



INTERNAL QUALITY ASSURANCE CELL SADIYA COLLEGE

CHAPAKHOWA, SADIYA – 786157

Dr. Bhupen Chutia, Chairman, +919435189532(m); Mr. Buddhi Kanta Misra, Co-ordinator, +919864266885(m)

Email : iqacsadiyacollege@gmail.com Website : <https://www.sadiyacollege.ac.in/>

Memo No.

Date:

MINUTES OF IQAC MEETINGS

Meeting No 1:

A meeting of the IQAC of the college was held on 29th November, 2018 at IQAC room in the college with chairperson Dr. Haragobinda Borkakoty, Principal of the college on the chair. Dr. Karunakar Padna, co-ordinator of IQAC started the purpose of the meeting. The following are the members that were present in the meeting:

1. Dr. Haragobinda Borkakoty.
2. Mr. Buddhikanta Misra
3. Mr. Hemanta Kumar Deori
4. Mr. Nangku Das
5. Mr. Mahanta Gogoi
6. Mr. Girish Chandra Gogoi
7. Mr. Ankit Kumar Agarwal
8. Mr. Jugananda Buragohain
9. Mr. Sandeep Sharma
10. Mr. Niren Pareek
11. Dr. Karunakar Panda

The following resolutions were unanimously adopted after the through discussion among the members in the meeting.

Resolution no 1: It is unanimously decided to organise awareness program on food and nutrition.

Resolution no 2: Today's meeting decided unanimously to start yoga classes for the physical and mental growth of the students.

Resolution no 3: It is decided to empower principal and IQAC co-ordinator to authenticate API score and other relevant documents of the following staff before forwarding PBAS proforma for promotion under CAS.

- i. Mrs. Bontee Chetia, Dept of Sociology
- ii. Mr. Nangku Das, Dept of History
- iii. Mrs. Manjula Baruah, Librarian
- iv. Mr. Mahendra Buragohain, Dept of Political Science
- v. Mr. Hemanta Kumar Deori, Dept of Assamese
- vi. Dr. Haragobinda Borkakoty, Dept of Political Science

Resolution no 4: Today's meeting unanimously decided to encourage MRP and other research project for the better growth of the educational atmosphere.

At the last the meeting ended with vote of thanks.


Principal
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Meeting No 2:

A meeting of the IQAC, Sadiya college was held on 17th May, 2019 at IQAC room with the chairperson Dr. Haragobinda Borkakoty, Principal of the college on the chair. Dr. Karunakar Panda, co-ordinator, IQAC explained the objectives of the meeting. The following members were present in the meeting:

1. Dr. Haragobinda Borkakoty
2. Mr. Buddhikanta Misra
3. Mr. Hemanta Kumar Deori
4. Mr. Nangku Das
5. Mr. Mahanta Gogoi
6. Mr. Girish Chandra Gogoi
7. Mr. Ankit Kumar Agarwal
8. Mr. Sandeep Sarma
9. Mr. Niru Pareek
10. Dr. Karunakar Panda

After the discussion among the members of the meeting, the following resolutions were adopted and the ATR is accepted.

Resolution No 1: Today's meeting decided to organise workshop on sericulture.

Resolution No 2: It is unanimously decided to observe World Environment Day and to organise cleanliness program and plantation drive on 5th June, 2019.

Resolution No3: Today's meeting unanimously decided to organise international yoga day on 21st June, 2019.

Resolution No 4: It is decided to organise health awareness program on "Drugs and its effects"

Resolution No 5: It is unanimously decided to take initiatives to check drop out rate of the students of the college.

The meeting ended with vote of thanks.


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Meeting No 3:

The meeting of IQAC of the college was held on 09th September, 2019 at 2 PM at IQAC room with the chairperson Mr, Brojen Borah, Principal, Sadiya college on the chair. Dr. Karunakar Panda, co-ordinator IQAC explained the objectives of the college. The following were the members present in the meeting:

1. Mr. Borjen Borah
2. Mr. Buddhi kanta Misra
3. Mr. Hemanta Kumar Deori
4. Mr. Nangku Das
5. Mr. Mahanta Gogoi
6. Mr. Girish Chandra Gogoi
7. Mr. Ankit Kumar Agarwal
8. Mr. Jugananda Buragohain
9. Mr. Sandeep Sharma
10. Mr. Niru Pareek
11. Dr. Karunakar Panda

The following decisions were unanimously adopted in the meeting after a through discussion on the agenda-

Resolution No 1: Today's meeting unanimously accepted the action taken report.

Resolution No 2: It is decided to organise a talk on "Employment opportunity of the rural people through MGNREGA special reference to Assam.

Resolution No 3: Today's meeting resolved to conduct a workshop on CBCS.

Resolution No 4: It is decided to organise examination stress management programme cum health screening and counselling session.

