



## Internal Quality Assurance Cell (IQAC) THB College, Jamugurihat

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Minutes of IQAC meeting held on 15<sup>th</sup> December, 2018

### Members present:

1. Mr. Pradip Goswami
2. Dr. Khanjan Kumar Das
3. Dr. Dinesh Chandra Das
4. Dr. Sanjib Upadhaya
5. Mr. Sumanta Rajbanshi
6. Dr. Jitu Tamuli

The convenor of the meeting Dr. Jitu Tamuli, coordinator of the IQAC, called the meeting and placed agenda of the meeting before the members. The meeting was chaired by Prof. Pradip Goswami, ex-coordinator of IQAC.

1. Confirmation of the minutes of the last meeting of IQAC.
  - a. Minutes were read out by the convenor and signed with due consent of the members.
2. Discussion on the letter from NAAC, Bangalore office regarding submission of Annual Quality Assurance Report (AQAR) for the year 2017-18
  - a. It considered the letter seriously and unanimously decided to send the AQAR for the year 2017-18 before the stipulated deadline of 31<sup>st</sup> December, 2018.
  - b. The coordinator and assistant coordinator of IQAC are assigned the responsibility to complete the report and place the draft report before IQAC for review and discussion on 20<sup>th</sup> Dec. 2018.
  - c. The AQAR for the lapse years i.e. 2012-13, 2014-15, 2015-16 and 206-17 are to be sent in phased manner after intimation from the NAAC office. Since, submission of these AQARs is mandatory for inviting NAAC for new cycle of Assessment and Accreditation (A & A) which is already due, necessary steps should be taken to complete the reports at the earliest possible.
3. Others:
  - a. It is decided to reconstitute the IQAC as per the revised guidelines including representatives from all stakeholders of the institute.



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- b. Considering importance of computerised office works, online admission and transparency in financial transaction, adequate steps must be taken up to complete the process of office automation on priority basis.
- c. Decided to hold meeting with officer bearers of the students' union to know their grievances after the winter vacation.
- d. Decided to revitalise functioning of Alumni Association of the college.
- e. Decided to organise a parents-teachers meeting in the beginning of the even semesters.
- f. Decided to prepare academic calendar for the next semester i.e. January to June, 2019 and provide academic or work diary to each faculty member to record their classes/works as per guidelines of the NAAC.
- g. The meeting also considered the necessity of conducting Academic and Administrative Audit (External) as per guidelines of the NAAC.

(Mr. Pradip Goswami)  
Former Chairman, IQAC

(Dr. Jitu Tamuli)  
Coordinator, IQAC

**[Minutes of IQAC meeting held on 24<sup>th</sup> December, 2018]**

### **Agenda:**

#### **1. Review of AQAR 201718**

### **Members present:**

7. Mrs. Aruna Borah
8. Mr. Pradip Goswami
9. Dr. Khanjan Kumar Das
10. Dr. Dinesh Chandra Das
11. Dr. Sanjib Upadhaya
12. Mr. Sumanta Rajbanshi
13. Dr. Jitu Tamuli

### **Minutes:**

The meeting was chaired by Mrs. Aruna Borah , Senior most IQAC member and Principal, i/c of the college. The coordinator placed the agenda i.e. review of draft AQAR for the year 2017-18



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before the members for approval. Since members were given hard and soft copy of the draft report beforehand, they put forward their observations in an objective way. All issues raised by the members have been thoroughly discussed. Taking into consideration of the significant areas a few modifications were made. Incorporating all these the draft report was finalised and approved to be submitted to NAAC office on 27<sup>th</sup> Dec. 2018. Accordingly as per the suggestions the AQAR -2017-18 was to be uploaded on the office websites of the college on 25<sup>th</sup> Dec. 2018 and finally submitted to NAAC office via email on 27<sup>th</sup> Dec. 2018.

