

Internal Quality Assurance Cell (IQAC)

SBMS College, Sualkuchi

Minutes of the Meeting held on 24/8/2018(2018-2019) :Virtual Classroom

The meeting was held on 24th August, 2018 at Virtual Classroom. The meeting was presided over by the Principal of the college. All total 33 faculty members were present in the meeting.

Agenda of the Meeting:

- Confirmation of the last meeting minutes held on 23/6/2018
- Action taken on the minutes of the previous meeting
- Formation of IQAC Core Committee according to latest notification
- Any other matter related to quality initiative

Minutes of the meeting:

- Formation of IQAC Core Committee according to latest notification

AS far as the nominated members from teachers are concerned, five members are the representative teacher members and two teacher members are taken as joint coordinators to assist the co-ordinator.

As far as administrative officers are concerned, the names of Mr. Kamal Baishya, DC, Kamrup and Mr. Biplab Deuri Baruah, Senior BDO are proposed.

From local society and industry representative, the names of Mr. Manmath Baishya and Mr. Ratul Ch. Baishya have been nominated.

It is resolved in the house to communicate the proposed names for various representations as early as possible.

Confirmation of the minutes of the last IQAC meeting held on 23/06/2018

The minutes of the meeting held on 23/06/2018 were confirmed by the members. The members suggested that focus on ICT tools on classroom transaction is the need of the hour. Hence, the process should be augmented as early as possible, preferably, in the month of September or October.

Action taken on the minutes of the previous meeting held on 23/6/2018

Sl.No	Action Proposed	Action Taken
1	Focus on ICT tools in classroom transaction	Yes, a confirmation has been received from IIT, Guwahati regarding the holding a FDP on 'Use of ICT Tools on Classroom Teaching' to orient the teachers from 1-10-2018 to 7-10-2018
2	Implementation of soft skill programme for students at departmental level	One week Master Trainer Training Programme (MTT) on Soft Skill would be implemented for teachers from 27-8-2018 to 2/9/2018 so that teachers can orient the students on dealing with soft skills at their respective departments.

Internal Quality Assurance Cell (IQAC)

SBMS College, Sualkuchi

Minutes of the Meeting held on 15/12/2018(2018-2019) : Virtual Classroom

The meeting was held on 15th December, 2018 at Virtual Classroom. The meeting was presided over by the Principal of the college. All total 27 faculty members were present in the meeting.

Agenda of the Meeting:

- Confirmation of the last meeting minutes held on 24/8/2018
- Action taken on the minutes of the previous meeting
- Discussion on Revised AQAR (RAF)
- Any other matter related to quality initiative

Minutes of the meeting:

- Discussion on Revised AQAR (RAF). One by one step on revised format are discussed in the house.
- Few member raised concern about collection of some information for which IQAC needs to have a long term plan.
- Some department asked IQAC to reschedule their allotted programme due to forthcoming *Panchayat* Election of the state.
- Non availability of Wi-fi facility in some areas of the campus is reported by few faculties.
- Principal in his comment asks everybody to get prepared for next cycle of NAAC assessment which is due on 2020.

Action taken on the minutes of the previous meeting held on 24/08/2018

Sl.No	Action Proposed	Action Taken
1.	New member to the core committee of IQAC be inducted	1. Inducted members are informed about their duties and responsibilities in the IQAC committee. 2. IQAC coordinator along with joint coordinator met Deputy Commissioner of Kamrup district in his office and appraised about his role in the IQAC. He verbally agreed to help. 3. Local representatives are invited to Principal's office and appraised about their role.

Internal Quality Assurance Cell (IQAC)

SBMS College, Sualkuchi

Minutes of the Meeting held on 02/03/2019(2018-2019):Virtual Class room

The meeting was held on 2nd March, 2019 at Faculty Common room. The meeting was presided over by the coordinator of IQAC. All total 47 members are present in the house.

Agenda of the Meeting:

- Confirmation of the last meeting minutes held on 15/12/2018
- Action taken on the minutes of the previous meeting
- Introduction/ Revision of Online Admission Process for new AY
- Any other matter.

Minutes of the meeting:

- In the meeting proceeding of the last session was read out and proposals are confirmed.
- Introduction of online process for the new academic session is discussed and help was solicited from faculties.
- Few faculty asked authority to troubleshoot some intricacies occurred last year.
- Few members are in favour for co-existence of offline mode of admission as well.
- Everybody praised the unique mode of online admission where incumbents bound to visit the institution before taking admission.
- Queries regarding free admission of Assam Government are tabled and discussed thoroughly.
- For proper verification of documents particularly for Free admission, more teacher's involvement in document verification process are emphasised.
- House stressed on pre verification of documents related with free admission.
- Coordination with office staff in the admission process is highlighted in the meeting.