Resolution No 5: Today's meeting unanimously decided to organise workshops on career counselling.

Resolution No 6: It is resolved to organise mental health awareness programme at Borjhia, the village adopted by the college.

The meeting ended with vote of thanks.


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Meeting no 4:

A meeting of the IQAC of the college was held on 5th March, 2020 at the IQAC room in the college premise with chairperson Mr. Brojen Borah, Principal, Sadiya College on the chair. Dr. Karunakar Panda, co-ordinator, IQAC of the college stated the objectives of the meeting to the members of the meeting. The following were the members present in the meeting:

1. Mr. Brojen Borah
2. Mr. Buddhi Kanta Misra
3. Mr. Hemanta Kumar Deori
4. Mr. Nangku Das
5. Mr. Mahanta Gogoi
6. Mr. Ankit Kumar Agarwal
7. Mr. Jugannda Buragohain
8. Mr. Sandeep Sharma
9. Mr. Niru Pareek
10. Dr. Karunakar Panda

After a fruitful discussion among the members of the meeting, the following resolutions were adopted-

Resolution no 1: Action taken report were accepted in today's meeting

Resolution no 2: It is unanimously decided to arrange interactive sessions with the students of other college which will help to develop the personality of our students.


Resolution no3: It was decided to organise International Women's Day in today's meeting.

Resolution no 4: It is resolved to meet honourable Education Minister of Assam for opening of science stream at Sadiya College.

Resolution no 5: It was decided to organise an awareness programme on corona virus in today's meeting.

Resolution no 6: It is resolved to organise awareness programme/seminar/webinar/workshop/international seminar on use of online e-resources.

The meeting ended with vote of thanks.


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Meeting No 5:

A meeting of the IQAC was held on 21st August, 2020 at the IQAC room in the college premise with the chairperson Mr. Brojen Borah, Principal of the college on the chair. Dr. Karunakar Panda, co-ordinator, IQAC stated the objectives of the meeting. The following were the members present in the meeting:

1. Mr. Brojen Borah
2. Mr. Buddhi Kanta Misra
3. Mr. Hemanta Kumar Deori
4. Mr. Nangku Das
5. Mr. Mahanta Gogoi
6. Mr. Girish Chandra Gogoi
7. Mr. Ankit Kumar Agarwal
8. Mr. Jugananda Buragohain
9. Mr. Sandeep Sharma
10. Mr. Niru Pareek
11. Dr. Karunakar Panda

The following decisions were made after fruitful discussion among the members of the meeting:

Resolution No 1: It was decided to gear up the work culture as it was affected due to covid-19 pandemic.


Resolution No 2: It was decided to organise Faculty Development Programme on “Quality Virtual Classes”.

Resolution No 3: It was decided to organise webinars/workshops/ talk and seminars following covid-19 protocols.

Resolution No 4: It was decided to organise cleanliness drive in the college premises.

Resolution No 5: It was decided to request the college authority to open the science steam from the current session for the greater interest of the student’s community.

At last, the meeting ended with vote of thanks.


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Meeting No 6:

A meeting of the IQAC was held on 16th November, 2020 at the IQAC room in the college premise with the chairperson Mr. Brojen Borah, Principal of the college on the chair. Dr. Karunakar Panda, co-ordinator, IQAC stated the objectives of the meeting. The following were the members present in the meeting:

1. Mr. Brojen Borah
2. Mr. Buddhi Kanta Misra
3. Mr. Hemanta Kumar Deori
4. Mr. Nangku Das
5. Mr. Mahanta Gogoi
6. Mr. Girish Chandra Gogoi
7. Mr. Ankit Kumar Agarwal
8. Mr. Jugananda Buragohain
9. Mr. Sandeep Sharma
10. Mr. Niru Pareek
11. Dr. Karunakar Panda

The following decisions were made after fruitful discussion among the members of the meeting:

Resolution No 1: It was decided to organise webinar on career counselling.

Resolution No 2: It was unanimously decided to start plantation drive as a part of World Environment Day.

Resolution No 3: It was decided to celebrate Bishnu Rabha Divas in the college.

Resolution No 4: It was decided to organise webinar on “Political Sociology of Covid-19 Pandemic: Some perspectives”.

Resolution No 5: It was decided to organise webinar on “Addressing the issues of elderly in changing society”.

Resolution No 6: It was unanimously decided to organise webinar on “Human-Wildlife conflict and its integration”.

The meeting ended with the vote of thanks.