(Mrs. Aruna Borah)  
Chairman, IQAC/Principal, i/c

(Dr. Jitu Tamuli)  
Coordinator, IQAC

### **[Minutes of IQAC meeting held on 14<sup>th</sup> February, 2019]**

#### **Members present:**

14. Dr. Ajit Hazarika, Chairman, IQAC, T.H.B. College, Jamugurihat
15. Mrs. Aruna Borah, Academic Officer, T.H.B. College, Jamugurihat
16. Mr. Pradip Goswami
17. Dr. Khanjan Kumar Das
18. Dr. Rasna Rajkhowa
19. Dr. Sanjib Upadhaya
20. Mr. Mukut Bhuyan
21. Dr. Jayanta Baruah
22. Dr. Jitu Tamuli, Coordinator of IQAC

The convenor of the meeting Dr. Jitu Tamuli, coordinator of the IQAC, called the meeting and placed agenda of the meeting before the members. The meeting was chaired by Dr. Ajit Hazarika, Chairman, IQAC and Principal, T.H.B. College, Jamugurihat

#### **4. Confirmation of the minutes of the last meeting of IQAC.**

- a. Minutes were read out by the convenor and signed with due consent of the members.



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### **5. Action Plan for the year July 2018 to June 2019:**

The committee thoroughly discussed observations and recommendations made by the last Peer Team (PT) during last cycle of NAAC assessment in 2011 and reviewed action plan taken by IQAC in subsequent years. Though the institute tried its level best to execute many major recommendations like renovation of class rooms, construction of outdoor toilets for boys, construction of well-furnished girls common room, construction of well furnished teachers' common room, provision of drinking water facility for students as well as faculty, it was found that some of the significant recommendations have remained unfulfilled due to paucity of resources. Considering all these aspects, members of the meeting have chalked out following action plan for the year 2018-19.

- a. To undertake extension activities like offering counseling to students belonging to Class 10 and 12 in nearby high and higher secondary schools, conducting special classes in subjects (English, General Science, General Mathematics, Language etc.) as required by the schools, holding awareness programme on concerned social issues in nearby villages.
- b. To complete office automation on priority basis including finance and accounts.
- c. To complete the process of library automation.
- d. To upgrade existing C-DAC computer centre to in-house a browsing centre.
- e. To develop a botanical garden near existing tea garden of the college.
- f. To create a web portal for Alumni registration.
- g. To provide low-cost Photostat facility for students.
- h. To construct a cycle/bike stand for students
- i. To convert existing natural ponds to fish farming units.
- j. To initiate the process of introducing PG course in Geography, Assamese, and Political Science

### **6. Preparation for third cycle of Assessment and Accreditation (A & A):**

It is decided to complete the process of third cycle of A & A by the year 2019. Since the college has not submitted the AQAR for the year 2012-13, 2013, 2014-15, 2015-16, 2016-17, as clarified



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by NAAC office, it is resolved that the present coordinator of IQAC should visit NAAC, Bangalore office shortly to clarify all confusions relating to submission of these on later dates. Submission of AQARs being the mandatory requirement for next cycle of assessment of any accredited institute, necessary steps must be taken to sort out this lapse.

A number of important decisions were taken under this head:

- a. Decided to hold a sensitization programme about revised guidelines of A & A process adopted by NAAC since July, 2018 in the month of March 2019 including all stakeholders of the college, faculty, non-teaching staff, students' representatives and alumni. It is unanimously decided to invite Prof. Utpal Sharma, Prof. Dept. of Tezpur University as resource person of the programme. It is also decided that on the same day, chairman of IQAC will address the teaching and non-teaching staff of the college. The coordinator of IQAC has been authorised to take necessary step to execute this decision.
- b. Decided to hold meeting with Students' representatives.
- c. Decided to request President and Secretary of Alumni Association to hold their annual meeting in the month of March, 2019.
- d. Regarding meeting of Parents-teachers' Association, it is decided to hold the meeting at departmental level for major students while a meeting will be centrally organised to address the parents of students pursuing general courses.
- e. Decided to conduct orientation programmes with students about A & A process combining departments with major course like the following:
  - i. English and Political Science
  - ii. Economics, History, Assamese
  - iii. Education, Mathematics, Geography
  - iv. Botany, Chemistry, Zoology and Physics
  - v. General students
- f. Decided to collect students' feedbacks from students and conduct of academic audit by external experts.
- g. Approved to conduct a baseline survey to know existing physical infrastructure of each department.



