

## **Minutes with Compliance 2023-2024**

**Minutes of meeting of IQAC, Biswanath College**

**Date: 2 June, 2023**

**Time: 2.00 pm**

**Venue: College Conference Room**

### **Agenda:**

1. Assumption of Chair by the Chairman
2. Purpose of the meeting
3. Discussion on action plan for the academic session 2023-2024
4. Discussion on Introduction of FYUGP in the college
5. Formation of Cells for each of the seven criteria of NAAC assessment and accreditation
6. Preparation of AQAR for the session 2022-2023
7. Any other business

The following members were present:

Dr Chinta Mani Sharma, Chairman, IQAC

Dr Naresh Thakur, Coordinator, IQAC

Dr Debasish Sarmah, Assistant Coordinator

Dr Arun Chaliha, Member

Mr Rajeswar Boro, Member

Dr Dipankar Saikia, Member

Dr Lalit Baruah, Member

Ms Deepjyoti Nath, Member

Ms Shibashree Hojaisa, Member

Mr Tilak Deka, Member

The meeting was held with assumption of chair by Dr Chinta Mani Sharma, Chairman, IQAC, and Biswanath College at the request of Dr Naresh Thakur, Coordinator, IQAC. At the outset, Dr Thakur explained the purpose of the meeting stating that the meeting was convened to discuss plan of action for the academic year 2023-2024 as well as for formation of Cells/Committees for each criterion mentioned in NAAC manual. The Coordinator informed the members that the objectives of the meeting also include matters relating to introduction of the FYUGP in the college. The IQAC held deliberations and took resolutions about the following matters:

- (a) Academic Calendar: The IQAC discussed the matter of preparation of an academic calendar for the session 2023-2024 and constituted a committee with the following teaching and non-teaching staff to prepare an Academic Calendar on the basis of Gauhati University Academic Calendar.

Dr Chinta Mani Sharma, Chairman

Mr Smritirekha Borah, member  
 Mr Ajit Kumar Dutta, Member  
 Dr Naresh Thakur, Convenor  
 Dr Debasish Sarmah, Member  
 Dr Lalit Baruah, Member  
 Mrs Deep Jyoti Nath, Member

- (b) College Prospectus 2023-24: The IQAC discussed the matter of preparation of the College Prospectus-2023-2024 and constituted a committee with the following teaching and non-teaching staff: It was resolved that only the soft copy of the prospectus be prepared and uploaded in the college website. It was also resolved that admissions be done as per guidelines of Govt of Assam through SAMARTH portal. The members decided that modalities of FYUGP be incorporated in the college prospectus.

Dr Chinta Mani Sharma, Chairman  
 Dr Naresh Thakur, Convenor  
 Dr Debasish Sarmah, Member  
 Dr Lalit Baruah, Member  
 Dr Rinku Mani kalita, member  
 Mr Tilak Deka, Junior Assistant

- (c) Admission to TDC Ist Semester for the session 2023-2024: The meeting discussed the matter of admission to various programmes for academic year 2023-2024. It was resolved that the number of intake capacity of each programme be published in the prospectus and uploaded in SAMARTH portal.. After deliberations, the numbers of intake capacity was fixed in the following way:

ASS(H):90	Hist(H):50	Bot(H):40	MA Ass :20	Total Seats: 1050 including Honours
Eco(H):60	PSc(H):60	Chem(H):50	BCom:150	
Edu(H):40	Phil(H):80	Maths(H):40	BA: 600	
Eng(H):60	BA(R) 200	Phy(H):40	BSc: 250	
Geo(H):50		Zoo(H):40 BSC(R):40	BCA:30	

- (d) Online verification of Admission process : The meeting deliberated on the issue of online admission to FYUGP Ist Semester programmes and constituted a committee with the following teaching and non-teaching staff to carry forward the work:

Name of the members

Dr Naresh Thakur, Convenor  
 Dr Debasish Sarmah, Member  
 Dr Lalit Baruah, Member  
 Mr Tilak Deka, Junior Assistant

- (e) Admission Committees: It was resolved that separate admission committees be constituted for each of the programmes. The IQAC meeting also resolved

that the Chairman of IQAC would constitute the committees in consultations with VP, Academic Officers and IQAC Coordinator.