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Meeting No 7:

A meeting of the IQAC was held on 02nd August, 2021 at the IQAC room in the college premise with the chairperson Mr. Brojen Borah, Principal of the college on the chair following all the covid-19 protocols. Dr. Karunakar Panda, co-ordinator, IQAC stated the objectives of the meeting. The following were the members present in the meeting:

1. Mr. Brojen Borah
2. Mr. Buddhi Kanta Misra
3. Mr. Hemanta Kumar Deori
4. Mr. Girish Chandra Gogoi
5. Dr. Rajiv Khatioda
6. Sri Bidyut Buragohain
7. Mr. Jugananda Buragohain
8. Mr. Sandeep Sharma
9. Dr. Karunakar Panda

After a thread base discussion on the agenda, the following decision were adopted in the meeting:

Resolution No 1: The action taken report was accepted unanimously in the meeting.

Resolution No 2: It was decided to organise cleanliness drive under “Clean India Campaign” & Azadi Ka Amrit Mahotsav.


Resolution No 3: It was decided to organise a talk cum quiz programme on “Know your Constitution” on 23rd December, 2021.

Resolution No 4: It was decided to start gardening in the college campus.

Resolution No 5: It was unanimously decided to empower Mr. Brojen Borah, principal (i/c) and Dr, Karunkar Panda, co-ordinator, IQAC for taking necessary action to install ATM at the college campus.

Resolution No 6: It was unanimously decided to provide a box to the grievance and redressal cell for collecting complaints.

Resolution No 7: It was decided to adopt a village as a part of extension activities.


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Resolution No 8: It was unanimously decided to construct toilet adjacent to college library.

Resolution No 9: It was unanimously decided to organise counselling on early marriage and gender sensitization, health and hygiene.

Resolution No 10: It was decided to organise training programme on self-defence of girl's students and women as well.
The meeting ended with vote of thanks.

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Meeting No 8:

A meeting of the IQAC was held on 28th December, 2021 at the IQAC room in the college premise with the chairperson Dr. Bhupen Chutia, Principal of the college on the chair. Dr. Karunakar Panda, co-ordinator, IQAC stated the objectives of the meeting. Dr. Panda also read out the resolutions from the previous meeting. The following were the members present in the meeting:

1. Dr. Bhupen Chutia
2. Mr. Brojen Borah
3. Mr. Buddhi Kanta Misra
4. Mr. Hemanta Kumar Deori
5. Dr. Jyotshna Keot
6. Dr. Jai Dayal Mali
7. Dr. Rajiv Khatioda
8. Dr. Ajay Sharma
9. Sri Bidyut Buragohain
10. Mr. Jugananda Buragohain
11. Mr. Mahanta Gogoi
12. Sri Sandeep Sharma
13. Dr. Karunakar Panda

Minutes and Resolutions:

Dr. Bhupen Chutia, Principal of the college speaks about the submission of the AQAR for the year 2018-19. He further speaks about the AQAR for the year 2019-20 that will be submitted on or before 31st December, 2021.

Sri Jugananda Buragohain states that the alumni should play an important role. But the alumni association is less involved in our college for better development of the institution. He further says that they are ready to extend their full support for the development of the institution.

Dr. Karunakar Panda, co-ordinator of the IQAC suggested to fix date for organising a meeting in consultation with alumni association at the earliest. He also urges to take necessary steps for popularising science stream at higher secondary and higher education level. He further suggests to introduce B.A. honours in English undergraduate course. Besides, he suggests to complete the master plan on the priority basis and construction work of the principal quarter & science block should be started at the earliest.

Dr. Jai Dayal Mali urges to arrange Alumni Meet and publicise the same through social media/ newspaper etc. A bank account may be opened in the name of alumni association. He further suggested to organise National Science Day for popularising science amongst the school and college students as well.

Mr. Mahanta Gogoi requests the college authority to take necessary steps as regards to the required academic and other activities criterion wise for enrichment of the grade at the time of NAAC peer team visit. He also promises to extend full support in this regard. Further

Bhupen Chutia Principal
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he requests the principal to reside in the college campus. Besides he gives stress to organise awareness programmes in village level for popularising science.

Sri Sandeep Sharma welcomes Dr. Bhupen Chutia, newly appointed Principal of the college and extends his full support for the all-round development of the college. He also requests to minimise the gap between the college authority and Alumni Association.

After a thread base discussion on different issues and suggestions the following resolutions were unanimously adopted in the meeting:

Resolution No 1: The action taken report was accepted in today's meeting

Resolution No 2: It was decided to complete the second cycle of NAAC accreditation process before 31st December, 2022.

Resolution No 3: Today's meeting decided to complete the infrastructure audit before February, 2022.

Resolution No 4: It was decided to complete the academic and administrative audit report by the end of March 2022.

Resolution No 5: It was decided to complete the green energy audit by the end of April, 2022.

Resolution No 6: It was decided to complete the registration process of the Alumni Association at the earliest.

Resolution No 7: It was decided to take necessary steps for student's support and monitoring them.

Resolution No 8: It was decided to open Sadiya History Research Cell.

