

Minutes of IQAC meeting held on 1st October 2019

Agenda:

- 1. Assumption of Chair by the Chairperson
- 2. Confirmation of the proceeding of the last meeting of IQAC
- 3. Review of activities decided to be accomplished in the last meeting of the IQAC held on 27/06/2019.
- 4. Preparation and submission of AQARs of the previous years
- 5. Action Plan for the year 2019-2020.
- 6. Any others.

Members present:

- 1. Mr. Pradip Goswami
- 2. Dr. Khanjan Kumar Das
- 3. Dr. Dinesh Chandra Das
- 4. Dr. Sanjib Upadhaya
- 5. Dr. Nava Jyoti Hazarika
- 6. Dr. Rasna Rajkhowa
- 7. Dr. Jayanta Baruah
- 8. Dr. Bhaskar Kalita
- 9. Mr. Bibek Paul, Students' Representative
- 10. Mr. Bikash Borah, Alumni Representative
- 11. 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 Dr. Ajit Hazarika, Chairperson of IQAC and Principal, THB College, Jamugurihat. Referring to the objectives of the meeting Dr. Tamuli told that IQAC has been struggling for months to prepare the AQARs for the lapse years from 2012 to 2016 without any remarkable outcome due to some anomalies noticed to have occurred in the previous years and as its is imperative to submit the AQARs within the stipulated time the college must undertake some remedial measures mandatorily with involvement of all the members of the IQAC and the former IQAC coordinator. This meeting is organised to discuss pros and cons of the issues and find out feasibly and effective solutions.

After through discussion and taking into considerations various feedbacks put forwarded by the members present following decisions have been made:

A. Decisions:



After a threadbare discussion and deliberations of the principal Dr. Ajit Hazrika, former coordinator Dr. Sanjib Upadhayaya and the present coordinator Dr. Jitu Tamuli the meeting arrived at the following decisions consequently that

- (1) Submission of AQARs on time is a collective responsibility and all must work unitedly and earnestly towards submission of the AQARs of the previous years mandatorily by November 2019 inspite of all the anomalies that had occurred in the past in regards to preparation and timely submission of AQARs.
- (2) Former coordinator of IQAC Dr. Sanjib Upadhayaya and Dr. Jayanta Baruah shall cooperate with the IQAC in preparation of the AQARs of the lapsed years.
- (3) The following members shall sit together to sort out the problem and complete the AQARs acting on their plan at the earliest possible: Dr. Sanjib Upadhayaya, Dr. Jayanta Baruah, Mr. Ramesh Dabari and Dr. Dinesh Ch. Das. They must start working at their assignment from the very next day (02/10/2019) and lead it to its completion before November, 2019.
- (4) All the members of IQAC/College community shall extend active support to the present coordinator Dr. Jitu Tamuli and the authority passionately and in a spirit of sacrifice for mitigating any damage done to the institute.
- (5) In the event failure to complete the AQARs of the lapse years by the persons entrusted with that responsibility a meeting of GB shall be convened for taking the ultimate actions/decision in this regards.

B. Plan of Action for the year 2019-2020:

After discussion it was decided that the Action Plan for the year 2018-19 to be continued and additionally the following decisions to be considered for implementation.

- a. Initiatives to be taken for establishment of in-house Computer Centre in the college.
- b. A workshop on Intellectual Property Rights (IPR) to be held.
- c. A general meeting of Alumni of the college be held
- d. Boundary walls of the college to be constructed.
- e. Proposal to be submitted for establishment of Atal Community Innovation Centres in the college under Atal Innovation Mission of Govt. of India.
- f. Permanent Volleyball and Badminton court to be constructed.



