schools in Darrang Districts to motivate school students towards STEM education.



(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Principal  
Mangaldai College  
Mangaldai



(Dr. Santosh Borkakati)  
Coordinator, 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; Phone: 8638493759

## ACTION TAKEN REPORT

Based on the resolutions of the IQAC meeting held on 11-05-2023, the following follow up actions were taken:

1. A Committee for the preparation of Draft SSR is formed with Coordinator of IQAC as Convenor.
2. A Data Compilation Team is formed for collecting and compiling data.
3. Proceeding of the NAAC sponsored seminar is published with ISBN.
4. Online Feedback collected from Student, Faculty, Parents, Alumni and Employer.
5. One Week “Summer Classes for Better Learning” was held in Tangni Tea Estate Model School and Mangaldai Town Girls H S School.
6. Foldscope Demonstration and other Science Experiment Demonstration were held in four (4) Higher Secondary Schools.

(Dr. K.K. Borah)  
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Mangaldai

(Dr. Santosh Borkakati)  
Coordinator  
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Mangaldai College, Assam

Principal  
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Mangaldai





# Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125  
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## Minutes of the Meeting of IQAC

Date: 27-06-2023

Time: 2 PM

Venue: Office of the IQAC, Mangaldai College

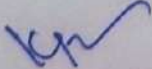
### AGENDA:

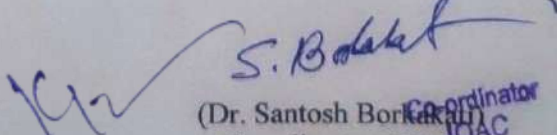
1. Discussion on the Annual Action Plan of IQAC for Session 2023-24
2. Implementation of e-SAMARTH Guv Suit as ERP software by Government of Assam
3. Discussion on Admission on e-SAMARTH Portal
4. Discussion on Student Induction Programme
5. Miscellaneous

The honourable Principal, Dr. K. K. Borah, chaired the meeting and the Coordinator of IQAC placed the agenda for discussion. The Chairperson requested all members to deliberate on the items of the agenda and offer their suggestions. The Coordinator of IQAC gave an account of the activities being done by the IQAC and the preparation towards assessment of NAAC. The Principal informed that the Government of Assam has directed to implement the e-SAMARTH Guv Suit as ERP software and the complete admission process for the session 2023-24 will take place through e-SAMARTH. Application for admission under e-SAMARTH is going on and the admission schedule across Assam has been shared by the Directorate of Higher Education. After detail discussion on the items of agenda, the following resolutions were adopted:

### Resolutions:

1. All faculty members and non-teaching staff are requested to extend cooperation to the admission process.
2. Admission Committee is formed and department wise merit list will be prepared as per the guidelines of the Government.
3. As the admission will take place during Summer Vacation, all faculty members are requested to work in roster.
4. The Annual Action Plan for the Session 2023-24 is finalized and the IQAC will carry on the activities as per the plan.
5. The Student Induction Programme is christened as “Deeksharambh” and it will be of one week duration from 01-08-2023 to 05-08-2023.
6. The final schedule of the “Deeksharambh” will be shared with all later on by the IQAC.

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borah)  
Coordinator,  
IQAC  
Mangaldai College, Assam



# Internal Quality Assurance Cell (IQAC)

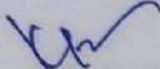
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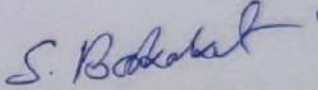
## ACTION TAKEN REPORT

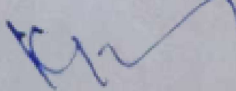
Based on the resolutions of the IQAC meeting held on 27-06-2023, the following follow up actions were taken:

1. Admission to the Session 2023-24 completed smoothly through the e-SAMARTH portal.
2. The Student Induction Programme “Deeksharambh” successfully held from 01-08-2023 to 05-08-2023.
3. The Annual Action Plan is notified for information to all.

  
(Dr. K.K. Borah)  
Principal  
Mangaldai College

Principal  
Mangaldai College  
Mangaldai

  
(Dr. Santosh Borkakati)  
Coordinator, IQAC  
Mangaldai College  
Mangaldai College, Assam

  
Principal  
Mangaldai College  
Mangaldai