Resolution No 9: It was decided to start the construction works of science block and Principal's quarter and guest house along with renovation works of the principal's chamber and library.

Resolution No 10: Today's meeting decided to provide hostel facility for students (both boys and girls).

Resolution No 11: It was decided to form friends club of Sadiya College.

Resolution No 12: Today's meeting decided to conduct seminar/workshop/awareness programmes on RTI.

Resolution No 13: It is decided to organise awareness programme on women safety.


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Resolution No 14: It is decided to form Parent's teachers' association.

Resolution No 15: Today's meeting decides to initiate fund raising drive and to organise National Science Day.

Resolution No 16: It is decided to organise complete the master plan of the college before starting of the construction works.

Resolution No 17: It was decided to introduce course on Travel and Tourism and B.A. honours in English, undergraduate course.

Resolution No 18: It was decided to form co-operative society in collaboration with commerce stream.

At the end, the meeting ended with vote of thanks.


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Meeting No 9

A meeting of the IQAC was held on 28th March, 2022 at the computer lab room in the college premise with the chairperson Dr. Bhupen Chutia, Principal of the college on the chair. Mr. Buddhi Kanta Misra, co-ordinator, IQAC stated the objectives of the meeting. According to the request of the chairperson, Dr. Panda also read out the minutes of the last meeting and reports of action taken. The following were the members present in the meeting:

1. Dr. Bhupen Chutia
2. Mr. Buddhi Kanta Misra
3. Dr. Rajiv Khatioda
4. Dr. Karunakar Panda
5. Mr. Nangku Das
6. Ms. Bornali Saikia
7. Dr. Pranjit Nath
8. Mr. Nakul Neog
9. Mr. Gobinda Deori
10. Mr. Bipin Gogoi
11. Mr. Gunin Chutia
12. Mr. Dilip Gogoi Lalung

Minutes and resolution of the meeting:

Dr. Bhupen Chutia, chairperson highlighted some of the works which are found recently on progress-

- i. Master plan for the institution
- ii. Plan and estimate for science building
- iii. Submission of proposal to the Govt. of India for a new academic unit.
- iv. Renovation of the cultural hall
- v. Inspection of science stream
- vi. The appointment procedure for faculty members against the vacant sanctioned post
- vii. Construction of principal's quarter etc.

Dr. Chutia also added some steps yet to be fulfilled-

- i. Energy Audit
- ii. Green audit
- iii. Academic audit

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He urges the IQAC especially to take care of the Academic audit. Besides, he observes some shortcomings for fulfilment of the resolutions taken earlier. At the same time, he suggests the IQAC to organise Alumni meet shortly. The chairperson urges strongly to form a co-operative society in support of the commerce stream. He expresses his view on starting a research activity and to organise a programme on every 23rd March, synchronising with the “Press Day”.

Honourable member Mr. Gunin Chutia urges to start a “certificate course on tourism” as soon as possible.

Honourable member, Mr. Dilip Gogoi Lalung suggests to take some steps for popularising science in the society. Faculty member Mr. Nakul Neog urges to take some steps for checking dropout rate among the enrolled students.

The chairperson, Dr. Bhupen Chutia, and ex co-ordinator Dr. Karunakar Panda request the honourable members of the alumni members to communicate with public representatives like the local MLA and MP for financial support to the institution. Also, they speak that the “Extension cell” needs to be active and steering committee will be formed shortly for overall supervising the preparation of the NAAC visit. After a long deliberation the following resolutions were adopted.

Resolution No 1: The meeting today decides to request the chief minister, Govt. of Assam for a special financial aid package to the institution.

Resolution No 2: It is unanimously decided to organise a programme on every 23rd March, synchronising with the “Press Day”.

Resolution No 3: The meeting has decided to organise cultural exchange programme with the cultural societies of Arunachal Pradesh.

Resolution No 4: The meeting today decided to adopt a village which is really in need of the help from a higher educational institute like Sadiya College for overall development of the village.

Resolution No 5: It has decided to advise the IQAC for preparing a road map regarding the visit of the NAAC peer team in its next meeting.

Resolution No 6: It is unanimously decided to request the Chapakhowa Town Committee for drainage, earth filling in front of the college and connecting streets inside the college premise.

Resolution No 7: The meeting today has decided to request Mr. Dilip Gogoi Lalung and Mr. Dilip Gogoi, the donor member for establishing contact with the local MLA and MP regarding their fund concern.


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Resolution No 8: It is resolved to extend thanks for the honourable Alumni, Mr. Dilip Gogoi Lalung for the support provided to the college authority in case of submitting the proposal to IOCL regarding financial aid.

In the long run, the meeting ended with the valuable conclusion of the chairperson.