C. Others:

The IQAC also aims at holding the following activities:

- a. A brain storming discussion to be held on the problems of students drop out of the college that impairs reputation of the institute and impends it of achieving desired academic outcome. The following teachers will act as experts and deliberate on the issues: Dr. Khanjan Kumar Das, Dr. Dinesh Chandra Das and Mrs. Aruna Borah
- b. An orientation programme to be held for the students regarding use of the college library and accessing of the available digital facilities.
- c. The NSS unit of the college be given responsibilities of conducting extension activities.
- d. A computer operator to be appointed exclusively for the IQAC office.
- e. The departmental survey report to be submitted to the respective department heads.

s/d (Dr. Ajit Hazarika) Chairman, IQAC/Principal s/d (Dr. Jitu Tamuli) Coordinator, IQAC

Brain Storming Session On

"Strength, Weakness, Opportunities and Challenges"

Organised by IQAC on 1st November, 2019

Agenda:

- 1. Assumption of Chair by the Chairperson
- 2. Confirmation of the proceeding of the last meeting of IQAC
- 3. Discussion on SWOC
- 4. Any others.

Members present:

Dr. Ajit Hazarika Mrs. Aruna Borah Mr Arun Sharmah Dr Anju Chetri Mr Praip Goswami Dr Khanjan Kumar Das Mr Prabin Bhuyan



Mr Kumud Talukdar

Dr Bhaskar Kalita

Mr Ramesh Dabari

Dr Dinesh Ch. Das

Dr Amal Saikia

Mrs Nibedita Bharali

Dr Jayanta Baruah

Mrs. Chabi Rani Das

Dr Mukut Sonowal

Mrs Rajlakshmi Basumatary

Mrs. Sudha Sharmh

Mr Palash Borah*

Dr Jitu Tamuli

Mr Dipen Kumar Sharmah

Dr Rasna Rajkhowa

Mr Bipul Saikia

Dr Sanjib Upadhyay

Mr Tulshi Upadhyay

Mrs Manisha Das

Mrs Rupa Kalita

Dr Nava Jyoti Hazarika

Mr Sumanta Rajbanshi

Dr. Tilok Sharma

Dr. Dipjyoti Bhuyan

Dr. Rantu Dutta

Dr. Junali Hazarika

Mr. Rupam Talukdar

Miss Purabi Gogoi

Miss Alaka Roy

Mr. Plavan Bhuyan

Mr. Thengtom Bey

Mr. Nayan Moni Bhuyan

Mr. Dipak Saikia

Dr. Palash Borah

In connection with the third cycle of NAAC assessment, a brain storming session with teach and non-teaching staff and students' representatives has been organised by the Internal Quality Assurance Cell (IQAC) of the college on 1st November, 2019. The brainstorming session highlights some important aspects of the college regarding strength, weakness, opportunities and challenges. The session was chaired by Dr. Ajit Hazarika, Principal, THB College, Jamugurihat. At the beginning Dr. Jitu Tamuli, coordinator of IQAC while explaining the purpose of the brain storming session stress on the compulsory submission of the self study report (SSR) by December 2019. By pointing out various strength, weakness, opportunites and challenges of the college he made the session open for all to freely express



their observations and opinion regarding the SWOC of the college. Taking into consideration all important issues remarks, observations and deliberations of the members present, IQAC has made SWOC analysis of the institute in the following manner:

SWOC ANALYSIS

The college constitutes a major space meant for higher learning in the greater Naduar area, catering to the need and aspiration of the student community. Rural as the socio economic background and is, the institution wages relentless effort at realizing all-round development of the budding aspirants. Affiliated to the Gauhati University, the college provides education in multiple disciplines, and has carved a niche for itself in the educational map of the region. As the institution has its strengths, it is not away from weakness. With the noble vision, it makes advancement on the basis of strengths, but addressing the weakness within an effective and constructive framework.

Strengths: Since its inception in 1963, this pioneer institution of higher education has slowly, but firmly gathered intellectual momentum under the dynamic leadership of different stakeholders of education in the college and of the region. It has now emerged as real hub of academic importance accommodating to the regional needs. The region is a place of conglomeration of people of diverse creeds and communities involving the Bodos, Misings, Tea-garden Communities, Assamese, Bengalis, Nepalese, and others. With such a cosmopolitan backdrop, the college has tried its best to deliver quality education to the student community. In recent years, there has been a constant effort to improvise infrastructure, course designs and teaching-learning conditions. As a result of this, the college has been able to access funds from different agencies such asDepartment of Biotechnology, UGC, ICHR, ICSSR etc. Moreover, there has been a consistent rise in research oriented activities in the college. The prominent areas of the strengths of the college are:

• Strongly motivated teaching community, that has demonstrated unprecedented zeal, enthusiasm and efficiency towards the teaching-learning enterprise by incorporating new and effective means of classroom teaching as well as by keeping themselves updated with regard to their domain of knowledge, and engaging themselves in research activities. Justifying this, the college possesses a large numbers of faculties having Ph.D.



