



Internal Quality Assurance Cell (IQAC) THB College, Jamugurihat

[Minutes of the meeting held on 05-08-2017]

Members Present:

- 1 Mr. Pradip Goswami
- 2 Dr. Jitu Tamuli
- 3 Dr. Dinesh Ch. Das
- 4 Dr. Anju Chhetri
- 5 Dr. Rasna Rajkhowa
- 6 Mr. Sumanta Rajbansh
- 7 Dr. Naba Jyoti Hazarika
- 8 Mr. Palash Borah
- 9 Mr. Mukut Bhuyan
- 10 Mr. Bhaben Basumatary

Dr. Jayanta Baruah, Coordinator, IQAC, called the meeting, explained the objectives and placed the agenda of the meeting. The meeting was chaired by Mr. Pradip Goswami and the prime objective of the meeting was to discuss about the new NAAC accreditation rules.

1. Confirmation of the minutes of the last meeting of the IQAC

Dr. Jayanta Baruah read out the minutes of the last meeting and was approved

2. Discussion on new NAAC accreditation rules: -

As a follow up measure, the IQAC coordinator informed about the new regulations of NAAC accreditation on colleges. He stated that the new accreditation will be carried out into phases. In the first phase, NAAC office will cover 10% college students by taking feedbacks. This stage is termed as student satisfaction survey. In the second phase, NAAC will depute a peer team after submission of SSR from the college. He emphasised that the first stage is more important than the second one. In the second phase all SSR data are examined.

3. Discussion on organising NAAC awareness programme:

After detail discussion made by Dr. Jayanta Baruah, all members analyzed the issue in detail. The meeting took resolution regarding the new NAAC assessment regulation and



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recommended to organize awareness camp in the college. Further, in order to acquire new knowledge and information regarding NAAC assessment, the meeting took resolution to communicate with nearby colleges.

The meeting came to an end with presidential speech.

s/d
(Md. Sahabuddin Ahmed)
Chairman, IQAC & Principal i/c

s/d
(Dr. Jayanta Baruah)
Coordinator, IQAC

[Minutes of the meeting held on 30-10-2017]

Members Present :

- 1 Mrs. I D Medhi
- 2 Md. S. Ahmed
- 3 Mr. P. Goswami
- 4 Mrs. A. Nath
- 5 Mr. R. Dabari
- 6 Dr. Dinesh Ch. Das
- 7 Dr. J. Baruah
- 8 Mr. M. Bhuyan
- 9 Mrs. R.Das
- 10 Mr. Amlan Kalita
- 11 GS, Students' Unit

Dr. Jayanta Baruah, Coordinator, IQAC, called the meeting, explained the objectives and placed the agenda of the meeting. The meeting was chaired by Mr. Pradip Goswami and the prime objective of the meeting was to take an account of different developmental activities in the college. All the members took part in the discussion and they arrived at the following decisions:

- i. The college authority to be requested for construction of a teachers' common room, a girls' common room and an updated toilet for the students



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ii. The college authority to be requested for construction of a bicycle stand.

Dr. Jayanta Baruah said that the resolutions adopted in today's meeting to be placed before the college authority for early implementation.

The meeting came to an end with the presidential speech.

s/d
(Md. Sahabuddin Ahmed)
Chairman, IQAC & Principal i/c

s/d
(Dr. Jayanta Baruah)
Coordinator, IQAC

[Minutes of IQAC meeting held on 1st March, 2018]

Agenda of the meeting:

1. Charge hand-over
2. Review of the IQAC works
3. Review of Action Plan for the year 2017-18
4. Others.

Members present:

1. Md. Sahabuddin Ahmed, Principal, i/c & Chairman, IQAC
2. Mrs. Aruna Borah, Vice-principal, T.H.B. College, Jamugurihat
3. Mr. Pradip Goswami
4. Dr. Khanjan Kumar Das
5. Dr. Rasna Rajkhowa
6. Dr. Sanjib Upadhaya
7. Mr. Mukut Bhuyan
8. Dr. Jayanta Baruah
9. Dr. Jitu Tamuli, Coordinator of IQAC

Minutes:



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The IQAC of Tyagbir Hem Baruah College was newly constituted by the Princiap, i/c in the event of resignation of Dr. Jayanta Baruah as the Coordinator, IQAC for his personal problems and this urgent meeting was convened by Dr. Jitu Tamuli, the newly appointed co-ordinator of the IQAC to make a revision of the activities of the IQAC especially the Action Plan adopted the previous IQAC and also to chalk out the action plan for the current year, besides the objectives of undertaking measures to accelerate the ongoing process of ensuring smooth functioning of the IQAC.