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- h. Approved proposal for updating Departmental Profile of each department. It is decided to communicate the Head of the dept. in this regards.
- i. Decided to develop separate web page for NAAC on college's websites
- j. Decided to create a web portal meant exclusively for alumni registration
- k. Regarding formation of committee for publishing News Letter of College, the chairperson of IQAC or the Principal of the college has been entrusted the responsibility to publish first issue of the news letter in June 2019. A separate committee will be constituted for publication of the subsequent issues in years to come.
- l. Decision to upgrade existing to natural ponds to fish farming.

### **7. Others:**

- a. Regarding formation of IQAC as per the revised guidelines of NAAC, decisions are made to include following members:
  - i. CO, 12<sup>th</sup> Battalion as the member representing Administrator.
  - ii. Mr. Bikash Baruah, as the member representing Alumni
  - iii. General Secretary of Students' Union as the student representative
  - iv. Dr. Nava Jyoti Hazarika as teacher member.
  - v. Mr. Palash Borah as teacher member.
- b. Regarding secretarial assistants to IQAC office including one computer operator and one 4<sup>th</sup> Grade, the chairman is authorised to adopt personnel from the existing staff.
- c. With a view to execute and expedite extension activities under the initiative of IQAC, Dr. Rasna Rajkhowa is entrusted upon to look after this. The first step in this regard is to conduct teaching in at least five schools as per requirement of the schools.
- d. Regarding constitution of committee, the committee has decided to form the committee to be labelled as "Committee for Office Automation" comprising IQAC coordinator as convenor, five seniors faculty members, head assistant and senior office assistant.



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(Dr. Ajit Hazarika)  
Chairman, IQAC/Principal

(Dr. Jitu Tamuli)  
Coordinator, IQAC

### [Minutes of IQAC meeting held on 27/06/2019]

#### Members present:

23. Mrs. Aruna Borah, Academic Officer, T.H.B. College, Jamugurihat
24. Dr. Khanjan Kumar Das
25. Dr. Rasna Rajkhowa
26. Dr. Sanjib Upadhaya
27. Mr. Mukut Bhuyan
28. Dr. Jayanta Baruah
29. Mr. Palash Borah
30. Mr. Sumanta Rajbanshi, Asst. Coordinator, IQAC
31. Dr. Jitu Tamuli, Coordinator of IQAC

The convenor of the meeting Dr. Jitu Tamuli, coordinator of the IQAC, called the meeting and placed agenda of the meeting before the members. The meeting was chaired by Ms. Aruna Borah, Senior most teacher/member , T.H.B. College, Jamugurihat/IQAC.

#### 8. Confirmation of the minutes of the last meeting of IQAC.

- a. Minutes were read out by the convenor and signed with due consent of the members.

#### 9. Review of activities of IQAC decided to be accomplished in the last meeting of IQAC held on 14/02/2019.

The IQAC Coordinator presented detailed work accomplishment report covering all decisions taken in the last meetings of IQAC. The report is appended below:

Decision taken	Works accomplished
1. Submission of the AQAR for the year	1. NAAC clarified non-submission of AQARs



