



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

---

Minutes of IQAC meeting held on 13/10/2020

## Agenda:

1. Assumption of Chair by the Chairperson and other dignitaries
2. Purpose of the meeting
3. Approval of the proceeding of the last IQAC meeting held on 16/03/2020
4. Address by the Chairman, IQAC
5. Preparation for the NAAC Peer Team visit: constitution of various committees
6. Action plan for the year 2020-21
7. 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



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

---

Miss Purabi Gogoi  
Miss Alaka Roy  
Mr. Plavan Bhuyan  
Mr. Thengtom Bey  
Mr. Nayan Moni Bhuyan  
Mr. Dipak Saikia  
Dr. Palash Borah  
Mr. Baben Basumatary  
Mr. Rintu Saikia  
Mr. Purna Kanta Nath  
Mr. Ajit Bhuyan  
Mr. Manash Jyoti Sharma  
Mr. Satyabrata Hazarika  
Mr. Arup Tamuli  
Mr. Amlan Jyoti Kalita  
Mr. Mridul Jyoti Nath  
Mr. Joon Baruah  
Mr. Pallab Kumar Saikia  
Mr. Mrinmoy Kumar Nath  
Mr. Surjya Chetry  
Ms. Parismita Hazarika  
Mrs. Chabi Rani Das  
Mr. Dipak Saikia  
Ms. Basabi Gogoi

### Minutes:

The general meeting of IQAC was called by the Assistant Co-ordinator of IQAC Mr. Sumanta Rajbanshi and chaired by Dr. Ajit Hazarika, Principal/Chairman, IQAC of the college. Mr. Rajbanshi requested Mr. Pradip Goswami and Mrs. Aruna Borah and Mr. Arun Sharma to share dias with the principal. The objective of the meeting was stated by Mr. Rajbanshi after assumption of chair by the dignitaries including the chairperson. He put emphasis on the forthcoming NAAC peer team visit and its preparedness. While stating objective of the meeting he also congratulated principal Dr. Ajit Hazarika for his selection as an assessor by the NAAC.

The proceeding of the meeting of IQAC held on 16/03/2020 (before lockdown) was read out by the co-ordinator of IQAC Dr. Jitu Tamuli and was approved by the members after a thorough discussion on it. Dr. Tamuli stated that as per the decision of the last meeting of IQAC held on 16/03/2020, Dr. Basanta Kalita, former co-ordinator of IQAC of Tezpur College, Tezpur was invited as resource person to conduct an online workshop on **Preparation for NAAC Peer Team Visit** on 19<sup>th</sup> August, 2020. He further added that all faculty members of the college including office staff attended the workshop conducted online in Zoom Meeting platform regarding preparation towards the 3<sup>rd</sup> cycle of assessment. All



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

---

participants were highly satisfied by the deliberation of Dr. Basanta Kalita and got their doubts and confusion cleared up. The co-ordinator further stated that the IQAC also organised a webinar on the “Role of IQAC in Affiliated Colleges and New Assessment and Accreditation Process of NAAC on 8<sup>th</sup> August 2020 where Dr. Ganesh Hegde, Adviser NAAC deliberated in length on IQAC’s role and functions in affiliated colleges and revised A & A process of NAAC taking into consideration changes that have been taking place in the entire process. Dr. Hegde’s presentation was very informative, analytical taking into account all minutes details of steps required in the preparation of SSRs on seven criteria that NAAC adopts for assessment and accreditation and importantly the steps that an institute might take up to make it more distinct, enhance its quality and shape learning capability of our students. Followed by his brief account of review of actions taken report the co-ordinator made a humble request to all department to update departmental profile and to make all necessary arrangements as soon as possible for the proposed 3<sup>rd</sup> cycle of NAAC assessment and associated Peer Team visit which might take place on any date either in the last part of November or in the first week of December 2020. Co-ordinator Dr. Jitu Tamuli requested Dr. Ajit Hazarika, Chairman, IQAC/Principal to address the gathering. At the very outset of his deliberation Dr. Ajit Hazarika clarified about the Career Oriented Programme (COP) fund and its proper utilization for the cause of college development. He made a broad illustration on the main aspects of SSR covering 118 pages. Special emphasis has been put on both qualitative and quantitative assessment. Two days long training cum orientation programme has been successfully completed by Dr. Ajit Hazarika conducted by NAAC office on 15<sup>th</sup> and 16<sup>th</sup> July, 2020. He highlighted the role of chairman in a NAAC peer team. He shared all his virtual experiences being a pivot member of NAAC peer team. In his deliberation, he talked about two diverse ways NAAC peer team assessment on the basis of location of the college. Explaining different aspects of assessment criteria Dr. Hazarika put prime importance on curriculuar aspects. An appeal is made by the chairperson to prepare an academic calendar of the college. He requested of the college. He request one and all of the college family to update and activate all core activities for the cause of breeding and sprouting. He pleaded to keep all evidenced of all departments including office for the forthcoming assessment. He clarified that during PT visit PT will consider qualitative matrices only. The total numbers of qualitative matrices that are to be assessed and analysed during the course of NAAC peer team visit. The chairperson has left no stone unturned to deliver a very lucid and well composed lecture on each and every criterion of assessment. He threw light on the adopted



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

---

measures for the slow as well as advanced learners of the departments as well as of the college. Further, the chairperson proposed to arrange a power point presentation and to prepare a photo album on virtual classes during the pandemic and lockdown period. Some tips were provided by him for the transparency of internal assessment procedure for the greater interest of the students.