- (f) Time-table for the Odd Semester: It was resolved that VP, Academic Officers, Head, department of Commerce and IQAC Coordinator and Assistant Coordinator would prepare the time table for all the programmes of academic session 2023-2024.
- (g) MoU: The IQAC meeting took a decision to sign more number of MoU with institutions and organisations and conduct programmes in collaboration with the organisations.
- (h) Seminars/ Workshop/ Conferences: The meeting decided that each of the cells/committees/ departments be advised to hold seminars/workshops in collaborations with IQAC.
- (i) Extension Activities: The meeting proposed that NCC/NSS/ Cells and Committees would organise extension activities with the help of IQAC.
- (j) Departmental Academic/ Co-curricular activities: The IQAC meeting resolved that the departments would carry forward the activities they did during NAAC Peer Team visit.
- (k) Career Councelling centre: The IQAC meeting resolved that the Career Counselling and Guidance Cell be functional by organising more workshops in the greater interest of the students.
- (l) Formation of IQAC-Cells: The meeting resolved to constitute committees for each of the seven criteria mentioned in NAAC Manual so that every teaching faculty would be able to work for the growth of the institution. It was decided that another meeting would be convened to apprise the members of various committees about the seven Criteria of NAAC.
- (m) The Coordinator informed the members that Girijananda University , Guwahati offered to assist the college financially in organising a workshop on New Education policy by inviting at least five teachers from the nearby colleges. The meeting resolved to accept the offer and old the workshop as per the guidelines of Girijananda University.
- (n) As the Govt of Assam resolved to conduct the admission process through SAMARTH G Suite, Dr Debashis Sarmah, Assistant Professor of Physics was unanimously appointed Coordinator of SAMART portal, Biswanath College
- (o) It was also resolved that the college would apply for Autonomous status during the current academic session.

The meeting ends with thanks by the Principal of the College,



(Dr. Chinta Mani Sharma)  
Chairman, IQAC  
Biswanath College, Chariali



(Dr. Naresh Thakur)  
Coordinator, IQAC  
Biswanath College, Chariali

## **Minutes of IQAC Meeting, Biswanath College**

Date : June 16, 2023

Time: 12.00 pm

Venue: Biswanath College Room No- A

### **Agenda**

1. Assumption of chair by the Chairman
2. Objectives of the meeting
3. Discussion on introduction of FYUGP from session 2023-2024
4. Power point Presentation of Guidelines of FYUGP
5. Power Point Presentation about AQAR manual
6. Any other business

### **Members Present:**

Dr Chinta Mani Sharma: Principal & Chairman, IQAC, Biswanath College  
Dr Naresh Thakur: Coordinator, IQAC  
Dr Debasish Sarmah: Assistant Coordinator, IQAC  
Dr Lalit Baruah: Assistant Coordinator, IQAC  
Ms Deepjyoti Nath, Member, IQAC  
Ms Leena Hazarika, Head, Dept of Political Science  
Mr Chittaranjan Kakati, Head Assistant,  
Mr Bhaben Kalita, Assistant professor, Dept of Education  
Mr Rajeswar Boro, Assistant professor, Dept of Assamese  
Mr Gunin Borah, Assistant professor, Dept of Geography  
Mr Homlal Pradhan, Assistant professor, Dept of History  
Mr Chandramani Sharma, Assistant professor, Dept of Economics  
Mr Manash Jyoti Das, Assistant professor, Dept of Assamese  
Mr Arbind Das, Assistant professor, Dept of Commerce  
Mr Tilak Deka, Junior Assistant  
Mr Diganta Kumar Bharali, Assistant professor, Dept of Chemistry  
Ms Geeta Verma, Assistant professor, Dept of Hindi  
Ms Sibashree Hojaisa, Assistant professor, Dept of Zoology  
Ms Rupa Pegu, Assistant professor, Dept of Chemistry  
Dr Juthika Sonowal, Assistant professor, Dept of Chemistry  
Ms Ashomi Kalita, Assistant professor, Dept of Economics  
Ms Antareepa Bora, Assistant professor, Dept of Education  
Dr Sunayana Goswami, Assistant professor, Dept of Zoology  
Dr Nabanita Sarmah, Assistant professor, Dept of Education  
Ms Ranjana Sarmah, Assistant professor, Dept of Commerce  
Ms Happy Deuri, Assistant professor, Dept of Political Science  
Dr Pratiksha Bejbaruah, Assistant professor, Dept of Physics  
Ms Rupjyoti Bharali, Assistant professor, Dept of Botany  
Ms Kabita Borah, Head, Dept of Commerce

Dr Mita Hazarika, Assistant professor, Dept of English  
Mr Taranath Mahanta, Assistant professor, Dept of Philosophy

