

PANIGAON OPD COLLEGE MINUTES OF IQAC MEETING

Executive Meeting

Date: 03/02/2022

Venue: Principal's Chamber

Time: 12 pm

Session: 2021-22

Agenda of the Meeting

1. Chairperson's taking the Chair
2. Objectives of the Meeting.
3. Criterion-wise Discussion on the AQAR.
4. Others
5. Conclusion from the Chair
6. Dissolution.

Members present:

Dr. Suresh Dutta, Chairperson, IQAC cum Principal,
Dr. Runjun Saikia, Coordinator, IQAC,
Mr. G.K. Borah, member
Dr. Robin Saikia, member,
Mr. Anunay Kumar, member,
Mr. J.P. Bhuyan, member, Mr. Jibedrah Nath, member,
Mr. Babul Barhoi, member ,
Miss Gyanashree Kotoki, Asstt. Coordinator, IQAC
Mr. Paresh Dutta Borah, member,
Mr. Pulin Goswami, member,
Mr. Bipul Sharma,
Sri Anup Kalita, G.S. Students' Union, member.

Minutes

The IQAC Executive Committee Meeting (ECM) Panigaon OPD College is held today at the office of the Principal from 12 pm onwards. The meeting is presided over by the Chairperson, Dr. Suresh Dutta.

The Coordinator of IQAC, Dr. Runjun Saikia has disclosed the objectives of the meeting and made a Power Point Presentation (PPT) on challenges & opportunities of NAAC revised accreditation framework especially for our college.

Thereafter, the meeting has done a thorough analysis of the 7 criteria of the AQAR and the following resolutions are taken on them:

Criterion I: Curricular Aspects

1. Feedback will be collected from the teachers, Students and the guardians.
2. Introduction of Career Oriented Courses (COCs) for students, such as a Certificate Course in Computers.
3. Add-on Courses will initiate with a 50% fee from students.

Criterion II: Teaching, Learning and Evaluation

1. Software to be developed and teachers' profile to be uploaded.
2. Online Register for Students' and teacher attendance.
3. Remedial Classes for students.
4. Mentoring of students in 5/10/25 students per group per teacher
5. To develop a smart digital classroom. Dr. Robin Saikia and Mr, Anunay Kumer will supervised this procedure.

Criterion III: Research, Innovation and Extension.

1. Different extension activities of NSS, Legal Literacy Club will be continuing.
2. Different programmes in Adopted Village to be started.
3. Collaboration/MOU with North Lakhimpur College (with a particular Department), NGO's, Nehru Yuva Kendra, Lion's Club, Rotary Club etc.
4. Seminar, Webinar and Field works to be done.
5. Personal article/research Publications to be encouraged.

Criterion IV: Infrastructure and Learning Resources

1. Library to be updated with maximum digital facilities.
2. Making use of IT Infrastructure.
3. NSS and Green Club will execute the beautification activities of the college.
4. Construction of an open stage and Boundary wall.
5. Renovation of College gate.
6. Students' cycle stand near the Economics Department will be removed.
7. Installation of additional Rain Water Harvesting Plant near V.P.'s room
8. Construction of Urinal at Sociology and Pol. Science Department.
9. Canteen to be upgraded, Commercial Centre and Internet Café to be set up.

Criterion V: Student Support and Progression

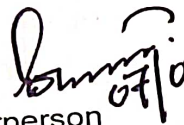
1. Coaching for APSC, TET, and Police to be conducted.
2. Career Oriented Courses for students
3. Students' Welfare fund to be activated.
4. Yoga and Girl Child Day to be observed.
5. Parent-Teacher-Students' Meet to be organized regularly.

Criterion VI: Governance, Leadership and Management

1. Asstt, Coordinator, IQAC, Miss Gyanashree Kotoky will maintain Register of College Activities.
2. Proceedings to be maintained for all college activities by the respective stakeholders.
3. Computer Literacy Programmes for college employees to be held.
4. Updating of College Vision and Mission.

Criterion VII: Institutional Values and Best Practices.

1. College Website to be updated.
2. Add on Courses to be started with 50% fees from students.
3. Alumni Association to be updated. (First by Pol.Sc. Dept.)
4. Departmental Profiles to be submitted within 15.02.2022
5. Individual Profiles to be submitted within 20.02.2022
6. A General Meeting to be organized by the IQAC by inviting all the college employees, students and the outsourced personnel.