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<p>2012-13, 2013-14, 2014-15, 2015-16, 2016-17</p> <p>2. Visiting NAAC, Bangalore office shortly to clarify all confusions relating to submission of these on later dates.</p>	<p>for the year 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17.</p> <ol style="list-style-type: none"><li>2. NAAC intimated that submission of AQARs at back date in the old format is not allowed.</li><li>3. HEI portal could not be accessed due to loss of password to HEI portal.</li><li>4. The registered email-id of the institute is no longer available in G-mail system.</li><li>5. Following up repeated emails from our side, NAAC has finally responded by calling up the coordinator and accordingly as per our request the registration credentials i.e. registered email and passwords have been changed.</li><li>6. Initially, though we were put under Cycle-I, we have raised issues on HEI portal by uploading our certificates of A &amp; A which took place in 2004 and 2012. Now, our current cycle is corrected to be Cycle-III.</li><li>7. The link to online submission of AQARs of previous years is activated now.</li></ol>
<p>3. Preparation of AQARs as per decision of GB meeting held on 2<sup>nd</sup> May 2019</p>	<ol style="list-style-type: none"><li>1. The IQAC has seriously taken note of GB resolution and Chairman's request to complete AQARs of previous years keeping in mind greater interest of the college.</li><li>2. Challenges in preparing AQARs:<ul style="list-style-type: none"><li>▪ Significant data mismatch between AISHE and Office Records.</li><li>▪ Requested data are not furnished on time.</li><li>▪ No records with IQAC both hard copy and soft copy on its vital aspects relating to previous years.</li><li>▪ No documentation.</li><li>▪ Activities of IQAC as per requirement to fill any AQAR have not been found.</li><li>▪ Generation of authenticated data base has become utmost important before we proceed as 70% percent of works will be authenticated online through DVV before peer team visit which consists of only 30% of marks and are basically qualitative.</li></ul></li><li>3. To collect information on various events organised in the previous years, photos captured on personal cameras/phone are being reviewed which is time consuming.</li></ol>





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	<p>4. Despite these odds, we completed AQARs for the year 2012-13 and 2013-14 and rest of the report are on the verge of completion if we can authenticate data on time.</p>
<p>4. Sensitization/awareness programmes on Revised guidelines of NAAC among teaching and non-teaching staff</p>	<p>1. Organised Awareness and Sensitization programme on <b>Revised Framework of Assessment and Accreditation of NAAC</b> adopted since July, 2017 on 15<sup>th</sup> March, 2019. Prof. Utpal Sharma Professor, Dept. of Computer Science &amp; Engineering, Tezpur University, Tezpur, Assam joined as Resource person of the programme.</p> <p>2. Organised a one day workshop on “New Procedure of NAAC Assessment and Accreditation” on 24<sup>th</sup> May, 2019 in collaboration with UGC-HRDC, Gauhati University. Prof. Jogen Ch. Kalita, Director, UGC-HRDC, GU joined as resource person of the workshop. The representatives from Behali Degree College, Rangapara College, Chatia College and JB College also joined the workshop.</p> <p>3. Organised a one day workshop on “Choice Based Credit System (CBCS)” implemented by Gauhati University from this academic session on 20<sup>th</sup> June, 2019. Prof. Nissar A. Barua, Chairman, UG-CBCS Regulation Committee conducted the workshop as Resource Person. The teacher representatives from Chaiduar and Chatia Colleges also joined the workshop.</p>
<p>5. Teaching and non-teaching staff of the college addressed by the Chairman of IQAC</p>	<p>In the second session of the awareness and sensitisation programme held on 15<sup>th</sup> March, 2019, Chairman, IQAC &amp; Principal of the college addressed the teaching, non-teaching staff of the college including students’ representative.</p>
<p>6. Meeting with the students’ union</p>	<p>A meeting with students’ representative was held on 9<sup>th</sup> March, 2019. After in-depth interaction following points are arrived at.</p> <ol style="list-style-type: none"><li>1. Permanent chowkidar at gate</li></ol>



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	<ol style="list-style-type: none"><li>2. Construction of a bike stand at proper place.</li><li>3. No admission of students to college premise without uniform</li><li>4. Holding of different inter-departmental competition.</li><li>5. Development of sports infrastructure.</li><li>6. Drinking water facility for students</li><li>7. Separation of boys' common from the present building of students' union</li><li>8. Outdoor toilet for boys and girls.</li><li>9. Development of class room infrastructure</li><li>10. Repairing and innovation of class rooms.</li><li>11. Strict rules to be put in place to ensure regular holding of classes.</li><li>12. Well furnished auditorium</li><li>13. Representation of students in major activities of the college.</li><li>14. Construction of boundary wall</li><li>15. Black boards in class room to be replaced by white boards at least.</li><li>16. Appointment of a physical instructors or coaching for major games</li><li>17. Training/workshop for art, music and drama.</li><li>18. Procurement of musical instruments.</li><li>19. Scope for participation of students in local social activities be widened.</li><li>20. Talented students should be identified and training should be imparted</li></ol>
7. Decision to request President and Secretary of Alumni Association to hold their annual meeting	They have been communicated and they organised the executive meeting on 21 <sup>st</sup> June, 2019. The general meeting is scheduled in July, 2019. In the meeting, request has been made to register the association under Society Act of the Govt. of Assam which is mandatory so far as the NAAC assessment is concerned.
8. Meeting with the Parents	As per decision of the meeting. PTM was organised at departmental level for the major subjects. Each department under Arts stream organised the PTM independently and the departments under science stream organised the meeting as a whole. As such eight PTM meetings were organised with quiet a large number of turn out in the meeting except the department of Nepali