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Meeting No 10:

Agenda of the meeting:

1. Occupation of Chair- Dr. Bhupen Chutia, Principal & Chairperson, IQAC
2. Objective of the meeting- Mr. Buddhi Kanta Misra, Co-ordinator, IQAC
3. Presentation of IQAC activities- Dr. Rajiv Khatioda
4. Future prospect and discussion
5. A.O.B
6. Conclusion by the chairperson and end of the meeting.

The following are the members present in the meeting:

1. Dr. Bhupen Chutia, Principal & Chairperson, IQAC
2. Mr. Buddhi Kanta Misra, Co-ordinator, IQAC
3. Dr. Rajiv Khatioda, Assistant co-ordinator, IQAC
4. Dr. Karunakar Panda
5. Mr. Hemana Kumar Deori
6. Ms. Bornali Saikia
7. Dr. Pranjit Nath
8. Mr. Gunin Chutia

Minutes and resolution of the meeting:

A meeting of the IQAC, Sadiya College was held on 30th September, 2022 with the chairperson Dr. Bhupen Chutia, Principal of the college, at room no 2. Mr. Buddhi Kanta Misra, co-ordinator, IQAC explained the objective of the meeting in details as per agenda. According to the suggestion of the chairperson, Mr. Buddhi Kanta Misra read out the proceeding of the previous meeting held on 20th March, 2022.

Dr. Bhupen Chutia, Chairperson, IQAC suggested the faculty members to arrange a programme of cultural exchange with Arunachal Pradesh, for making the college-brand, to submit the report of every event to the IQAC co-ordinator with its geo tagged photographs, maintenance of academic discipline by the IQAC & academic committee, upliftment of sports activities, adoption of space in the garden area by every department for beautification etc. At the same time, the principal assured the house to maintain entry-exit register through a gate keeper, foundation day lecture would be continued in the years to come and to provide departmental room very soon in the newly constructed building. Further, he provided some information to the house about expression of gratefulness towards external auditor of AAA, providing rover and ranger training to the faculty members, Dr. Ujwal Pratim Saikia and Ms. Shumita Thausen, completion of structural drawing of administrative building, hostel etc, with the master plan.

Bhupen Chutia Principal
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In the long run, the chairperson winded up his valuable conclusion after adoption of the following resolutions and thanks extending to the members present.

Resolution No 1: It is resolved to extend grateful thanks to the external auditor of AAA for his kind co-operation.

Resolution No 2: It is resolved to urge the authority along with the Academic Committee of the institution for the measures against student's dropout rate.

Resolution No 3: It is resolved to request the authority for providing incentives pertaining to the best research publications among the teachers.

Resolution No 4: It is resolved to request the authority for introducing Rovers and Rangers unit in the institution and also to urge the recently trained in charge faculty members for taking necessary steps in this regard.

Resolution No 5: The meeting today unanimously decided to request the authority for taking necessary steps to uplift the sports activities and facilities in the institution for the greater interest of the student community.

Resolution No 6: It is resolved to request the college authority for taking necessary steps to make the hostels functioning both for boys and girls.

Resolution No 7: It is resolved unanimously for requesting the authority to take needful steps so as to convert the administrative office into e-office.

Resolution No 8: It is resolved to request each academic department for adopting a school separately and provide possible academic and other needful support.

The meeting ended with vote of thanks.


Principal
SADIYA COLLEGE
Chapakhowa-786157



INTERNAL QUALITY ASSURANCE CELL SADIYA COLLEGE

CHAPAKHOWA, SADIYA – 786157

Dr. Bhupen Chutia, Chairman, +919435189532(m); Mr. Buddhi Kanta Misra, Co-ordinator, +919864266885(m)
Email : iqacsadiyacollege@gmail.com Website : <https://www.sadiyacollege.ac.in/>

Meeting No 11:

Agenda of the meeting:

1. Invitation of the chairperson
2. Objective of the meeting- co-ordinator, IQAC
3. Discussion on the objectives
4. Conclusion of the chairperson.

The following are the members present in the meeting:

1. Dr. Bhupen Chutia, Principal & Chairperson, IQAC
2. Mr. Buddhi Kanta Misra, Co-ordinator, IQAC
3. Dr. Rajiv Khatioda, assistant co-ordinator, IQAC
4. Dr. Karunakar Panda
5. Mr. Hemanta Kumar Deori
6. Mr. Nangku Das
7. Mr. Nakul Neog
8. Ms. Bornali Saikia
9. Dr. Pranjit Nath
10. Dr. Gobinda Deori
11. Mr. Dilip Gogoi Lalung
12. Sri Kiran Chiring, President, SCSU

Minutes and resolutions of the meeting:

A meeting of IQAC, Sadiya college was held on 29th March, 2023 at teachers' common room under the chairperson Dr. Bhupen Chutia, Principal of the college. Mr. Buddhi Kanta Misra, co-ordinator IQAC stated the objectives of the meeting. As per suggestion of the chairperson, Mr. Buddhi Kanta Misra read the previous meeting's proceeding and some of the points were rectified and accepted with few corrections.