After the statement of the objectives of the meeting by the convenor, the charge was handed over to the newly reconstituted IQAC of the college.

After thorough analysis of the decisions of the previous meeting and activities carried out by the IQAC and opinion with the members the following action plan was finalised for the current year.

1. To digitalise the library completely and the complete the process of computerized circulation with bar-coding technology so that circulation may be made to students also.
2. To set up an internet browsing centre for students.
3. To develop indoor sports infrastructure in the campus.
4. To develop existing ponds to fish farming units so that some revenue can be generated internally.
5. To develop a web portal for alumni registration so that a complete data base can be generated and students' progression in higher studies and employment can be tracked.
6. To revamp college websites.
7. To extend one acre land to existing tea garden.
8. To complete construction works of science building and start classes in the building from the academic session 2019-2020.
9. To organise extension camps involving NSS and NCC units of the college.
10. To develop existing playground of the college.



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In his speech at the end of the meeting Dr. Jitu Tamuli, coordinator, IQAC called upon the members to extend their support and active cooperation to expedite the preparations for assessment of the college by the NAAC and expressed his concern that the institute had already been late in accomplishment of the due works prior to visit by the NAAC like submission of AQAR.

The chairman of the meeting Md. Sahabuddin Ahmed in his remarks said that although the preparation was on for NAAC assessment it was going on at a very slow pace and expected that the new permanent Principal of the college who was going to be appointed shortly would play an active role in wrapping up the process and ensure early assessment of the college by the NAAC for future growth of the institute.

s/d
(Md. Sahabuddin Ahmed)
Chairman, IQAC & Principal, THB College

s/d
(Dr. Jitu Tamuli)
Coordinator, IQAC

[Minutes of IQAC meeting held on 30th June, 2018]

Agenda of the meeting:

1. Review of the IQAC works.
2. Preparation & Submission of AQARs.
3. Others.

Members present:

1. Md. Sahabuddin Ahmed, Chairman, IQAC, T.H.B. College, Jamugurihat
2. Mrs. Aruna Borah, Vice-principal
3. Mr. Pradip Goswami
4. Dr. Khanjan Kumar Das
5. Dr. Rasna Rajkhowa
6. Dr. Sanjib Upadhaya



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7. Mr. Mukut Bhuyan
8. Dr. Jayanta Baruah
9. Dr. Jitu Tamuli, Coordinator of IQAC

Minutes:

The convenor of the meeting Dr. Jitu Tamuli, Coordinator IQAC called the meeting and placed the agenda of the meeting before the members. This meeting was chaired by Md. Sahabuddin Ahmed, Principal i/c and Chairman of IQAC.

A. Review of IQAC Works/Follow up measures:

The coordinator of IQAC, Dr. Jitu Tamuli intimated the members about the follow up measures undertaken as per the Action Plan finalised in the last meeting.

1. Initiatives taken for digitalisation of the library completely and the process of computerised circulation using the bard-coding technology has been completed and books are issued.
2. Indoor sports infrastructure development initiatives have not taken due to non-allotment of fund by RUSA on time but the infrastructure development for the outdoor sports is going in full swing.
3. Three of the natural ponds have been converted to fish farming as per the decision.
4. The college website has been revamped and redesigned y the Tech Variable, a Guwahati based firm.
5. Measures are being taken for extension of the existing tea garden and slated to be completed in 2019.
6. Construction of the science building is going on and completion is expected in the second half of 2019.
7. Initiatives have been taken for renovation and development of the existing playground.

B. Preparation of AQAR:



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The discussion regarding preparation of AQAR mainly focussed on the delay in submission of the AQARs. After discussion it was decided that the necessary & relevant documents to be obtained from all available sources and be compiled within a short period of time so that the college can avoid difficulty that may arise for irregular on-submission of AQAR. The meeting called upon the coordinator IQAC to work with an attitude of resolution and ensure involvement of all concerned to prepare the AQAR for the year 2017-18 and submit it mandatorily within the stipulated date.

Dr. Jitu Tamuli, Coordinator of IQAC sought assistance from all to accomplish the task assigned by the members and said that he would put all efforts to submit the AQAR for the year 2017-18 before December 2018.

The chairman in his concluding remark thanked all for their cooperation and asked all to work within the spirit of devotion and commitment for smooth, speedy and timely completion of the massive tasks that remains uncompleted till date.

s/d
(Md. Sahabuddin Ahmed)
Chairman, IQAC & Principal, THB College

s/d
(Dr. Jitu Tamuli)
Coordinator, IQAC