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	<p>and Statistics. Parents' feedbacks are recorded at the departmental level and all HoDs are requested to submit the report to the IQAC for quick reference.</p> <p>However, PTM for students with general subjects could not be organised within the stipulated time frame.</p>
9. To conduct orientation programmes with students about A & A process	The coordinator, IQAC joined all PTM and Inter-departmental seminar and addressed all students about A & A process of NAAC and other necessary details. Orientation on SSS will be done once we are allowed to participate in the A & A process by NAAC.
10. Students' Feedback	Feedbacks from students as per NAAC format have been generated, analysed using SPSS, and all tables on various parameters were submitted to External Administrative and Academic Auditor for comments and reports.
11. External A&A Audit	<ol style="list-style-type: none"> <li>1. The meeting of the GB held on 2<sup>nd</sup> May, 2019 has constituted the committee of External A &amp; A Audit with Dr. Dharmeswar Hazarika, Rtrd. Principal, IG Govt. College, Tezu as Chairman, Dr. B. Bora, Rtrd. Associate Professor, Dept. of Zoology as member and Mr. B. K. Borah, President, GB as member.</li> <li>2. The committee held their first meeting on 16<sup>th</sup> June 2019 at principal's chamber and prepared guidelines for executing the Audit.</li> </ol>
12. Base line survey of the department	The base line survey to delineate the existing physical infrastructure of each department was conducted and analysed using SPSS. While all tables are submitted to EA&A committee the report is being prepared by Dr. Rasna Rajkhowa, Member, IQAC. After finalisation of the report we will submit it to the authority to fulfil the gaps in the departments.
13. For updating Departmental Profile	All HoDs are communicated regarding this. However, format has to be given, which will be finalised after submission of IIQA and once we pass the first step.
14. Separate web page for IQAC on college's websites	It has been created and updates have been made regularly.
15. Web portal for alumni registration	The web portal have been developed but will be opened for online registration after the general



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	meeting of Alumni Association which is scheduled to be held within July, 2019.
16. Publication of News Letter of College	It is under process and the Chairman, Publication Board, Mr. R. Dabari and Coordinator, ICT Cell Mrs. C. R. Das have been entrusted the responsibility to publish the first issue of the NEWS Letter in the last part of July, 2019
17. Inter-departmental Seminar	With a view to widen the knowledge base of the students, all departments are asked to organise inter-disciplinary/inter-departmental seminar/talk. In response to this, all departments except, Nepali and Statistics have organised Inter-departmental seminars/talk. As of now 10 such seminar have already been organised and other two are scheduled to be held on 28 <sup>th</sup> and 29 <sup>th</sup> June, 2019.
18. Constitution of committee for Office Automation”	It has been constituted and office automation is completed.
19. Formation of IQAC as per the revised guidelines of NAAC,	As per the decision following members are included. i. CO, 12 <sup>th</sup> Battalion as the member representing Administrator. ii. Mr. Bikash Borah, as the member representing Alumni ii. General Secretary of Students’ Union as the student representative iv. Dr. Nava Jyoti Hazarika as teacher member. v. Mr. Palash Borah as teacher member.
20. Computer operator in IQAC office	The IQAC strongly feels need of a computer operator in its office taking serious responsibility of NAAC works. The present system of attaching the office computer operator has been found to be quiet unsatisfactory.