- A great number of minor and major research projects have been allotted to the teacher community of this institution.
- A Biotech Hub has been established in the college funded by the Department of Bio-Technology, Govt. of India.
- The college also runs parallel courses under open universities namely K.K.
 Handiqui State Open University, Institute of Distance and Open Learning, Gauhati University.
- The library of the college is well-equipped with a rich and constantly growing collection of books and journals. The computerization of the library has been accomplished in due course of time. The library users are increasing every year, and the library has proved to be a hub of resources for faculty members, researchers and students. Besides the central library, each department is equipped with their own departmental libraries.
- There has been a continuous effort at converting traditional lecture halls to smart class room. Seven out of sixty classes have already been converted to the digital classes.
- In addition to the laboratories in the department of Physics, Chemistry, Botany, Zoology and Education (in the arts faculty).
- A grand stadium has been built in the college campus with the funding of Rs. 36 lacs by UGC.
- The college has girls' hostel which can accommodate 30 girls hailing from fur flung areas. (however it is not operational today)
- A large number of students enrol in NCC and successfully complete the training.
 The scheme has helped a lot of students in finding jobs in defence and other allied services. Most of the students are actively engaged with NGOs.
- The college frequently hosts different national level seminars and workshops of academic and cultural importance. Prominent alumni of National School of Drama have participated in providing orientation and training to participants.
- The student and teacher community of the college, showcasing their concerted
 effort, demonstrate vibrant urge to undertake different extension activities and
 campaigns like cleanliness drive, holding health camps etc. for the betterment of
 socio-cultural health and hygiene in the society.



- The college has to its credit different scholarship and merit award schemes, which are annually offered to many poor, but meritorious students.
- A few of the students have demonstrated their interest and skills in games and sports, and they have made the college proud by participating and winning silver medal in international events. Frequently, volleyball and football workshops are instituted, and competitions are held that provide good training for budding players.
- The college has an approximately 5 Hectares land resource which is used for paddy cultivation. The college has three natural ponds for fishery. It has sufficient natural space with green environment surrounded by large number of trees and botanical plants, lemon and betelnut plantation.
- Not the least, the college has produced a lot of prominent persons who have
 demonstrated their leadership roles in academic, administrative and social arena.
 Frequent co-operation with such alumni provide glamour and glory to the great
 tradition of the college. These are the few of the prominent points of relative
 strengths that the college has availed during its journey in the quest for excellence
 in knowledge.

Weaknesses:

There are weaknesses too which, of course, can be ameliorated by the concerted effort of different stakeholders of education within and outside the college, the govt. and funding agencies of the major weaknesses mention can be made of

- Fund crunch, needless to say, is the major bottleneck that hinders and delays the good thing to happen in the ground.
- Desperately poor teacher student ratio particularly in Arts stream is another problem faced by the College. A teacher has to teach more than 400 students in a few of the classes. This is terribly poor situation.
- Number of dropouts of the students is increasing gradually. In 2015-16, it was 16.91 but in 2017-18, it has increased to 25%. The reason behind this may be early marriage of girls' students and poor financial conditions of the students.
- Lack of job oriented courses is also a major problem of this institution. Most of the students come from poor socio-economic background and they are in need of getting



early employment but lack of such courses demotivates them to continue their education.

- Though the college has enough space for different activities but it has no proper parking facilities. Besides this, there are some transportation issues of the college such as no public bus for students at cheap rate.
- No boys hostel in the college. The girls' hostel is not operational today due to the absence of the boarders.
- Lack of computer in each department of the college which is very essential for some departmental tasks.
- Lack of well-equipped auditorium hampers to organise various programmes systematically.

Such weaknesses as mentioned, although restrain the required pace of progress, do not necessarily halt the journey, and we strongly believe that appropriate, well-planned and relevant steps, if taken in time, can put the necessary momentum to the journey of the college.

