

# Meeting of IQAC Core Committee

DT - 22/08/2022

## Signature of Attendance

- ① R. Sree
- ② S 22-08-22
- ③ M. Ansa 22/8/2022
- ④ R 22/08/2022
- ⑤ R 22/08/22
- ⑥ Aditya 22/8/22
- ⑦ R 22/8/22

## Agenda of the Meeting

- ① Taking the chair of The president
- ② Objectives of The Meeting
- ③ Discussion on The final submission of departmental profile
- ④ IQA Submission final date
- ⑤ upto date preparation of SSR
- ⑥ Tentative date of SSR Submission
- ⑦ Others.
- ⑧ Speech of The president
- ⑨ Conclusion of the Meeting

Today on 22/8/22, a meeting of IQAC core committee is held under the chairmanship of Mrs Kanika Goswami, principal cum chairperson IQAC, M.S. Jishi' college, Raigarh.

The objectives of the meeting is explained by Dr Syed Habibur Haque, co-ordinator, IQAC. Explain the objectives of the meeting, Dr S. H. Haque highlights the importance of the meeting from various angles to be discussed in connection with the accreditation of NAAC like the final submission of departmental profile by the departments concerned. Besides, we should fix a tentative date of IQA & SSR Submission.

In the discussion, Dr Manoj Goswami expresses his view regarding departmental audit as it is important from the NAAC accreditation point of view.

Mrs Aparajita sharma, another member of IQAC core committee gives importance about departmental audit and emphasises on the updating

of departmental activities as well by the departments concerned.

Dewan Lutfur Rahman, a member of IQAC core committee portrays his views regarding updation of departmental activities and preparation and completion of SSR related works.

After the discussion, the following resolution are taken unanimously.

Res NO 1: It is resolved that for departmental audit, ~~Dr~~ Dr utpal sharma, professor of Gaudeti University is to be invited during the month of Oct/2022.

Res NO 2: It is resolved that Dr Manoj Goswami and Mrs Aparajita Sharma, Asstt prof of the college are to be entrusted the responsibility of completion of SSR (Self study Report).

Res NO 3: It is resolved that the IQAC Submission is to be done within the month of November/2022.

Mrs. K. Goswami, principal cum chairperson in her speech gives an inspiration to all the members that we will be able to face NAAC peer team with our positivity and concludes her speech. B

Approved

(Signature)

10/11/22

M.S. Girls College  
Rangia

Co-ordinator  
IQAC

M.S. Girls College, Rangia

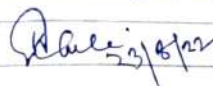


# Meeting of Core Committee (IQAC, M.S. Jyoti College, Kavay)

Dt - 23/08/22

Venue : principal's Room Time - 1.00 pm

## Signature of Attendance :

- ① 
- ② Dr. Syed Habibul Haque, Co-ordinator IQAC,
- ③ Dewan dutfur Rahman, Member 23/08/22
- ④ Suman A.C., Member - 23/8/22
- ⑤ Aparajiti Shukla " 23/8/2022
- ⑥ Anurita Kapita 23/8/22
- ⑦ Dr. Manoj Gowdama 23/8/22

## Agenda of The Meeting

- ① Final submission of Departmental profile.
- ② IIQA Submission final date
- ③ SSR upto date preparation
- ④ Tentative date of SSR Submission
- ⑤ Any others.

Today on 23/08/22 at 1. pm a meeting of IQAC Core committee is held with

with the chairmanship of Mrs. K. Goswami, Chairperson IQAC cum principal, M.S. Girls' College, Raigarh.

Dr. Syed Habibul Haque, Co-Ordinator, IQAC explains the objectives of the meeting. Explaining the objectives Dr. Syed Habibul Haque says we are to submit the IIRA report in the month of September. And before that we have to do the final and update preparation of SSR.

~~Dr.~~ In the discussion, Mrs. Rumi Kalita, Member of IQAC Core Committee highlights that a tentative date is to be fixed for IIRA Submission.

Dr. Syed Habibul Haque, Co-Ordinator, IQAC says that already all the departments except Arabic and English have submitted departmental profiles.

Mrs. Aparajita Sarma, a member of IQAC Core Committee emphasises on final preparation of SSR before submission of IIRA. Mrs. Sarma says that since we will get only 45 days after IIRA Submission, so that

hence we are to prepare the SSR finally.

Dewan Dulfur Rahman in his short speech says that every <sup>faculty member of</sup> academic department of the college should be requested to upload their departmental activities and to maintain the hard copy of such activities.

Mr Sukur Ali and Dr Manoj Goswami also take part in the discussion. Dr Manoj Goswami, a member of IQAC core committee desires to complete the work of SSR on or before 20th Sep/2022.