#### 4. Preparation and submission of AQAR of the previous years:

As reported by Dr. Jitu Tamuli, Coordinator IQAC he is facing a lot of problems in preparing the AQARs for unavailability of data and anomalies found in the reports submitted by the college as part of the All India Higher Education Survey(AIHES) for the years from 2010-11 to 2016-17.He also cautioned all about the serious consequences the college might have to face for such anomalies and told that the AIHES to be approached for necessary correction of information



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previously provided by the college. However, taking in to consideration the importance of NAAC assessment efforts have been put in place to complete these reports and quantitative requirements of the reports have been completed. The date of submission of these AQARs is stipulated as on or before 30<sup>th</sup> October, 2019.

### **5. Discussion on dropout rate:**

The coordinator of IQAC has enlightened the august members about size of drop outs in various years in the college. He stated that in 2014-15 as high as 16.35 percent of the students enrolled in the academic session 2012-13 were found to be dropped out in 2013-14, similarly about 16.92 percent of the total students enrolled in 2013-14 were found to be dropped out in 2014-15. This number increased to 21.13 percent in 2016-17 though plummeted to 15.05 percent in 2017-2018. He therefore requested to the members of IQAC present in the meeting to ponder upon this serious issue. The members, after in depth deliberation and discussion were of the opinion that a quick observation makes it clear that search of job, inability to meet increased cost of higher education, early marriage of girls' students are some of the prominent reasons of drop out among our students. However, considering inherent complexities in the issues and its various facets, the committee feels organising a brainstorming session on "Drop out: Causes and Remedial Measures" among the stakeholders of the institute the coming academic session.

### **6. Improvement of class room infrastructure:**

On the discussion on improvement of class room infrastructure, assistant coordinator of IQAC, Mr. Sumanta Rajbanshi apprised the members that under RUSA a few existing class rooms will be updated to smart class rooms and existing black boards in a few class rooms will be replaced by the white board.

### **7. Best practices to be adopted by the Institute in the next two months:**

- To organise an Awareness-cum-Discussion Programme on Choice Based Credit System (CBCS), adopted by the affiliating university from academic session 2019-20, for students admitted for the new session. It was also decided that the programme should be separately organised for students under BSc and BA programmes.



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- To organise an orientation programme relating to facilities available in the library and library rules in the behest of library.
- To do registration of students under SWAYAM.

### **8. Adoption of villages:**

Regarding adoption of villages as per the guidelines of the UGC, decision was made on adoption of five villages after making a socio-economic survey. The meeting stressed on the fact that while selecting the villages attention must be paid to represent different communities. The meeting has unanimously decided to execute this in the next academic session and favoured constitution of a committee to look after this under the chairmanship of the principal. It also decided to create five groups each group comprising of at least five personnel (from faculty as well as administration) to entrust with the responsibility of looking after an adopted village.

### **9. Third cycle of NAAC assessment:**

In the discussion on the third cycle of NAAC assessment, it is resolved that the present IQAC should take all pro-active measures to complete the process at the earliest possible.

### **32. Others:**

Under this head, taking into account action taken report furnished by the coordinator, IQAC various issues were discussed at length and the members unanimously arrived at the following decisions:

- The college authority should be approached for appointment of a Physical Instructor/Coach for the students.
- In view of the problems faced by the IQAC a Computer Operator should be appointed exclusively for the IQAC Office.
- Dr. Rasna Rajkhowa, Coordinator, the Extension Cell reported that so far twenty schools of the locality have been approached for special classes to be done by teachers from the college and classes have been carried out in five of those schools as per request from them ,while she received no response from the rest. The meeting decide to contact the remaining schools once again and also to think about some



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more classes to be done in the schools already visited by the teachers. It was also felt that it will be convenient to conduct extension activities after the month of October for the hectic activities that the teachers will have to be engaged in immediately after the ensuing summer vacation.

- Decision was taken to chalk out some other activities like organizing awareness programmes, blood donation camps, health check-up camp etc. in the neighboring villages in the coming academic years.
- It was decided that a DSLR camera to be procured for proper documentation of the activities of the college.
- Decided to complete and open online alumni portal for alumni registration at the earliest possible.

(Dr. Ajit Hazarika)  
Chairman, IQAC/Principal

(Dr. Jitu Tamuli)  
Coordinator, IQAC