Mr Hem Kumar Gautam, Assistant professor, Dept of Philosophy  
Mr Ridip Bhuyan, Assistant professor, Dept of Statistics  
Dr Kumar Sharma, Assistant professor, Dept of BCA  
Mr Ajoy Kumar Dey, Assistant professor, Dept of Physics  
Dr Pulak Sabhapandit, Assistant professor, Dept of Mathematics  
Dr Khagen Saikia, Assistant professor, Dept of Assamese  
Mr Loknath Lama, Assistant professor, Dept of Chemistry  
Mr Rupam Talukdar, Assistant professor, Dept of Physics

An emergent meeting of IQAC and all the teaching and non-teaching staff of Biswanath College was held under the chairmanship of Dr Chinta Mani Sharma, Chairman, IQAC & Principa of Biswanath College. While apprising the members of the objectives of meeting, Dr Naresh Thakur, Coordinator, IQAC told the members that the meeting was convened to discuss matters pertaining to introduction of FYUGP in the college. He said that the faculty members and support staff would be made familiar with the modalities of FYUGP through power point presentation. Moreover, the meeting would deliberate on the preparation of AQAR for the session 2022-2023 and formulation of action plan for the year 2023-2024.

Resolution No 1: It was resolved that the teachers would make every FYUGP first semester students familiar with the functioning of the new system individually and departmentally.

Resolution No 2: It was resolved that every teaching faculty would render possible help in admission process such as online verification and Offline admission.

Resolution No 3: The meeting resolved to procure sufficient Textbooks and reference Books of FYUGP syllabuses.

Resolution No 4: It was resolved that the college would apply for Star College Scheme.

Resolution No 5: The meeting resolved to conduct (AAA) academic and Administrative Audit, apply for ISO certification of the college

Resolution No 6: The house unanimously resolved to prepare/ make ready the following documents by IQAC for preparation of NAAC AQAR, Gauhati University Annual Report and any other works.:

- Record of Land Area of the College
- Record of Built-up area of the College
- Documents pertaining Number of Classrooms available in the college
- Documents relating to 5 number of Smart Classrooms
- Particulars relating to departmental teachers' common rooms
- Particulars relating to the computer laboratory
- Documents relating to Desktops and Laptops
- Particulars relating to Language Laboratory

- Particulars relating to Auditorium
  - Particulars about the college Administrative Building
  - Particulars about 19 numbers of Science laboratories
  - Particulars about 2 numbers of Women's Hostels
  - Particulars about 1 number of Boys' Hostel
  - Particulars about Healthcare Centre
  - Particulars about the college Gym
  - Particulars about the college Yoga Centre
  - Particulars about the Basketball Court
  - Particulars about 2 numbers of Volley Ball Courts
  - Particulars about 1 number of playground for football and cricket
  - Particulars about 1 number of Badminton Court
  - Particulars about Staff Quarter: Principal, Wardens and Grade IV Officials
  - Particulars about up-to-date Audit of the college
  - Condition of CCTV cameras installed in the college
  - Particulars about Library on SOUL and D-Space
- Resolution No 3: The meeting resolved that each teaching departments would regularly prepare the following documents:
- Students' Attendance Register
  - Teachers's Diary
  - Diary of Departmental Heads
  - Teaching Plans/ Lesson Plans
  - Documents relating to Experiential/ participative learning
  - Results of degree final year students
  - Admission data since 2021-2022
  - Students' Progression and Placement data since 2021-2022
  - Academic Calendar of the department since 2021-2022
  - Time-table of the department since 2021-2022
  - List of Mentor-Mentee of the departments and records of sessions taken by the faculties since 2021-2022
  - Proceedings of departmental meetings since 2021-2022
  - Documents relating to Slow learner and Advanced learner since 2021-2022
  - Documents pertaining to Add-on courses since 2021-2022
  - Documents relating to FDP programme attended by teachers and Research papers published by them since 2021-2022
  - List of Alumni of the departments
  - List of Programmes/ Courses of the departments
  - List of students who cleared State level/National level exams like TET/NET etc.
  - Record of departmental co curricular activities

Resolution No 7: It was also resolved that the IQAC members would prepare all the documents and collect particulars in respect of the seven criteria with the help of both the

teaching and non teaching staff of the college. The Coordinator called upon each member to work collectively so that the college would be able to submit the AQAR regularly and secure a good score in the next assessment and accreditation process.

Resolution No 8: It was resolved that NAAC Criteria Co-ordinators would hold frequent meeting with the members of their committees to chalk out action plan, collect data and keep them for future use.