Opportunities:

The past experiences, the surrounding socio-economic and cultural perspectives of the College, the critical elaboration of the changes taking place in the society and the nation at large and rapidly transforming socio-cultural, moral and ethical outlook of the student, teacher and the community help us realize the hindsight in identifying the opportunities that the college may access to. These can be as such:

- The great pool of sport talent seems to be abundant among the SC and ST Communities like the Bodo, Mising and Tea garden tribes. Proper training, workshops and instituting competitions can certainly boost their talents to grow.
- By applying appropriate technology, the land resources can be exploited for generation of income.
- The institute can make collaboration with different social groups and nearby villages by keeping in touch with their respective Panchayat offices and Kanyaka organic firm.
- Generation of new courses like M.L.T., Mass Media, diploma in Entrepreneurship etc. if carried out properly, can open new opportunities for self-employment and



enterprise. Such courses have the tremendous potential to change the socio-economic face of the society.

- Further introduction of self-financing courses can attract a few numbers of students
 who can bring material changes in their post academic career and thus help the
 College to be a path finder.
- Encouraging the optional use of man and material resources of the College can be a harbinger for the quest of quality education. The teaching and administrative staff of the College with their dynamic leadership roles can exploit the available resources at their best and thus can transform the 'alma mater' to a real ground of formation of human capital.
- The college can make arrangement of guest faculty for existing as well as newly selected courses.
- The college has also great potential of generating revenue from entertainment practices and utilization of natural medicinal plants.
- As an oldest institution for higher education in the region, it can give itself a
 competitive edge for assuaging the intellectual and academic need of the student
 community.
- Optimum use of infrastructure.
- It has also great potential of natural beautification of the college and renovation of boys' and girls' hostel.

Challenges:

The threats are the concomitant elements of every system and institution. These are meant for being effectively dealt with. These are as under:

- Making provision for more student intake as the number continues to rise. For this, more teachers, infrastructure and other support systems need to be increased.
- The teacher-student ratio is a real threat that constantly puts pressure on the system.
- Income generation potentialities can be searched out. More and more self-financing and job oriented courses are to be given preference.
- Interrupted power supply creates difficulties in conducting digital classroom. The institute has to think about other sources of power supply in the coming days.



• More than 90% students belong to BPL category which is a big threat to this institution for opening new courses.

Thus, the challenges as mentioned above are seen as the bottleneck to the smooth run of the institution. What is the most urgent is the visionary outlook and missionary zeal that can help to tread a long way towards achieving the milestones and letting the new bench marks be curved.

s/d (Dr. Ajit Hazarika) Chairman, IQAC/Principal s/d (Dr. Jitu Tamuli) Coordinator, IQAC

Minutes of General Meeting of IQAC held on 3rd January 2020

Agenda:

- 1. Assumption of Chair by the Chairperson
- 2. Confirmation of the proceeding of the last meeting of IQAC
- 3. Review of activities decided to be accomplished in the last meeting of the IQAC held on 27/06/2019.
- 4. Preparation and submission of AQARs of the previous years
- 5. Action Plan for the year 2019-2020.
- 6. Any others.
- 7. Members present:
- 8. Dr. Ajit Hazarika
- 9. Mrs. Aruna Borah
- 10. Mr Arun Sharmah
- 11. Dr Anju Chetri
- 12. Mr Praip Goswami
- 13. Dr Khanjan Kumar Das
- 14. Mr Prabin Bhuyan
- 15. Mr Kumud Talukdar
- 16. Dr Bhaskar Kalita
- 17. Mr Ramesh Dabari
- 18. Dr Dinesh Ch. Das
- 19. Dr Amal Saikia
- 20. Mrs Nibedita Bharali
- 21. Dr Jayanta Baruah
- 22. Mrs. Chabi Rani Das
- 23. Dr Mukut Sonowal
- 24. Mrs Rajlakshmi Basumatary
- 25. Mrs. Sudha Sharmh
- 26. Mr Palash Borah*
- 27. Dr Jitu Tamuli