07/09/2022
Chairperson
IQAC
Panigaon OPD College


Coordinator
IQAC
Panigaon OPD College

INTERNAL QUALITY ASSURANCE CELL
PANIGAON OPD COLLEGE

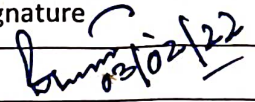
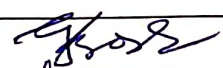
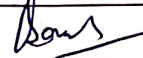

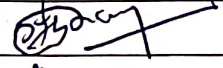
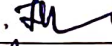


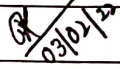

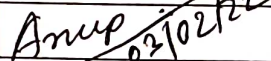
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P.O. Panigaon Dist. Lakhimpur PIN: 787052 email: opdiqac@gmail.com

Time.....12.00 p.m

Date...09/02/2022

Signature of Attendant

Sl. No.	Name	Designation	Signature
1	Dr. Suresh Dutta, Principal	Chairman	 09/02/22
2	Mr. Biren Gogoi, Vice Principal	Member	
3	Dr. Rupa Phukan	G.B. Nominee	
4	Mr. Gopal Krishna Borah	Member	
5	Mr. Paresh Dutta Baruah	Member	
6	Mr. Uday Shankar Hazarika	Industrialist	
7	Dr. Robin Saikia	Member	
8	Mr. Anunay Kumar	Member	
9	Mr. Jibedhar Nath	Member	
10	Mr, Babul Barhoi	Member	
11	Dr. Runjun Saikia	Coordinator	 09/02/22
12	Miss Bijoy Lakshmi Das	Asstt. Coordinator	
13	Miss Gyanashree Kotoky	Asstt. Coordinator	 09/02/22
14	Mr. Pulin Goswami	Member	
15	General Secretary, Students' Union	Member	 09/02/22

PANIGAON OPD COLLEGE MINUTES OF IQAC MEETING

Joint Meeting with Teaching & NonTeaching staff.

Date: 30/04/2022

Venue: Teachers' Common Room

Time: 12 pm

Session: 2021-22

Agenda of the Meeting

1. Chairperson's taking the Chair
2. Objectives of the Meeting.
3. Discussion on Educational Environment of the College.
4. Discussion on Examination Matters.
5. Discussion on NAAC Accreditation and re-formation of Sub Committees
6. Others
7. Conclusion from the Chair.
8. Dissolution.

Members present:

Dr. Suresh Dutta, Chairperson, IQAC cum Principal
Mrs. Ambika Dutta Hazarika, Vice Principal
Mr. Anunay Kumar,
Mr. Rina Gogoi,
Mrs. Karuna Dutta,
Mrs. Mina Lahan,
Dr. Robin Saikia,
Mr. J.P. Shuyan
Mrs. Pinju Maral,
Mr. Jibendra Nath,
Mrs. P. Shuyan Saikia
Mr. Babul Barhoi,
Mr. Tepuram Pegu
Dr. Runjun Saikia, Coordinator, IQAC,
Miss Bijoylakshmi Das, Asstt. Coordinator, IQAC
Miss Gyanashree Kotoki, Asstt. Coordinator, IQAC
Mr. Pulin Goswami, member,
Mr. Bipul Sharma,
Mr. Ranjit Hazarika
Mr. Mridul Dutta
Mrs. Krishna Baruah
Md. Fujel Ahmed

Minute

A joint meeting of the Teaching and Non-Teaching staff of the College and the Executive Committee of IQAC, Panigaon OPD College is held today the Teachers' Common Room at 12 P.M. The meeting is presided over by Dr. Suresh Dutta, Principal cum Chairperson, IQAC Panigaon OPD College.

The objectives of the meeting are disclosed by Dr. Runjun Saikia, Coordinator, IQAC Panigaon OPD College. The main objectives are discussion and taking decision on the improvement of academic environment of the college and the matters of IQAC and NAAC Accreditation.

As per Section 3 of the Agenda, the following decisions are taken for improvement of the educational environment of the college.

1. **Appointment of Part-Time/Contractual Teachers:** In order to cater the requirements of the class-works, part-time or contractual teacher should be appointed for three months in those departments where a teacher have to do more than four classes in each working day.
2. **Up-to-date Canteen Facility:** The Canteen of the college should be equipped with up-to-date facilitated so that the faulty members and the students do not feel any difficulty in attending in the college duties by devoting full scheduled time of the college activities.
3. **Up-to-date Commercial Hub:** The Commercial Hub of should also be updated with DTP, Xerox facilities and other essential official goods. Mrs. Karuna Dutta, Mr. J.P. Bhuyan and Mr. Ranjit Hazarika are entrusted with the responsibilities of maintaining the canteen and the commercial hub.
4. **Maintenance of Students' Attendance Register:** The meeting takes the decision to take immediate steps by the college authority and take further necessary steps so that the departments are supplied with the Students' Attendance Registers at the very beginning of the starting of the classes so that the departments may prepare the Students' Attendance Reports correctly. It is also suggested that office authority will mention the students' Castes/categories in their Admission Registers and provide the same to the departments.
5. **Students' Attendance Report:** It is also seriously observed that the attendance of the students in the classes is gradually declining. In order to prevent this tendency, the teachers are suggested to prepare the students' attendance reports correctly and the college authority is also to be requested not to allow any student to fill up forms of the end semester examination without allowing the students to verify their attendance by the concerned departments. Further, the college authority should also be suggested no to allow any student to leave the college campus before 2 p.m.