Course outcome, programme outcome and programme specific outcome are some crucial aspects for assessment under criterion-1 and appealed to all faculty members to be through about this. Based on his personal experience as well as the training-cum-orientation programme the chairperson advised to update internal audit system and mobilization of resources. He appealed to the office staff to update institute's audit within a very short period of time. He urged one and all to go through the SWOC analysis of the college available on the submitted SSR the vivid, informative and lucid presentation of Dr. Ajit Hazarika enlightened everyone with positive notes. Co-ordinator Dr. Tamuli appreciated chairman for this detailed and nice elaboration on the entire procedure and information on diverse matrices for the 3<sup>rd</sup> cycle of NAAC assessment and accreditation. Following by this the co-ordinator Dr. Tamuli proceeded with the next agenda of the meeting. He proposed names of teaching and non-teaching staff for formation of various committees to gear up or smoothen preparation for the NAAC peer team visit. Altogether 11 Nos. of sub-committees have been constituted including a Health and Hygiene Committee proposed by esteemed faculty member Dr. Bhaskar Kalita. Various sub-committees are the following:

### A. Advisory Committee:

- a. Chairman – Mrs. Aruna Borah
- b. Members:
  - i. Mr Arun Sharma
  - ii. Mr. Pradip Goswami
  - iii. Mr. Prabin Bhuyan
  - iv. Dr. Bhaskar Kalita
  - v. Dr. Khanjan Kumar Das
  - vi. Dr. Jayanta Baruah
  - vii. Mr. Bipul Saikia
  - viii. Dr. Sanjib Upadhyaya
  - ix. Mr. Mukut Bhuyan

### B. Reception Committee:



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

---

a. Chairman – Mr. Arun Sharma

b. Members:

- i. Dr. Anju Chhetri
- ii. Mrs. Manisha Das
- iii. Mr. Rupam Talukdar
- iv. Mr. Mukut Bhuyan
- v. Mr. Bhabananda Borah
- vi. Mr. Mridul Jyoti Nath
- vii. Mr. Ratul Handique
- viii. Mr. Nipu Nayak

C. Cultural Committee:

a. Chairman – Mrs. Nibedita Bharali

b. Members:

- i. Mr. Bipul Saikia
- ii. Mr. Palash Borah
- iii. Dr. Rantu Dutta
- iv. Mr. Ajit Bhuyan
- v. Mr. Bedanta Hazarika
- vi. Mr. Rajib Baruah
- vii. Mrs. Parishmita Hazarika
- viii. Mr. Rajesh Hemron, Student/Cultural Secretary
- ix. Ms. Akunthita Garg, Student/Best singer for the year 2019-20

D. Campus Development, Gardening & Decoration:

a. Chairman – Mrs. Rupa Kalita

b. Members:

- i. Mr. Ramesh Dabari
- ii. Mr. Nayanmoni Bhuyan
- iii. Mr. Thengtom Bey
- iv. Mr. Bhaben Basumatary
- v. Mr. Pallab Saikia
- vi. Mr. Purna Kanta Nath
- vii. Mr. Rintu Saikia
- viii. Mrs. Amrit Karmakar



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

---

### E. Discipline Committee

- a. Chairman – Dr. Amal Saikia
- b. Members:
  - i. Dr. Mukut Kumar Sonowal
  - ii. Dr. Tilok Sharma
  - iii. Dr. Rasna Rajkhowa
  - iv. Mr. Dipak Saikia
  - v. Mr. Amlan Jyoti Kalita
  - vi. Mr. Ranjit Saikia
  - vii. Mr. Suraj Chhetri

### F. Academic Affairs:

- a. Chairman - Mrs. Aruna Borah
- b. Members:
  - i. Mr. Kumud Talukdar
  - ii. Dr. Dinesh Chandra Das
  - iii. Dr. Jayanta Baruah
  - iv. Mr. Dipen Kumar Sharma
  - v. Dr. Sanjib Upadhyaya
  - vi. Dr. Rumi Das
  - vii. Mr. Sanjib Das
  - viii. Mr. Satyabrata Hazarika

### G. Parents' Co-ordination Committee:

- a. Chairman – Mr. Prabin Bhuyan
- b. Members:
  - i. Dr. Dip Jyoti Bhuyan
  - ii. Ms. Alaka Roy
  - iii. Dr. Junali Hazarika
  - iv. Mr. Pankaj Kumar Sharma
  - v. Mr. Arup Tamuli