After the prolonged discussion, the following resolutions were adopted on the eve of chairperson remarks and end of the meeting:


Resolution No 1: It was decided to communicate with the administration or Tezu (Arunachal Pradesh) or with any N.G.O. of Arunachal Pradesh for the programme of cultural exchange.

Resolution No 2: The meeting decided to request each department for the adoption of a garden separately within the college premise.

Resolution No 3: It was decided to empower the authority for arranging a girls' hostel under P.P.P. scheme for the next session 2023-24.

Resolution No 4: It was unanimously decided to advise the IQAC for adoption of Sadiya Govt. Higher Secondary School with mutual understanding between the institutions.

Resolution No 5: It was resolved to finalise the draft of SSR by May 31st, 2023.

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Resolution No 6: It was resolved to request the authority for taking steps for frequent YOGA programmes of classes in the institution.

Resolution No 7: It was resolved to request the authority for arranging a “Certificate Course” on spoken English as soon as possible.

Resolution No 8: It was resolved to request the Zoology department for monitoring the college fishery.

Resolution No 9: It was resolved to request the college authority for implementation of N.C.C activities as per information received from military personnels.

Resolution No 10: It was unanimously decided to request the college authority for arrangement of departmental library.

Resolution No 11: It was resolved to request each department for arranging admission and classes on “Add on courses” as soon as possible.

Resolution No 12: It was unanimously resolved to carry out research on “Dropout students” with a case study on Sadiya College for a recommendation.

The meeting ended with vote of thanks.


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Meeting No 12:

Agenda of the meeting:

1. Invitation of the chairperson
2. Objective of the meeting- co-ordinator, IQAC
3. Discussion on the objectives
4. Conclusion of the chairperson.

The following are the members present in the meeting:

1. Dr. Bhupen Chutia, Principal & Chairperson, IQAC
2. Mr. Buddhi Kanta Misra, Co-ordinator, IQAC
3. Mr. Gunin Chutia
4. Mr. Dilip Gogoi Lalung
5. Dr. Karunakar Panda
6. Dr. Pranjit Nath
7. Ms. Alina Saikia
8. Ms. Shumita Thausen
9. Dr. Gobinda Deori
10. Student representative, SCSU

The meeting of the IQAC, Sadiya college was held on 22nd June, 2023 at the IQAC office room at 2 PM under the chairperson, Dr. Bhupen Chutia, Principal of the college.

Mr. Buddhi Kanta Misra, co-ordinator, IQAC stated the objective of the meeting. He said that the meeting is being held for placing the progress report among the members of the IQAC along with criterion co-ordinators.


The principal cum chairperson, Dr. Bhupen Chutia informed the house that departmental visits were conducted by the IQAC co-ordinator and the principal jointly for receiving feedback about the preparation of the documents and reports related to NAAC SSR on 15th and 16th May, 2023.

The IQAC co-ordinator expressed his satisfaction for the co-operation of every department. After the adaptation of the following resolutions, the chairperson declared the end of the meeting with his valuable conclusion.

Resolution No 1: It was unanimously resolved to record the internal assessment marks in printed books from the next academic session and request the principal for its supply.

Resolution No 2: It was resolved to suggest the departments to sign MoU(s) with other organisations/ institutions for academic, research and extension activities.

Resolution No 3: It was resolved to express gratitude towards the principal for deputing Mr. Digen Das, Assistant Professor, Department of Physics, as technical assistant to the IQAC co-ordinator for SSR preparation.


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Memo No.

Date:

ACTION TAKEN REPORT


ACADEMIC YEAR: 2018-2019

In accordance to the resolutions of the meeting held on 29th November, 2018:

Resolution	Action Taken
Resolution no 1: It is unanimously decided to organise awareness program on food and nutrition.	An awareness programme on food and nutrition was organised.

In accordance to the meeting held on 17th May, 2019-

Resolution	Action Taken
Resolution No 2: It is unanimously decided to observe World Environment Day and to organise cleanliness program and plantation drive on 5 th June, 2019.	World environment day was organised along with a plantation and cleanliness drive.
Resolution No3: Today's meeting unanimously decided to organise international yoga day on 21 st June, 2019.	Yoga day was organised.
Resolution No 4: It is decided to organise health awareness program on "Drugs and its effects"	An awareness program on "Drugs and its effects" was organised.


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ACTION TAKEN REPORT

ACADEMIC YEAR: 2019-2020

In accordance to the resolutions of the meeting held on 09th September, 2019-

Resolution	Action Taken
Resolution No 4: It is decided to organise examination stress management programme cum health screening and counselling session.	A program on examination stress management and health screening cum counselling session
Resolution No 5: Today's meeting unanimously decided to organise workshops on career counselling.	A workshop on career counselling was organised.
Resolution No 6: It is resolved to organise mental health awareness programme at Borjhia, the village adopted by the college.	An awareness programme on mental health at Borjhia village, the village adopted by the college.

