

Internal Quality Assurance Cell (IQAC)
SBMS College, Sualkuchi

1. Minutes of the Meeting held on 19/7/2019(2019-2020):Principal's Chamber

A Special meeting of IQAC was held on 19th July, 2019 at Principal's Chamber to discuss 56th Foundation Day celebration of SBMS College. Since Every year 1st August is celebrated as the Foundation Day, this year also, it was proposed with great fervour.

Agenda of the Meeting:

- Formulation of the programme for College Foundation day Celebration.
- Guest finalisation
- Others

Minutes of the Meeting:

- At the very outset, it is proposed to hoist the college flag in the morning as per maintain the usual procedure
- Secondly, the 'swahidtarpan' programme or commemoration to the martyrs will follow
- Thirdly, the actual deliberation is proposed to organise an academic discourse which will focus on skill development for our students.
- Fourthly, the topic of open-discussion is finalised as '**Importance of Skill-development courses on present Education System**'.
- Fifthly, it is proposed to invite Mr.PinkuChoudhury, Assistant Project Manager, Social Mobilization and Capacity Building, Assam Skill Development Mission, Govt. of Assam.

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1. Minutes of the Meeting held on 10/8/2019(2019-2020) :Virtual Classroom

The meeting was held on 10th August, 2019 at Virtual Classroom. The meeting was presided over by Dr D. C. Bhagabati, Principal of the College where 39 faculty members as well as students were present.

Agenda of the Meeting:

- Confirmation of proceeding of last meeting
- Orientation Programme for the beginners regarding CBCS
- Action taking activities
- Any other matters

Minutes of the meeting:

- At the outset, proceedings of last meeting held on 7/06/2019 tabled and seconded without any modification.
- The IQAC gave a presentation for the 1st semester CBCS students for the Honours subjects in lieu of Major, Regular Core papers, Discipline Specific Elective etc.
- 1st semester students are asked to have their cent percent attendance in their classroom under CBCS.
- Students are made aware of the multiple entry- exit option in the CBCS.
- Regarding assessment, students are informed about their sessional examination consisting of 30 marks, which, will be made into the proportion of 1/3 along with the home assignment, field study, seminar presentation, project work, etc covering 6 marks and there will be 4 marks for their attendance also.
- The IQAC urges all the departments to be equipped with all the new updates regarding CBCS and to take action accordingly.
- All the departments are asked to prepare their departmental calendar according to CBCS guideline and accordingly organise seminars, field study, project work etc.
- Each individual teacher is assigned responsibility of any query regarding newly introduced CBCS.
- Finally, IQAC asked the H.O.Ds of each department to submit their reports of their department concerned to IQAC as early as possible.

Action taken on the minutes of the previous meeting held on 07/06/2019

Sl.No	Action Proposed	Action Taken
1.	<ul style="list-style-type: none"> • Special directions are given to expedite work for routine management under CBCS guidelines. 	Accordingly, the Routine Committee of the college has prepared a routine covering both CBCS (for 1 st Semester students) and Non-CBCS (for 3 rd and 5 th semester students) as well as for Higher Secondary level
2	<ul style="list-style-type: none"> • As 75th episode of <i>Assam Sahitya Sabha</i> will be held in January 2020, college fraternity must take 	As per the resolution taken in the last meeting, various departments including cells under the umbrella of the institution have tried their venture

	initiative in some literary / management work	towards publication of books as well as management work on the occasion of <i>Assam Sahitya Sabha</i> .
3	<ul style="list-style-type: none">• IQAC is empowered to utilise necessary resource for timely submission of AQAR.	Accordingly, IQAC has tried to submit the AQAR with RAF within the stipulated time frame.

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Minutes of the Meeting held on 9/9/2019(2019-2020) :Virtual Classroom

The meeting was held on 9th September, 2019 at Virtual Classroom. The meeting was presided over by Dr D. C. Bhagabati, Principal of the College where 17 members were present.

Agenda of the Meeting:

- Carrier advancement programme for students and teachers
- Regarding MOU sign with ICT Academy
- Any other matters

Minutes of the meeting:

- At the very outset, IQAC expressed its concern over holding advancement programmes meant for both students and teachers.
- For the holistic development of students, students need to be made aware regarding soft skill development and with the view of enhancing their skill part, it is resolved to organise more and more trainings.
- It is resolved unanimously in the meeting to sign Memorandum of Understanding with ICT Academy, Guwahati. Being our knowledge partner, it will support us lending their resources, expertise to boost our stakeholders concerned in this regard.
- It is resolved to conduct a coaching programme for TET aspirants.