- 28. Mr Dipen Kumar Sharmah
- 29. Dr Rasna Rajkhowa
- 30. Mr Bipul Saikia
- 31. Dr Sanjib Upadhyay
- 32. Mr Tulshi Upadhyay
- 33. Mrs Manisha Das
- 34. Mrs Rupa Kalita
- 35. Dr Nava Jyoti Hazarika
- 36. Mr Sumanta Rajbanshi
- 37. Dr. Tilok Sharma
- 38. Dr. Dipjyoti Bhuyan
- 39. Dr. Rantu Dutta
- 40. Dr. Junali Hazarika
- 41. Mr. Rupam Talukdar
- 42. Miss Purabi Gogoi
- 43. Miss Alaka Roy
- 44. Mr. Plavan Bhuyan
- 45. Mr. Thengtom Bey
- 46. Mr. Nayan Moni Bhuyan
- 47. Mr. Dipak Saikia
- 48. Dr. Palash Borah
- 49. Mr. Mukut Bhuyan
- 50. Mr. Bhaben Basumatary
- 51. Mr. Pankaj Kumar Sharma
- 52. Mr. Pallab Saikia
- 53. Mr. Bedanta Hazarika
- 54. Mr. Rintu Saikia
- 55. Mr. Abinash Hazarika

The IQAC meeting was called by the convenor Dr. Jitu Tamuli and the meeting was chaired by Dr. Ajit Hazarika, Chairman, IQAC & Principal of the college. Co-ordinator stated about the aims and objectives of the meeting and placed the agenda before the house. The main purpose of holding the general meeting was to discuss about the forthcoming assessment. Following are the important areas of discussion in the meeting:

A. Discussion on proposed NAAC assessment:

Principal Dr. Ajit Hazarika shared his view about the 10 percent students satisfaction report regarding proposed NAAC assessment. He informed all queries regarding the third cycle of NAAC assessment. He gave stress on the submission of SSR on or before 30th January, 2020.

B. Detailed discussion of AQAR:

Co-ordinator Dr. Jitu Tamuli carried out the process of discussion by presenting power point presentation on the submission of AQAR of last seven years. He clarified



all queries concerning AQAR before all members present. He informed about the submission of IIQA and SSR. He too stated about the mismatch of data which have already been submitted to the NAAC office regarding student enrollment. He clarified all seven criteria of NAAC assessment. Seven committees have been constituted for the same purpose. He requested all chairman of seven committees to prealre a write up for the cause of NAAC peer team visit.

- C. In the course of discussion co-ordinator gave stress on the proper use of ICT tools during class hours. He requested all respected members to deal in these issues with an effective manner. It is reported that decentralisation is very essential part of NAAC assessment.
- D. Co-ordinator requested all to submit their respective CV of each faculty member along with the journal impact factor. Moreover, he requested everyone to keep Xerox copies of their all testimonials. He informed everyone that a few annexure copies will be distributed among all members of the college. He in due course of discussion highlighted various methods regarding NAAC assessment through a power point presentation.
- E. The co-ordinator expressed his hope to acquire a sound grade in the proposed NAAC assessment, he appealed all Head of the department to update departmental profile, academic diary, attendance register, departmental meets proceeding etc. He informed about the interest of NAAC peer team during his visit.
- F. Various information have been shared by the co-ordinator about the holding of departmental seminars, departmental talk, innovative programme ets. Parent-teacher meeting and student feedback is treated as a part of the assessment process.

G. Interaction with members:

After the power point presentation Tulshi Upadahyay, Assistant process and HoD, Botany raised his concern about the email id of the students. Mr. Bipul Saikia asked about the presentation of departmental power point presentation for ten minutes. Principal Dr. Ajit Hazarika took part in the course of discussion about the upgradation of the departmental profile. He asked to use journals in the NLIST. He shared his innovative ideas all members about to deal in these issues with a fruitful way. He talked about to keep departmental proceedings for future course of business. He concentrated his focus on teaching learning process and evolution. Importance was given on signing MOU with other colleges for greater interest of the students. Request has been made to all members to communaite with college students regarding NAAC



assessment awareness. Mr. Prabin Bhuyan took part in the course of discussion and stress was laid on fulfilment of required fields for the proposed NAAC assessment. Mrs. Chabi Rani Das co-ordinator of ICT cell of the college share her experience as well as her view on utilisation of ICT tools. She appealed all members to arrange at least one class b ICT tools available in the college. Dr. Mukut Kumar Sonowal suggested to organise a training session concerning ICT tools to tackle with the maters. Dr. Bipul Saikia also raised his personal observation on the utilisation of ICT tools. Co-ordinator Dr. Jitu Tamuli requested everyone to show their deep involvement in college activities prior to the third cycle of NAAC assessment. Chairperson Dr. Ajit Hazarika requested everyone to expedite the entire process.