Resolution No 8: It was resolved that an Assam Type Building be constructed on the first floor of newly constructed Academic Building

Resolution No 9: The meeting resolved that the approach road to Physics department from the college main Gate e constructed.

Resolution No 10: It was resolved that the seven NAAC Criteria Coordinators would hold frequent meeting with the members of the Cells in presence of the Chairman and Coordinators of IQAC, Biswanath College.

Resolution No 11: It was resolved that a Building be constructed near the college canteen to accommodate Examination Control Room and Evaluation Zone,

The meeting ended with vote of thanks by the Chairman of IQAC, Biswanath College.



(Dr. Chinta Mani Sharma)  
Chairman, IQAC  
Biswanath College, Chariali



(Dr. Naresh Thakur)  
Coordinator, IQAC  
Biswanath College, Chariali

## Minutes of meeting of IQAC, Biswanath College

Date: November 2, 2023

Time: 2.00 pm

Venue: College Conference Room

### **Agenda:**

1. Assumption of Chair by the Chairman
2. Purpose of the meeting
3. Discussion on preparation of AQAR for the session 2022-2023
4. Any other business

The following members were present:

Dr Chinta Mani Sharma, Chairman, IQAC

Dr Naresh Thakur, Coordinator, IQAC

Dr Debasish Sarmah, Assistant Coordinator

Dr Arun Chaliha, Member

Mr Rajeswar Boro, Member

Dr Dipankar Saikia, Member

Dr Lalit Baruah, Member

Ms Deepjyoti Nath, Member

Ms Shibashree Hojaisa, Member

Mr Tilak Deka, Member

The meeting was held with assumption of chair by Dr Chinta Mani Sharma, Chairman, IQAC, and Biswanath College at the request of Dr Naresh Thakur, Coordinator, IQAC. At the outset, Dr Thakur explained the purpose of the meeting stating that the meeting was convened to discuss progress of preparation of AQAR for the session 2022-2023 and some academic matters. The IQAC held deliberations and took resolutions about the following matters:

Resolution No 1: It was resolved that members of each NAAC criterion be prompt in their assigned works as the work of preparation got delayed because of tight academic schedule such as holding of End Semester examinations, Sessional examinations, evaluation of answer scripts, setting of Question papers of Sessional examinations etc.

Resolution No 2: It was resolved that the Head of various departments of the college be instructed to complete their assigned work relating to AQAR and get ready for Academic Audit.

Resolution No 3: The meeting resolved that the IQAC of the College would hold more seminars and workshops in collaboration with the departments and other committees of the college.

Resolution No 4: The meeting resolved to organise an FDP as soon as possible for college teachers.



Resolutions No 5: It was resolved that the Website of the college be developed with incorporation of more information about the college, its staff, facilities both academic and infrastructural.

Resolution No 6: The meeting resolved to open a few certificate course in Hindi, Assamese, Economis, Botany and commerce department.

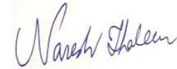
Resolution No 7: The meeting resolved that the language laboratory be used effectively for the benefit of the students.

Resolution No 8: It was resolved that an FDP programmes be organised in collaboration with IIT Guwahati and a seminar be organised with financial help from NAAC, Bangalore.

The meeting ended with vote of thanks by the Chairman of IQAC, Biswanath College.



(Dr. Chinta Mani Sharma)  
Chairman, IQAC  
Biswanath College, Chariali



(Dr. Naresh Thakur)  
Coordinator, IQAC  
Biswanath College, Chariali

## Minutes of meeting of IQAC, Biswanath College

Date: March 28, 2024

Time: 2.00 pm

Venue: College Conference Room

### **Agenda:**

- 1 Assumption of Chair by the Chairman
- 2 Purpose of the meeting
- 3 Discussion on preparation of AQAR for the session 2022-2023
- 4 Any other business

The following members were present:

Dr Chinta Mani Sharma, Chairman, IQAC  
Dr Naresh Thakur, Coordinator, IQAC  
Dr Debasish Sarmah, Assistant Coordinator  
Dr Arun Chaliha, Member  
Mr Rajeswar Boro, Member  
Dr Dipankar Saikia, Member  
Dr Lalit Baruah, Member  
Ms Deepjyoti Nath, Member  
Ms Shibashree Hojaisa, Member  
Mr Tilak Deka, Member

The meeting was held with assumption of chair by Dr Chinta Mani Sharma, Chairman, IQAC, and Principal, Biswanath College at the request of Dr Naresh Thakur, Coordinator, IQAC. At the outset, Dr Thakur explained the purpose of the meeting stating that the meeting was convened to discuss plan of action for the academic year 2023-2024 as well as for submission of AQAR for the session 2022-2023. The IQAC Coordinator informed the members that the extended deadline of submission of AQAR for the session 2022-2023 was fixed as May 15, 2024. He requested everyone to work together for timely submission of the document. After deliberations the following resolutions were adopted.