Mrs Kanika Goswami, chairperson of IQAC in her speech gives importance of Infrastructure development and desires to complete some of the important aspects of infrastructure within a very short span of time. Mrs. Goswami offers heartiest thanks to every members present in the meeting for their kind co-operation.

~~Some~~ After the discussion the following proposals are taken :-

① It is resolved that the last date of submission of departmental profile and departmental activities is fixed on 30/08/2022.



② It is resolved that The HOD(s) of Department of Arabic and Department of English are to be requested by ~~the~~ co-ordinator, IQAC through letter despatching for submitting Departmental profile of their respective departments.

③ It is resolved that let The SSR (Self Study Report) be finally ~~submit~~ prepared on or before 20th Sep/2022.

The above resolutions are taken unanimously in the meeting of the Core committee.

Mrs K. Roswami, chairperson and cum principal ~~offers~~ conveys hearty thanks to every member of IQAC Core Committee and ~~to~~ concludes the meeting.

Approved  
@ Que -  
22/8/22

M.S. Girls' College  
Rangia

B  
23-08-22

Co-ordinator  
IQAC  
M.S. Girls' College, Rangia

# Meeting of IQAC Core Committee

Dt - 10/11/22

## Signature of Attendance

- ① Kanika Jyoti . D. Jyoti  
10/11/22
- ② Dr. Syed Habibul Haque Co-ordinator - IQAC M.S.G.C.
- ③ Sukun ~~Sharma~~ ~~Sharma~~ 10/11/22
- ④ Dr. Manoj Ganesani
- ⑤ Apurajita Shukla
- ⑥ Desai Anurag Rahman
- ⑦ Anurag Karthika

## Agenda of the Meeting

- ① Taking The chair of The president.
- ② Objectives of The Meeting .
- ③ IQA Submission
- ④ Discussion of SSR Submission
- ⑤ Any others .
- ⑥ Speech of The president
- ⑦ Conclusion :



On 10/11/2022 (Thursday), a Meeting of IQAC core committee is held under the chairmanship of Mrs Kanika Goswami, chairperson IQAC, M. S. 'Sishu' College, Rangia.

The aims and objectives of the meeting is explained by Dr Syed Habibul Haque, co-ordinator, IQAC of the college. Explaining the objectives of the meeting, Dr Syed Habibul Haque says that we have to submit the IIA within a very short time. After IIA registration we have to proceed for SSR submission.

Mrs. Kanika Goswami, chairperson of IQAC emphasises on the reading of proceeding ~~book~~ of previous meeting for a smooth functioning of a meeting so that we can memorise the decision taken in the previous meeting.

Mrs Aparajita Sharma, Member of IQAC core committee discussed the overall aspects of NAAC accreditation referring various colleges who have already been accredited by NAAC peer team. Mrs Sharma also highlights the importance of infrastructural development of the college in collaboration with the notable persons of our society.

Dr Manoj Goswami, another member of IQAC core committee in his speech

explains the importance of Green Audit, Tree plantation, provision of a Museum and provision of sufficient class rooms in the college.

Mrs Rumi Kalita indicates about separate departmental room for each and every department of the college. Besides, we should proceed departmental profile PPT presentation by each department of the college. Again we have to provide a separate room for Alumni of the college.

Dewan Lutfur Rahman, Member of IQAC core committee highlights the importance of big portrait of Late Mahabendra Sarma.

After a good deliberations, the following proposals are taken for implementation.

Resolution no 1 - The following members are to be requested for members of IQAC so that we can cope up at least two members

- ① Utpal Sharma (Professor G.U)
- ② Debahari Talukdar (Deputy Controller of Exam. G.U)
- ③ Dulu Moni Gowami (Associate prof G.U)
- ④ Satyendra Nath Berman (B. Bernal College)

- ⑤ pranjit Bora ( Director, KKHSOU)
- ⑥ Bhaba Sharma ( Controller, KKHSOU)
- ⑦ Biman Melhi ( G.V ) etc .

Res no 2<sup>o</sup> It is resolved to move in the direction of Energy & Green Audit immediately

Res no 3<sup>o</sup> It is resolved that the students of the college are to be given the counselling regarding NAAC accreditation .

Res no 4<sup>o</sup> It is resolved to provide a big size photo of Dr S. Radhakrishnan .

Res no 5<sup>o</sup> It is resolved to provide a big size photo of Late Manabendra Sarma in the college Hall no 1 of the college .

Res no 6<sup>o</sup> It is resolved that the HODs of the various departments are to be requested to prepare the PPT of their departmental profile .

All these resolutions are accepted unanimously in the meeting of the NAAC core committee .



Then Mrs Kanika Goswami,  
chairperson of the meeting offers  
heartiest thanks to all the members.  
Mrs. Goswami in her speech says  
that we have to proceed in the direction  
of NAAC accreditation with full  
dedication and co-ordination. If  
~~we~~ we proceed unitedly we will  
definitely be able to achieve a  
satisfactory grade in NAAC accreditation.  
Then chairperson of the meeting  
concludes the ~~agenda~~ meeting by  
offering thanks to the members again.