The meeting was finally came to an end with concluding remarks of the Principal throwing light on the activities to be taken up for smoothly handling the assessment.

s/d (Dr. Ajit Hazarika) Chairman, IQAC/Principal s/d (Dr. Jitu Tamuli) Coordinator, IQAC

Minutes of General Meeting of IQAC held on 3rd January 2020

Agenda:

- 1. Assumption of Chair by the Chairperson
- 2. Discussion on activities of IQAC regarding 3rd cycle of A & A
- 3. Review of Action Plan for the year 2019-2020
- 4. Any others.

Members present:

- 1. Dr. Ajit Hazarika
- 2. Mrs. Aruna Borah
- 3. Mr Praip Goswami
- 4. Dr Khanjan Kumar Das
- 5. Mr Prabin Bhuyan
- 6. Dr Dinesh Ch. Das



- 7. Dr Jayanta Baruah
- 8. Dr Jitu Tamuli
- 9. Mr. Sumanta Rajbanshi
- 10. Dr. Nava Jyoti Hazarika

Minutes:

Dr. Jitu Tamuli, co-ordinator IQAC called the meeting and the meeting was chaired by Dr. Ajit Hazrika chairman of IQAC. Dr Tamuli placed the agenda before the meeting and stated that the main purpose of holding the meeting was to (1) Apprise members of activities of IQAC in submitting various reports in connection with the third cycle of A & A process and (ii) to review action plan for the year 2019-2020.

Having presenting the purpose of the meeting, the coordinator IQAC Dr. Jitu Tamuli updated the activities of IQAC related to the third cycle of assessment and accreditation. The sequences of events are like the following:

- (A) Submission of IIQA: 30/12/2020
- (B) Acceptance of IIQA: 10/01/2020
- (C) Submission of SSR: 27/02/2020
- (D) Students' Satisfaction Survey (SSS): 19/02/2020
- (E) 2nd level payments: 10/03/2020
- (F) Proposed date of NAAC peer team visit (Last week of April and first week of May 2020) preferably 4th & 5th May, 2020.

The chairperson expressed his satisfaction regarding pace of works and emphasised on expediting other related works in connection with the preparation towards peer team visit. The chairperson also proposed holding of a workshop-cum-orientation programme on the eve of NAAC peer team visit inviting an eminent resource person from an accreditated institution. Coordinator Fr. Jitu Tamuli responded to the chairperson by informing that a meeting has already been schedule where Dr. Basanta Kalita, former cooridnator of IQAC of Tezpur College has been invited to speak on preparation for NAAC Peer Team visit by the 3rd week of March 2020. He then proposed a few infrastructure development works to be accomplished at the earliest possible as the college authority has mobilised some funds that consists of contribution by the existing faculty members, office staff, local MLA and



govt. of Assam. The coordinator called upon valuable suggestions/comment from the esteemed members. After having a thorough and fruitful discussion and taking into consideration suggestions put forward by the members, following resolutions are taken:

- 1. The construction of Boundary Wall in the front side of the college with financial assistance from the faculty members.
- 2. The construction of college entrance gates with expenditure proposed to be borne by Dr. Khanjan Kumar Das and Mr. Kumud Talukdar, Associate Professors of the dept. of Assamese.
- 3. Renovation of existing college auditorium with financial assistance from the local MLA.
- 4. The construction of separate common rooms for girls with all modern facilities with partial financial assistance from the govt. of Assam.
- 5. The construction of FLAG hoisting stage/podium of a size and standard amenable to college level.

The meeting came to an end with congratulatory remarks by the chairman throwing lights on various development prospect of the institute.

s/d (Dr. Ajit Hazarika) Chairman, IQAC/Principal

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