

Internal Quality Assurance Cell (IQAC)

Mangaldai College, Mangaldai – 784 125

E-mail: mciqac@gmail.com

Minutes of the Meeting of IQAC

Date of Meeting: 18.08.2018

Venue: Office of the IQAC, Mangaldai College

Agenda:

1. Taking Chair by the President
2. Aim and objective of the meeting by Coordinator, IQAC
3. Review of the visit of NAAC Peer Team
4. Discussion on Plan of Action
5. Miscellaneous
6. President's remarks
7. Vote of Thanks

The Principal, Mangaldai College, took the Chair of the President on request of the Coordinator of IQAC. The President thanked all for the effort put by all during the NAAC Peer Team visit on 10th and 11th August, 2018. The Principal requested cooperations and suggestions from all the honourable members of the IQAC.

As per the Agenda, the coordinator of IQAC elaborated the aim and objectives of the meeting and given an account of the experience of the recent visit by the NAAC Peer Team. After detail discussion, the meeting adopted the following resolutions unanimously.

Resolution 1:

It is decided that follow up actions will be taken as per the recommendations given by the NAAC Peer Team. The IQAC will analyze the areas where the college has lagged behind.

Resolution 2:

The meeting discussed in threadbare regarding plan of action and resolved to chalked out the following plan of action to be completed by 2018-19 academic year. The IQAC resolved to request the Authority to undertake the construction of a new Central Library building within the academic year 2018-2019 and also resolved to request the principal to execute the following plan of action within the academic year, 2018-19.

1. Construction of new Central Library.
2. Organising capacity building programmes for students.
3. Construction of RCC classrooms.
4. Organising training to faculties as well as non-teaching staff.
5. To introduce skill-based course as Add-On Course.



Principal
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6. Construction of more toilets for students.
7. Introduction of new programme of study.
8. Upgradation and Capacity expansion of Computer Lab.
9. Construction of Indoor stadium.
10. Filling-up the vacant posts.
11. To Upgrade Chemistry Lab upto PhD level Research Lab.

Resolution 3:

The meeting unanimously decided to introduce new skill-based Add-On courses by departments.

Resolution 4:

The meeting express gratitude to the honorable GB for approving the proposal to be submitted to Academic Registrar, Gauhati University for recognition of Ph.D. Level Research Lab in Dept. of Chemistry, Mangaldai College.

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


Total Members Present: 09

ACTION TAKEN REPORT

1. New Add-On courses are started by the Departments.
2. Construction of a new Boys washroom facility completed.
3. For new Central Library Building, plan and estimates are prepared.
4. Gauhati University is requested for inspection of Research Lab of Chemistry Department.



Principal
Mangaldai College
Mangaldai



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

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Minutes of the Meeting of IQAC

Date of Meeting: 07.09.2018

Venue: IQAC, Office, Mangaldai College

Agenda:

1. Taking of the chair by the President
2. Aim and objective of the meeting by Coordinator, IQAC
3. Discussion on Curriculum Progress
4. Discussion on conducting a FDP with the E&ICT Academy, IIT Guwahati
5. Miscellaneous
6. President's remarks
7. Vote of Thanks

The Principal chaired the meeting and requested cooperations and suggestions from all the honourable members of the IQAC, Mangaldai College.

The coordinator of IQAC gave an account of the various academic activities being conducted by the IQAC and requested the members of IQAC to put forward their feedback and suggestions. After a discussion in length, the meeting adopted the following resolutions unanimously.

Resolution 1:

The meeting reviewed the curriculum progress of the departments and all departments are requested to take remedial classes as a follow up measure of slow learners.

Resolution 2:

The IQAC will organize a FDP with the E&ICT Academy, IIT Guwahati, on the use of ICT in classroom to train our teachers on the use of ICT in teaching-learning process.

Resolution 3:

The meeting resolved to request the Authority to appoint contractual faculty against the vacant sanctioned posts to smoothly conduct the academic programme.