Approved

Principal  
09.12.22

Principal  
M.S. Girls' College  
Rangia

B

Co-ordinator  
IQAC  
M.S. Girls' College, Rangia

# Meeting of IQAC

Date: 07-12-22

## Signature of Attendance

1. Mrs Prasanna Das Baishya. H.O.D. of Eco Dept. 06/12/22
2. Mriduljit Patowary Asst. Professor, Dept. of Economics
3. Dr. Manoj Goswami. Asst. prof in Economics
4. Dipak Choudhury HOD - History
5. Arifur Rahman HOD English
6. T. Talukdan Dept. of Education.
7. Sukun AG.
8. Aparajita Shaha.
9. Dr. Minakalita
10. Dewan Lutfur Rahman
11. Saij Kumar
12. Ramen Chandra
13. Rumi Kalita
14. Syed Habibul Haque
15. Kanika Goswami. *(Signature)*

Today on 07-12-22 an executive meeting is organised under the Presidentship of Mrs. Kanika Goswami targeting

following agenda.

### Agenda of the meeting.

1. Last proceeding
2. Regarding Departmental Profile.
3. Regarding Teaching Plan.
4. Regarding responsibilities of Teaching Staff for performing various activities (NAAC)
5. Others.

Dr. Syed Habibul Haque, Co-ordinator IQAC, M. S. Girls College, Rangia address the meeting by mentioning the aforesaid agenda and seek fruitful opinion from each of the members Present in the meeting.

After a threadbare discussion or analysis keeping view of the agendas mentioned by IQAC - Co-ordinator the following resolution, have been adopted and taken under consideration of its implementation.

Res. No: 1 The meeting approved the last Proceeding on 10-11-2022.

Res. No-2. Today on 07-12-2022 its is resolved that a few essential aspects like- Deptt. Profile, P.P.T. and Teaching Plan of each development is to be



prepared within 15 days.

Res. No. 3 It is proposed in the core-committee (IQAC) meet that activities related to NAAC has been entrusted upon the Teaching member/Non teaching of the college as per direction of G.B. President.

Respecting our duties in connection with NAAC and also obeying the direction of the honorable G.B. President, M. S. Girls' College, Rangia we are ready to come to the college during the winter break. It is mandatory to make our department up-to-date. Besides this, the following activities are distributed among the esteemed Teaching/Non-teaching Staff; so that works/activities may complete in a convenient way.

NAAC related activities to be completed during the winter vacation or before Magh Bihu (14-01-2023)

SL. NO.	Activity	Assigned Person	Signature
1.	Overall supervisor	Dr. Syed Habibul Haque, Co-ordinator IQAC	
2.	Finalisation of SSR	Dr. Manoj Goswami Member IQAC Mrs. Aparajita Sharma, Co-ordinator, NAAC	


SL NO	Activity	Assigned Person	Signature
3.	Museum	Dr. Mina Kalita Tarali Talukdar.	
4.	Kitchen Garden	Mukut Deba Saroj kr. Nath P. Das Baishya	
5.	Preparation of Green Audit (Tree plantation, earth filling, labelling of trees, college map etc.)	Sukur Ali R. Ch. Nath	
6.	Medicinal Plants (Special Garden)	Manu Basumatary Rumi Kalita	
7.	Entrance Gate signboard, New office Building signboard College Anthem different cells of M. S. Girls' College, Block-wise separation and indentification of our build- ing, core values and code of conduct of our College.	D. Lutfur Rahman Mouduljit Patowary	
8.	Letter drafting to Advisory Committee members	Mr. Tabickar Rahman.	
9.	Overall maintenance of Library	C. Jyoti Baishya Dr. Dipanjali Devi Mr. Himen Ch. Kakati	
10.	Sudden library visit 2 times daily.		
11.	Frequent counselling of students regarding feedback (Record keeping is a must)	Dipak Choudhury T. Rahman C. J. Baishya T. Talukdar.	
12.	Traditional / cultural photograph preparation (Barahid river,		

Haradutta Viradutta Bhawan, Mamoni Roysom Goswami, Bhupen Hazarika, Bihudance Bodo dance, Japi, Xarai, Dhol, Gamosa etc.)		
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At last honourable G.B. President Mr. Dilip Deka inspired all the employees of the College and he also advises the employees to involve in this function keeping its

In addition, honourable Chairperson of the meeting address all the members not to afraid ~~of~~ up-coming NAAC Peer team visit. Event, she also added to preparation S.S.R as early as possible.

Approved

  
12.1.23  
Co-ordinator /c  
M.S. Girls' College  
Rangia

8  
07-12-22

Co-ordinator  
IQAC  
M.S. Girls' College, Rangia