Resolution No 1: It was resolved that the report pointed out by the IQAC Coordinator be submitted by May 15, 2024 without fail,

Resolution No 2: The meeting resolved to form a committee with the following members to prepare the College Prospectus for the session 2024-2025.

### Prospectus Committee

Dr Chinta Mani Sharma, Chairman  
Dr Naresh Thakur, Convenor  
Dr Debasish Sarmah, Member

Dr Lalit Baruah, Member  
Dr Rinku Mani kalita, member  
Mr Tilak Deka, Junior Assistant

Resolution No 3: The meeting resolved to form a committee with the following members to prepare the Academic Calendar for the session 2024-2025.

Academic Calendar

Dr Chinta Mani Sharma, Chairman  
Mr Smritirekha Borah, member  
Mr Ajit Kumar Dutta, Member  
Dr Naresh Thakur, Convenor  
Dr Debasish Sarmah, Member  
Dr Lalit Baruah, Member  
Mrs Deep Jyoti Nath, Member

Resolution No 4: It was resolved that as admission to FYUGP programme would be done through SAMARTH portal, the IQAC members would render all possible assistance throughout the admission process.


Resolution No 5: It was resolved that as FYUGP second semester exams would be done as per new guidelines, the IQAC members would render all possible assistance throughout the admission process.

Resolution No 6: It was resolved that the World Environment Day be observed in the college in a befitting manner.

Resolution No 7: The meeting resolved that the AQAR for the session 2023-2024 be prepared as soon as possible and all the members would cooperate in the preparation of the document. The meeting ended with vote of thanks the principal.



(Dr. Chinta Mani Sharma)  
Chairman, IQAC  
Biswanath College, Chariali



(Dr. Naresh Thakur)  
Coordinator, IQAC  
Biswanath College, Chariali

### **Major achievements of IQAC 2021-2022**

1. The SSR was submitted on April 23, 2021 and the remaining work of assessment and accreditation process such as undertaking of SSS, DVV process and reception of NAAC Peer Team to the college was completed during 2021-2022. The NAAC Peer Team visited the college on March 12, 13 and 14, 2022 and assessed and accredited the college with 'B' Grade CGPA 2.19).
2. A number of MoUs were signed with several colleges and institutions/organisations such as Chatia College, Sootea, Kaziranga University, Jorhat, Lokapriya Gopinath Bordoloi Regional Institute of Mental Health (LGBIMH), Tezpur during this period.
3. A village named, Kro Arong was adopted by the college and a good amount was released to the village for its maintenance. Besides, the process of adoption of five more villages under Unnat Bharat Abhiyan was started during this period.
4. The IQAC took initiative in holding seminars, lectures, conferences, webinars and workshops on IPR, Research methodology, Entrepreneurship and such other topics periodically. It also encouraged the teaching staff to participate in National and International seminars, conferences, workshops, faculty development programmes and to publish research papers in UGC Care journals.
5. As architect of quality initiatives, the IQAC worked in collaboration with the academic departments, academic council, staff council and various committees and cells of the college in preparation of the college prospectus, academic calendar, lesson plans, class time-table, examination programmes and such other academic activities.

**Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
Completion of the process of assessment and accreditation of the college.	The entire process of assessment and accreditation of the college was completed and the college was awarded B Grade with CGPA 2.19.
Holding of Online/Offline Seminars and Workshops	Several seminars and workshops were organised.
Awarding of Scholarship of Rs 2000.00 each to 100 number of students as one-time grant	62 Number of students received the scholarship.
Completion of construction work of two-storied RCC Academic Building for Economics and Philosophy departments.	The work was completed and two teaching departments were shifted to the new RCC Academic Building.
Construction of one more two-storied RCC building with financial assistance from Govt of Assam.	The construction of the work was completed.
Construction of a computer laboratory was started.	The construction was completed and necessary desktops were procured for the laboratory.
Construction of a two storied RCC Building with financial grant from Assam Government was planned.	The construction work was completed.
An Assam Type Classroom was proposed to be built for Economics department.	The work was completed.