Action taken on the minutes of the previous meeting held on 14/ 8/ 2019

Sl.No	Action Proposed	Action Taken
1.	<ul style="list-style-type: none">• Preparation of Composite Activity Plan per Department as well as cells of the college for period of August – December, 2019	Accordingly, different departments, cells of the institution organised various programmes relating to teaching-learning aspect, student progression as well as non-academic aspect. Departmental activities as mentioned in the Academic Calendar were followed with minor deviation in some cases where needed.
2	<ul style="list-style-type: none">• Participation of NIRF-2019	The IQAC participated in All India National Institute Ranking Framework for 2019.
3	<ul style="list-style-type: none">• Student Mentoring Issue	In order to carry out the mentorship programme, a five member committee was formed. It distributed mentee across the departments.
	<ul style="list-style-type: none">• Fixation of date of alumni / guardian meet	Accordingly, an immediate meeting with alumni was organised on 14/9/2019 and a guardian meeting on 28/9/2019 with a view to collect feedback from them.

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Minutes of the Meeting held on 16/10/2019(2019-2020) :Virtual Classroom

An executive meeting with all H.O D s was held on 16th October, 2019 at Virtual Classroom. The meeting was presided over by Dr D. C. Bhagabati, Principal of the College where 21 members were present.

Agenda of the Meeting:

- At the outset, proceedings of last meeting held on 9/09/2019 tabled and seconded without any modification.
- The IQAC shed a light on Student Satisfaction Survey Report and enquired whether the departments concerned executed on the students feedback.
- The IQAC reviews the maintenance of Teachers' Diary from teachers' ends.

Action taken on the minutes of the previous meeting held on 9/ 9/ 2019

Sl.No	Action Proposed	Action Taken
1.	<ul style="list-style-type: none"> • Organising trainings under Career Enhancement Programmes 	<ul style="list-style-type: none"> • It is decided to organise a 1 month long Soft Skill Training Programme for students from 20th February, 2021
2	<ul style="list-style-type: none"> • MOU sign with ICT Academy, Guwahati 	<ul style="list-style-type: none"> • As per the signing of MOU with our Knowledge Partner ICT Academy, Guwahati, it is proposed to organise three days Faculty Development Programme on 'Teaching Techniques with Gamification' organised by IQAC and ICT Academy from 26/2/2020---28/2/2020 • Five days Faculty Development Programme on 'Communication skills' organised by IQAC and ICT Academy from 22/6/2020---26/6/2020
	<ul style="list-style-type: none"> • It is resolved to conduct a coaching programme for TET aspirants. 	<ul style="list-style-type: none"> • As per the resolution, a TET Coaching was conducted from 20-9-2019 to 1-10-2019

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Minutes of the Meeting held on 15/03/2020(2019-2020) : Principal's Chamber

A meeting with teaching staff along with Students Union Body was organised on 15th March, 2020 at Principal's Chamber. The meeting was presided over by Dr D. C. Bhagabati, Principal of the College where 29 members were present.

Agenda of the Meeting:

- At the outset, proceedings of last meeting held on 16/10/2019 tabled and seconded without any modification.
- Considering the impending havoc caused by COVID-19, it is resolved to carry out a sensitization programme in Greater Sualkuchi area.

Action taken on the minutes of the previous meeting held on 16/ 10/ 2019

Sl.No	Action Proposed	Action Taken
1.	<ul style="list-style-type: none">• The IQAC shed a light on Student Satisfaction Survey Report and enquired whether the departments concerned executed on the students' feed back.• The IQAC reviews the maintenance of Teachers' Diary from teachers' ends.	<ul style="list-style-type: none">• The Departments expressed their views regarding execution of Students' feedback and assured IQAC to submit the FEED BACK within a short period of time.

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Minutes of the Meeting held on 06/06/2020(2019-2020) : Zoom Platform

A meeting with teaching staff was organised on 6th June, 2020 on virtual mode. The meeting was presided over by Dr D. C. Bhagabati, Principal of the College where 38 members were present online.

Agenda of the Meeting:

- Discussion on roadmap for teaching at the time of unprecedented situation of Covid 19 pandemic.
- Discussion on providing psychological counselling to students at the time of lockdown
- Discussion on continuity of normal work in college at the time of lockdown

Action Proposed on the meetings was finally taken with a view to the unprecedented situation of COVID-19.

Sl.No	Action Proposed	Action Taken
1.	<ul style="list-style-type: none">• It is proposed to enlist all students in whatsapp group to disseminate information.• IQAC proposed to set up a psychological platform in connection with MHRD for any help of students• Principal of the college stressed upon the need of intensive cooperation between all stakeholders to take decisions in office related issues.	<ul style="list-style-type: none">• All HoDs are requested to augment the work of connecting students through whatsapp within one week• Teachers are requested to take online classes as per central routine• An online routine was prepared to streamline the online classes.