### H. Alumni Coordination Committee;

- a. Chairman – Dr. Khanjan Kumar Das
- b. Members:
  - i. Dr. Tulshi Upadhyaya



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

---

- ii. Mrs. Chabi Rani Das
  - iii. Mr. Sumanta Rajbanshi
  - iv. Mr. Bikash Borah
  - v. Dr. Palash Borah
  - vi. Mr. Mrinmoy Kumar Nath
  - vii. Mr. Joon Borah
- I. Students' Coordination Committee
- a. Chairman – Dr. Dinesh Chandra Das
  - b. Members:
    - i. Dr. Nava Jyoti Hazarika
    - ii. Ms. Purabi Gogoi
    - iii. Mr. Manash Jyoti Sharma
- J. Health and Hygiene:
- a. Dr. Bhaskar Kalit, Chairman
  - b. Members:
    - i. Anju Chhetri
    - ii. Dr. Mukut Kumar Sonowal
    - iii. Mr. Pinku Borah
- K. IQAC Office Maintenance:
- a. Mr. Sumanta Rajbanshi
  - b. Dr. Nava Jyoti Hazarika
  - c. Mr. Plavan Bhuyan
  - d. Mr. Abinash Hazarika
  - e. Mr. Mridul Jyoti Nath

Proceeding to the next agenda, chairman Dr. Hazarika invited opinion of the faculty members on course of action to be taken up during 2020-21. The co-ordinator however proposed that all HoDs should be given time submit Action Plan for the year 2020-21 in consultation with the faculty members of the dept. The chairman endorsed the idea and proposed following two activities to be taken up for execution in this year:

1. Proposed to purchase 15 nos. of computer within the month of Nov. 2020 for the upliftment of ICT facilities in the college.
2. Recommended to convert at least four nos. of classrooms into air conditioning (AC) including seminar/conference Hall.



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

---

The general meeting of IQAC was formally wrapped up with the formal vote of thanks offered by Dr. Nava Jyoti Hazarika, member of IQAC.

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

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

### Minutes of IQAC meeting held on 8<sup>th</sup> February 2021

#### Agenda:

1. Assumption of Chair by the Chairperson and other dignitaries
2. Purpose of the meeting
3. Approval of the proceeding of the last IQAC meeting held on 16/03/2020
4. Preparation for the Scheduled NAAC Peer Team visit fixed on 16<sup>th</sup> and 17<sup>th</sup> March, 2021
5. Review of action plan for the year 2020-21
6. Any others.

#### Members present:

##### Dr. Ajit Hazrika

Mr. Prabin Bguyan

Dr. Sanjib Upadhyaya

Dr. Dinesh Chandra Das

Dr. Khanjan Kumar Das

Dr. Bhaskar Kalita

Mr. Sumanta Rajbanshi

Dr. Nava Jyoti Hazarika

Mrs. Nibedita Bharali

A meeting of the IQAC along with the advisory committee was held on 8<sup>th</sup> February 2021 under the chairmanship of Dr. Ajit Hazarika, Principal/Chairman, IQAC of Tyagbir Hem Baruah College, Jamugurihat. After holding of the chair by Dr. Ajit Hazarika, the co-ordinator Dr. Tamuli stated the objective of the meeting and told that the meeting was convened chiefly to take account of the preparation carried out under different cells of the





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

---

institute constituted in view of the NAAC Peer Team visit to the college on the 16<sup>th</sup> and 17<sup>th</sup> of March, 2021,

Then Dr. Tamuli place the minutes of the General meeting of the IQAC held on 13/10/2020. After presentation Dr. Ajit Hazarika briefed the members regarding implementation of the decisions taken in the above mentioned meeting for purchase of 15 nos of computer within the month of November 2020 for upliftment of the ICT facilities in the college and air condition of at least four nos of rooms of the college and informed that no of computer had been already purchased and presently in use. Regarding air conditioning of the rooms, he told that the air conditioners could not be procured for fund crunch but still attempts would be made for implementation of the decisions. After this statement from the chairman the minutes were approved unanimously.

Then the chairman called upon the members from various committees to give accounts regarding preparation of the institute with a view to facing the NAAC peer team visit. Varius members from the committees namely Mrs. Aruna Borah, Mr. Prabin Bhuyan, Dr Khanjan Kumar Das, Dr. Dinesh Chandra Das, Dr. Sanjib Upadhyaya offered glimpses/progress of the initiatives taken by their committees as a part of the preparation. The chairman expressed satisfaction over it and emphatically told that constant efforts would be made for development of the college in terms of both infrastructural and academic achievement. He told that as per recommendation from various committees initiatives would be taken for creation of a healthy academic ambience in the college.

Mr. Manash Pratim Sharma, General Secretary of the Students' Union expressed his satisfaction over all initiatives undertaken by the authority for providing academic, sports, drinking water etc. facilities for the students as a whole. He stated that interaction with the IQAC on various quality aspects had been very fruitful. In response to this accounts of activities coordinator IQAC requested Mr. Sarmah to organise a meeting of the students' representatives jointly with the IQAC in order to dwell upon students grievances or requirement taking into consideration feedback of students community as a whole.

Finally, coordinador offered his heartiest thanks to all IQAC members and members of Advisory Committee for their valuable suggestions for streamlining preparation for NAAC peer team visit on 16<sup>th</sup> & 17<sup>th</sup> March, 2021 on one hand and quality enhancement of the college on the other.



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

---

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

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