Action taken on the minutes of the previous meeting held on 15/12/2018

Sl.No	Action Proposed	Action Taken
1.	Threadbare discussion on AQAR (RAF)	<ol style="list-style-type: none">1. Joint coordinators are empowered to prepare /gather information as per new format.2. Existing Committees meant for quality enhancement are informed about revised guideline.3. IQAC holds talk with office staff about revised requirements which they readily agreed.
2.	Rescheduling of Programmes for <i>Panchayat</i> Election	Matter is informed to the authority for timely modification without hampering normal duties and done accordingly
3.	Disturbance / non availability of Wi-Fi in some corners of college campus	Service provider is informed for course correction. Reported that problem resolved.
4.	Digitalisation of old documents highlighted for updating records	Authority is taking initiatives for updating/preserving old documents.

Internal Quality Assurance Cell (IQAC)

SBMS College, Sualkuchi

Minutes of the Meeting held on 06/04/2019(2018-2019): Virtual Classroom

Under the chairmanship of Principal of the college, the meeting held on 06/04/2019 in the virtual classroom with the following agendas in which forty-six members (46) were present.

Agenda of the Meeting:

- Confirmation of the last meeting minutes held on 2/03/2019
- Action taken on the minutes of the previous meeting
- Discussion on Newly introduced CBCS system of Gauhati University at UG level.
- Any other matter related to quality enhancement of institution

Minutes of the meeting:

- Proceedings of the meeting held on 2/3/2019 are accepted and proposals are seconded.
- Power Point Presentation on Choice Based Credit System (UG-CBCS) is done and threadbare discussions are held.
- SWOT analysis of the college on the CBCS issue is proposed by various members and detailed discussions are done.
- Clarity of issues/concerns of the new system is sought though all queries couldn't be answered as more transparency needed.
- All members are eager to have a detailed discussion with the core committee member of CBCS of Gauhati University.
- Academic Calendar of Gauhatiuniversity for the year 2019-20 as released by GU is informed to the house.
- Discussion on institution's Academic Calendar for the academic year also held and IQAC is asked to prepare a new one on the basis of GU calendar.
- As budget estimate of some expenses for academic activity / Construction of physical infrastructure fell short, authority is requested for makeover.

Action taken on the minutes of the previous meeting held on 2/03/2019

Sl.No	Action Proposed	Action Taken
1.	Online process of admission to be started.	Software party is consulted and due suggestions are forwarded to improve the facility.
2.	Streamlining of admission date for all streams/classes are sought	Academic Calendar/ admission committee is informed about the proposals
3.	Office staff to be sensitised for new mode of admission	Done in due course of time
4.	Authority is requested to make fund transfer to meet expenses of some proposed programme	Request forwarded for implementation to higher authority.

Internal Quality Assurance Cell (IQAC)

SBMS College, Sualkuchi

Minutes of the Meeting held on 14/05/2019(2018-2019): Virtual Classroom

Under the chairmanship of Principal of the college, the meeting held on 14/05/2019 in the virtual classroom with the following agenda in which almost 33 members are present.

Agenda of the Meeting:

- Confirmation of the last meeting minutes held on 6/04/2019
- Action taken on the minutes of the previous meeting
- Issues: i) Budget preparation for the new academic year
 - ii) Appraisal of developmental task
 - iii) Preparing utilization reports of fund
 - iv) Discussion on IQAC work
- Any other

Minutes of the meeting:

- ❖ Coordinator, IQAC presented the proceeding of last meeting (6/04/19) and informed house about the action taken on proposals.
- ❖ Members stressed the preparation of budget for next academic year.
- ❖ Few member ventilated concern about non-payment of Government subsidy of free admission on time. The authority was asked to build-up pressure in appropriate platform to release fund in time so that pre planned programme not get hampered.
- ❖ On-going developmental activities under RUSA, Star College Scheme etc. are discussed thoroughly. Everybody expressed satisfaction over the developmental accomplishments in the college campus.
- ❖ In the sphere of utilization issues necessary directives are given to prepare the report on time.
- ❖ Members asked IQAC to overcome some drawbacks in implementation of programmes like *Unnat Bharat Abhiyan*
- ❖ More programmes on gender issue, girl defence, and social harmony are sought in the programme schedule.
- ❖ Apprehensions on CBCS system raised particularly in selecting subjects by students.