In accordance to the resolutions of the meeting held on 05th March, 2020-

Resolution	Action Taken
Resolution no3: It was decided to organise International Women's Day in today's meeting.	International women's day was celebrated in the college premise.
Resolution no 4: It is resolved to meet honourable Education Minister of Assam for opening of science stream at Sadiya College.	The principal of the college along with a team met honourable education minister for opening of science stream and the college is running science stream from the academic year 2020-21.


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Resolution no 6: It is resolved to organise awareness programme/seminar/webinar/workshop/international seminar on use of online e-resources.

An awareness programme on use of online e-resources was organised.


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ACTION TAKEN REPORT


ACADEMIC YEAR: 2020-21

In accordance to the resolutions of the meeting held on 21st August, 2020

Resolution	Action Taken
Resolution No 2: It was decided to organise Faculty Development Programme on “Quality Virtual Classes”.	The college organised Faculty Development Programme on “Quality Virtual Classes.”
Resolution No 3: It was decided to organise webinars/workshops/ talk and seminars following covid-19 protocols.	A number of webinars were organised in collaboration with the IQAC of the college.
Resolution No 4: It was decided to organise cleanliness drive in the college premises.	Cleanliness drive was organised.
Resolution No 5: It was decided to request the college authority to open the science stream from the current session for the greater interest of the student’s community.	The college is running science stream since the academic year 2020-21

In accordance to the resolutions of the meeting held on 16th November, 2020

Resolution	Action Taken
Resolution No 1: It was decided to organise webinar on career counselling.	A webinar on career counselling was organised.
Resolution No 2: It was unanimously decided to start plantation drive as a part of World Environment Day.	As a part of the world environment day, plantation drive was organised.


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Resolution No 3: It was decided to celebrate Bishnu Rabha Divas in the college.	Rabha divas was celebrated in the college premise.
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Resolution No 4: It was decided to organise webinar on “Political Sociology of Covid-19 Pandemic: Some perspectives”.	A webinar on “Political Sociology of Covid-19 Pandemic: some perspective” was organised
Resolution No 5: It was decided to organise webinar on “Addressing the issues of elderly in changing society”.	A webinar on “Addressing the issues of elderly in changing society” was organised
Resolution No 6: It was unanimously decided to organise webinar on “Human-Wildlife conflict and its integration”.	A webinar on “Human wildlife conflict and its integration” was organised


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ACTION TAKEN REPORT

ACADEMIC YEAR: 2021-22

In accordance to the resolutions of the meeting held on 2nd August, 2021-

Resolution	Action Taken
Resolution No 2: It was decided to organise cleanliness drive under “Clean India Campaign” & Azadi Ka Amrit Mahotsav.	A cleanliness drive under “Clean India Campaign and Azadi Ka Amrit Mahotsav” was organised
Resolution No 3: It was decided to organise a talk cum quiz programme on “Know your Constitution” on 23 rd December, 2021.	A talk cum quiz competition was organised on the topic “Know your Constitution” on 23 rd December, 2021
Resolution No 4: It was decided to start gardening in the college campus.	The college now has a beautiful garden
Resolution No 5: It was unanimously decided to empower Mr. Brojen Borah, principal (i/c) and Dr. Karunkar Panda, co-ordinator, IQAC for taking necessary action to install ATM at the college campus.	The college now has an active ATM in the college campus
Resolution No 6: It was unanimously decided to provide a box to the grievance and redressal cell for collecting complaints.	The college authority provided a box to the grievance redressal cell for collecting complaints.
Resolution No 7: It was decided to adopt a village as a part of extension activities.	Borjhia village was adopted for one year.
Resolution No 8: It was unanimously decided to construct toilet adjacent to college library.	A toilet constructed adjacent to the college library.
Resolution No 9: It was unanimously decided to organise counselling on early marriage and gender sensitization, health and hygiene.	The college, in collaboration with IQAC organised a counselling programme on early marriage and gender sensitization, health and hygiene.


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Resolution No 10: It was decided to organise training programme on self-defence of girl's students and women as well.

The women cell of the college in collaboration of IQAC organised a training programme on self defence of girl student's and women as well.