As per Section 4 of the Agenda, the Vice Principal of the College, Mrs. Ambika Dutta Hazarika mentions some discrepancies found in the form fill-up of the candidates of the End semester Examination that are related to their misconceptions about the course combinations of the new BCS programmes. She suggests the teachers of the different departments to clarify these difficulties to the students at the very initiation of the starting of the classes.

As per Section 5 of the Agenda, Dr. Runjun Saikia, Coordinator, IQAC, Panigaon OPD College, has presented a Power Point Presentation giving the details of the different Sub-

Committees of NAAC on their components and section-wise mark distribution of the same. All those components of the sub-committees are discussed in the meeting and the following suggestions are forwarded for follow-up action by the college:

1. The Sub-committees constituted to conduct the activities of the different criterion of NAAC has been approved in the meeting.
2. The Curricular Aspect Sub Committee may consider about new Add-on Courses.
3. Proper, up-to-date and sincere presentation of the activities of the college before the NAAC Peer Team is considered essential for good mark in the Assessment and Accreditation of the college.
4. All the departments should re-submit the list of books to the Principal at an early date.
5. Library Visit hour should be included in the college class routine and a monitoring system should also be developed for the same.
6. The COC Courses of the college should be renovated.
7. The college may also consider for some ways of internal resource mobilization, esp. the vermin-compost unit of the college should also be renovated.
8. Each Department of the college may also consider Best Practices for their own.
9. The stakeholders should assemble each day at the Teachers' Common Room after the class works to discuss about the matters of NAAC activities.
10. A monitoring committee of conducting the IQAC activities is also formed today constituting the Vice Principal, Mrs. Ambika Dutta Hazarika, the IQAC Coordinator, Dr. Runjun Saikia, the CBCS Course Coordinator, Dr. Robin Saikia and the RUSA Coordinator, Mr. Jibedhar Nath.
11. Summary notes of all extension activities should be collected by the Miss Gyanshree Kotoky, Assistant Coordinator, IQAC and upload the same in the college website regularly.



Chairperson
IQAC
Panigaon OPD College



Coordinator
IQAC
Panigaon OPD College

Joint Meeting of IQAC
Panigaon OPD College
Venue:-Teacher's Common Room

Date-30/04/2022

Time:-12.00 Noon

Sl.No	Name	Designation	Signature
1	Dr.Suresh Dutta	Principal	<i>[Signature]</i>
2	Mrs.Ambika Dutta Hazarika	Vice Principal	<i>[Signature]</i>
3	Mrs. Rina Gogoi	Assistant Professor	<i>[Signature]</i>
4	Mrs.Karuna Dutta	Associate Professor	<i>[Signature]</i>
5	Mrs.Mina Lahon	Associate Professor	<i>[Signature]</i>
6	Dr.Robin Saikia	Associate Professor	<i>[Signature]</i>
7	Mr. Anunay Kumar	Assistant Professor	<i>[Signature]</i>
8	Mr. Joyprakash Bhuyan	Associate Professor	<i>[Signature]</i>
9	Mrs.Pinju Maral	Associate Professor	<i>[Signature]</i>
10	Mrs.Bonti Bhuyan Saikia	Associate Professor	<i>[Signature]</i>
11	Mr. Babul Barhoi	Associate Professor	<i>[Signature]</i>
12	Mrs.Madhurima Dowarah	Assistant Professor	<i>[Signature]</i>
13	Dr.Runjun saikia	Assistant Professor	<i>[Signature]</i>
14	Bijoy Lakshmi Das	Assistant Professor	<i>[Signature]</i>
15	Miss Gyanashree Kotoky	Assistant Professor	<i>[Signature]</i>
16	Mr. Jibedhar Nath	Assistant Professor	<i>[Signature]</i>
17	Mr.Pulin Goswami	UDA	<i>[Signature]</i>
18	Mr.Mridul Dutta	UDA	<i>[Signature]</i>
19	Mr.Bipul Sarmah	LDA	<i>[Signature]</i>
20	Mr.Ranjit Hazarika	LDA	<i>[Signature]</i>
21	Mr.Fujel Ahmed	LDA	<i>[Signature]</i>
22	Mrs.Krishna Boruah	LDA	<i>[Signature]</i>

23. Tejuram Pegu Asstt Professor

[Signature]