- ❖ Departments asked librarian to purchase more reference book for newly introduced CBCS pattern.

Action taken on the minutes of the previous meeting held on 6/04/2019

Sl.No	Action Proposed	Action Taken
1.	For Clarity of CBCS programme special session to be convened with university.	<ol style="list-style-type: none"> 1. Prof Nisar A Baruah, &Dr DharmendraNath, Convenor,University Committee of CBCS at UG level would be invited to discuss all issues related with implementation of CBCS system on 1st June 2019 2. Faculty member of surrounding colleges would also be invited to the talk.
2.	New Academic Calendar with compliance of affiliated university direction to be prepared	IQAC directed the persons in charge to prepare as per guidelines. It is reported done and circulated.
3.	Restructuring/ inclusion of new members sought as few superannuated.	Thoroughly conformed and done

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Internal Quality Assurance Cell (IQAC)

SBMS College, Sualkuchi

Minutes of the Meeting held on 1/06/2019(2018-2019): Virtual Classroom

The meeting was held on 1st June, 2019 at Virtual Classroom. The meeting was presided over by the Coordinator, IQAC of the college. All total 107 faculty members including faculty members of nearby colleges were present in the meeting.

Agenda of the Meeting:

- The main issue is to discuss CBCS pattern at UG level
- Revised Assessment method of Examination
- Miscellaneous issues

Minutes of the meeting:

- ✓ Chief convenor of University CBCS implementation committee Prof N.A. Baruah gave a detailed lecture on CBCS system.
- ✓ Point to point discussion held
- ✓ Advantages of CBCS over the old pattern highlighted.
- ✓ Faculties raised concern which later on explained in details
- ✓ Dr D. Nath made a PowerPoint presentation regarding evaluation /examination process under CBCS system
- ✓ Intricacies in implementation of CBCS procedure pinpointed and clarified by experts.
- ✓ House expressed severe concern on timely implementation as order came at eleventh hour.
- ✓ However all stakeholder agreed to work hard for benefits of student community.
- ✓ Faculties requested Gauhati University for more orientation of CBCS pattern.

Action taken on the minutes of the previous meeting held on 14/05/2019

Sl.No	Action Proposed	Action Taken
1.	More books to be purchased to cater the need under CBCS system	Library committee/ Purchasing Committee/ RUSA PMU informed and necessary arrangement were made to purchase
2.	More programmes on gender issue, girl defence, and social harmony etc. to be included	Academic calendar/ admission committee is informed for necessary action. Reported done as reflected in AC.
3.	Stressed upon timely release of subsidised amount from Govt.	Matter discussed/reported with/to DHE for course correction

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Internal Quality Assurance Cell (IQAC)

SBMS College, Sualkuchi

Minutes of the Meeting held on 7/06/2019(2018-2019): Staff Common Room

The meeting was held on 7th June, 2019 at Virtual Classroom. The meeting was presided over by Dr D. C. Bhagabati, Principal of the College where 27 members are present.

Agenda of the Meeting:

- Confirmation of proceeding of last meeting
- Discussion on reports.
- Dissemination of some information
- Preparation for next Academic Year/ *Assam Sahitya Sabha*
- Any other matters

Minutes of the meeting:

- At the outset proceedings of last meeting held on 1/06/2019 tabled and seconded without any modification
- Reports of various committees are tabled for in-depth discussion and asked few committees for omission and inclusion.
- The Principal as institution head informed house about new Government notification meant for employees to formulate and maintain teachers' diary.
- Discussion held on new RUSA grant and Sports development fund by Assam Government
- Being the last meeting of the gone academic year Principal asked all to do an self-introspection to deliver better in the next year.
- Special directions are given to expedite work for routine management under CBCS guidelines.
- As 75th episode of *Assam Sahitya Sabha* will be held in January 2020, college fraternity must take initiative in some literary / management work
- IQAC is empowered to utilise necessary resource for timely submission of AQAR.

Action taken on the minutes of the previous meeting held on 01/06/2019

Sl.No	Action Proposed	Action Taken
1.	Gauhati university be asked to hold orientation programme for	Request letter sent to university and

	CBCS Programme.	verbally assured to hold such programme after summer vacation
2.	Inter exchange programme for students be held among colleges of Kamrup district	Necessary information shared and programme held departmentwise.

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