In accordance to the resolutions of the meeting held on 28th December, 2021


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Resolution	Action Taken
Resolution No 2: It was decided to complete the second cycle of NAAC accreditation process before 31 st December, 2022.	Under process.
Resolution No 4: It was decided to complete the academic and administrative audit report by the end of March 2022.	The college authority completed the Academic and Administrative audit.
Resolution No 5: It was decided to complete the green energy audit by the end of April, 2022.	The college completed the green audit.
Resolution No 6: It was decided to complete the registration process of the Alumni Association at the earliest.	The alumni association of the college is now registered.
Resolution No 7: It was decided to take necessary steps for student's support and monitoring them.	The college authority has taken initiative for the mentoring of the students. There are approximately 35 students (mentee) under the supervision of a mentor (faculty member)
Resolution No 9: It was decided to start the construction works of science block and Principal's quarter and guest house along with renovation works of the principal's chamber and library.	The construction of the Principal's quarter is now completed. Renovation process of the Principal's chamber as well as the library is also completed
Resolution No 10: Today's meeting decided to provide hostel facility for students (both boys and girls).	The college has functional hostels for both boys and girls from the session 2023-24


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Resolution No 13: It is decided to organise awareness programme on women safety.	An awareness programme on women safety was organised
Resolution No 14: It is decided to form Parent's teachers' association.	Even though parents' teachers' association has not formed yet, the departments of the college organize parents teachers meeting regularly
Resolution No 15: Today's meeting decides to initiate fund raising drive and to organise National Science Day.	A fund raising drive was initiated to organise National Science Day.
Resolution No 16: It is decided to organise complete the master plan of the college before starting of the construction works.	The college authority completed the master plan of the college and the governing body approved the same on 12 th February, 2022.
Resolution No 17: It was decided to introduce course on Travel and Tourism and B.A. honours in English, undergraduate course.	The college started an undergraduate course having honours in English

In accordance to the resolutions of the meeting held on 28th March 2022-

Resolutions	Action Taken
Resolution No 4 & 5, meeting dated 28th December, 2021.	In accordance to the minutes of the meeting, the following audit has been completed- <ul style="list-style-type: none">• Energy audit• Academic audit.• The process of green audit is in process.
Regarding inspection of the science stream.	In accordance to the minutes of the meeting, the inspection of the science stream has been completed
Resolution No 7: The meeting today has decided to request Mr. Dilip Gogoi Lalung and Mr. Dilip Gogoi, the donor member for establishing contact with the local MLA and MP regarding their fund concern.	The college authority requested Mr. Dilip Gogoi Lalung and Mr. Bipin Gogoi, members of IQAC, to maintain a regular communication with the local MLA and MP for facilitating fund release if any


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ACTION TAKEN REPORT

ACADEMIC YEAR: 2022-23

In accordance to the resolutions of the meeting held on 30th September, 2022-

Resolutions	Action Taken
Resolution No 4: It is resolved to request the authority for introducing Rovers and Rangers unit in the institution and also to urge the recently trained in charge faculty members for taking necessary steps in this regard.	The college authority introduced rover and ranger unit in the college. Dr. Ujwal Pratim Saikia and Ms. Shumita Thausen are now in charge of the rover and ranger unit respectively
Resolution No 5: The meeting today unanimously decided to request the authority for taking necessary steps to uplift the sports activities and facilities in the institution for the greater interest of the student community.	The college authority has taken some steps to uplift sports activities and facilities in the institution for greater interest of the student community. As a part of the outdoor games, the college authority has provided the facility of a volleyball court and football court. As a part of the indoor games the college authority has provided the facility for table tennis as well as carrom. The college authority also constructed a well-equipped gymnasium hall for the greater benefit of students.
Resolution No 6: It is resolved to request the college authority for taking necessary	The college authority has provided the facility of hostels for both boys and girls


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steps to make the hostels functioning both for boys and girls.	
Resolution No 7: It is resolved unanimously for requesting the authority to take needful steps so as to convert the administrative office into e-office.	The conversion of the administrative office into e-office is under process. Most of the official communications are done via email
Resolution No 8: It is resolved to request each academic department for adopting a school separately and provide possible academic and other needful support.	Most of the departments of the college has adopted a nearby academic institution. The departments are providing possible academic and other needful supports

In accordance to the resolutions of the meeting held on 29th March, 2023 –

Resolution	Action Taken
Resolution No 5: It was resolved to finalise the draft of SSR by May 31 st , 2023.	The finalisation of the draft of the SSR has been postponed due to some unavoidable circumstances
Resolution No 11: It was resolved to request each department for arranging admission and classes on “Add on courses” as soon as possible.	Total 11 departments of the college are offering add on courses.

In accordance to the resolutions of the meeting held on 22nd June, 2023 –

Resolution	Action Taken
Resolution No 1: It was unanimously resolved to record the internal assessment marks in printed books from the next academic session and request the principal for its supply.	The college authority placed the order of binding notebook to keep the record of internal assessment marks.
Resolution No 2: It was resolved to suggest the departments to sign MoU(s) with other organisations/ institutions for academic, research and extension activities.	Most of the departments has signed MoU(s) with nearby institutes.


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