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

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ACTION TAKEN REPORT

1. A one week FDP on “Use of ICT tools in Classroom Teachings” is scheduled to be organized in the month of November, 2018, in collaboration with the E&ICT Academy, IIT Guwahati.
2. Remedial classes were taken by departments to help slow learners.
3. Contractual faculties were engaged to meet the shortage in faculty.



Principal
Mangaldai College
Mangaldai



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

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Minutes of the Meeting of IQAC with Head Council

Date of Meeting: 07.10.2018

Venue: Office of the IQAC, Mangaldai College

Agenda:

1. Taking of the chair by the President
2. Aim and objective of the meeting by Coordinator, IQAC
3. Discussion on the Assessment Report of the NAAC
4. Discussion on Decentralisation of Sessional Exam
5. Miscellaneous
6. President's remarks
7. Vote of Thanks

The Principal assumed the Chair of the President on request of the Coordinator. The President requests cooperations and suggestions from all the honourable members of the IQAC & Head Council, Mangaldai College.

As Per the Agenda, the coordinator IQAC placed the 2nd Cycle Assessment Report of the NAAC and expressed his disappointment on the unsatisfactory result of NAAC Assessment. The Coordinator presented the scores obtained by the college in various matrices and the meeting analysed them in detail. After a thorough deliberation, the meeting adopted the following resolutions unanimously.

Resolution1:

After threadbare discussion, the meeting decided to that the IQAC will chalk out a detail plan as per seven criteria of NAAC and identify the areas of attention where more works need to be done

Resolution2:


The meeting discussed the conduct of Sessional Examination and resolved that the both Honours and General Paper Sessional Examination will be conducted by concerned departments to minimize the loss of classes.

Resolution 3:

The meeting also resolved that Head of the Departments would monitor the departmental classes and daily class report in the given format would be submitted to IQAC.

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

Total Members Present: 20




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ACTION TAKEN REPORT

1. IQAC formed a Team to study the assessment report of the NAAC and prepare a roadmap for the next cycle of assessment.
2. Sessional examinations are being conducted by the departments.
3. Class records and curriculum progress reports are submitted to the IQAC by the departments.



Principal
Mangaldai College
Mangaldai



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

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Minutes of the Meeting of IQAC with Head Council

Date of Meeting: 10.12.2018

Venue: IQAC, Office, Mangaldai College

Agenda:

1. Taking of the chair by the President
2. Aim and objective of the meeting by Coordinator
3. Discussion on Departmental activities
4. Discussion on class diary, Teaching Plan & student Progression.
5. Discussion on Intradepartmental Seminar.
6. Miscellaneous
7. President' s remarks
8. Vote of Thanks

The Principal takes the Chair of the President on request of the Coordinator, IQAC. The President requests cooperations and suggestions from all the honourable members of the IQAC and HoDs.

As per the Agenda, the coordinator in his speech elaborates the aim and objective of the meeting and requests all honourable HoDs for their kind cooperations. After a discussion in length the meeting adopted the following resolutions unanimously.

Resolution 1:

The meeting discussed in length the departmental activities being undertaken by departments and unanimously decided to request all departments to make activities of departments more vibrant. It is also resolved that teachers will be encouraged to use ICT tools for teaching effectively.

Resolution 2:

The meeting resolved that teaching plan for the next Semester for teachers of each department would be submitted by the concerned Head to the IQAC by 21st December, 2018.

Resolution 3:

The meeting discussed about the intradepartmental Seminar of each department and requested the departments to hold departmental seminar at least once in a month and report the same to the IQAC.


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Resolution 4 “

The meeting discussed in threadbare about the Tracking of Student Progression to Higher Education and HoDs were requested adopt a pragmatic step for the same.

The principal expressed satisfaction over the active participation of the members and for their valuable suggestions. Finally, the meeting ends with the vote of thanks by the Coordinator, IQAC.


Total Members Present: 24

ACTION TAKEN REPORT

1. Teaching Plans and departmental activities reports are submitted to IQAC by Departments.
2. The Student Support and Progression Cell, IQAC, hold meetings with departments for collecting data about the progression and placement of outgoing students of the college.
3. Departments are given standard formats to record and report the activities conducted by the departments.



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Mangaldai College
Mangaldai



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

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Minutes of the Meeting of IQAC with Non-Teaching Staff

Date of Meeting: 03.03.2019

Venue: Office of the IQAC, Mangaldai College

Agenda:

1. Taking of the chair by the President
2. Aim and objective of the meeting by Coordinator, IQAC
3. Discussion on Office management
4. Discussion on Computer Training
5. Miscellaneous
6. President's remarks
7. Vote of Thanks

The Principal takes the Chair of the President on request of the Coordinator. The President requests cooperations and suggestions from all the honourable members of the IQAC & Office Staff, Mangaldai College.

The coordinator of IQAC elaborated the purpose of convening the meeting and requested all for kind cooperation. The Senior Assistant of the office explained about the requirement of various facilities by the office and the use of the MIS in college administration. After a discussion in length the meeting adopted the following resolutions unanimously.

Resolution1:

The meeting resolved to request the Authority to arrange training on various module of the ERP such as admission, examination, etc.

Resolution2:

There is need for training in database management and the Principal is requested to arrange training for office staff with the help of Computer Department, Mangaldai College.

Resolution2:

A student help desk need to be created in the office to facilitate students for information and in filling various forms offline/online.

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:13



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ACTION TAKEN REPORT

1. A training programme on office management and on the ERP software was organized in Computer Lab of the Department of Computer and IT.
2. Required IT provisions are installed in the office for the smooth conduct of the office work and facilitate students.
3. A Help Desk to facilitate students is established in the office.



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Mangaldai College
Mangaldai



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

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Minutes of the Meeting of IQAC

Date of Meeting: 20.06.2019

Venue: IQAC, Office, Mangaldai College

Agenda:

1. Taking of the chair by the President
2. Aim and objective of the meeting by Coordinator, IQAC
3. Discussion on Plan for the next year
4. Discussion on vacant posts of teaching and non teaching staff.
5. Miscellaneous
6. President's remarks
7. Vote of Thanks

The Principal, Mangaldai College takes the Chair of the President on request of the Coordinator, IQAC. The President requested cooperations and suggestions from all the honourable members of the IQAC, Mangaldai College.

As per the Agenda, the principal describes the aim and objectives in brief of the meeting and requests all for kind cooperations. After detail discussion, the meeting adopted the following resolutions unanimously.

Resolution1:

The meeting discussed in length on the plans for the next year and unanimously

Chalked out the plans for the next year to be executed by the authority with active participation and suggestions of IQAC, Mangaldai College.

The plan undertaken by the IQAC for the next year

- To complete the construction works of the Department of Chemistry.
- To complete the construction works of the ICT Lab and classrooms.
- To complete the construction works of the Indoor Stadium and Swimming Pool in a phased manner.
- Imparting skill training to students
- To introduce PG course in Geography and Chemistry.
- To introduce the Integrated B.Ed. course under Gauhati University.
- To organize National Seminar/Workshops/FDPs
- To develop the college playground in collaboration with Assam Cricket Association.
- To garner recognition of IBT Hub as Advanced Level Biotech Hub by DBT.
- To make all cells of the college including Women Studies and Research Cell more vibrant.
- Organise awareness programmes in neighbourhood communities.



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Resolution 2:

The IQAC resolved to appoint contractual teachers as a temporary arrangement in the vacant posts of the departments for smooth functioning of academic activities in the department. Principal, Mangaldai College is requested to do the needful formalities for permanent appointment of teachers in vacant posts.

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

ACTION TAKEN REPORT

1. The Annual Plan of Action for the Academic Year 2019-20 prepared and submitted to the authority for consideration.
2. Students, Teachers, Alumni, and Employers feedback collected.
3. Chemistry Department's Lab got recognition from Gauhati University as Ph.D. level Research lab.



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Mangaldai



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