



IQAC Meeting (Blended Mode) dated 7<sup>th</sup> November 2020

Sl. No	Minutes of Discussion	Suggestion/Action Taken	Status
1.	Confirmation of Minutes of meeting dated 21 <sup>st</sup> August 2020.	Confirmed	-----
2.	<p><b>Action Taken Report:</b></p> <p>a. On enhancing ICT equipment's &amp; mechanisms in classrooms, laboratories, smart classrooms etc.</p> <p>b. Installation of other Apps besides Google meet/Zoom/Jio Meet to allow access for big classrooms of more than 100 students.</p> <p>c. Improvement of internet connection.</p> <p>d. Webinar on Preparation of Lesson Plan</p> <p>e. Hands-On Workshop on Online Learning-Teaching Tools.</p>	<p>a. IQAC &amp; the Website Maintenance &amp; ICT Development Cell had a meeting on 11<sup>th</sup> September, 2020 &amp; an inspection had been carried out &amp; their suggestions had been submitted to the management. A report about their progress will be submitted within a week.</p> <p>b. Options such as Google Classroom, GSuite&amp;installation of MOODLE will be taken up immediately &amp; the Convener of Website Maintenance &amp; ICT Development Cell, HOD, Department of Computer Science &amp; Applications &amp; IQAC Coordinator to coordinate the process with the management.</p> <p>c. Apart from the BSNL other options such as Jio Net will be installed.</p> <p>d. IQAC in collaboration with the Department of Education had organized the Webinar on 10<sup>th</sup> September, 2020.</p> <p>e. The IQAC in</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>The report is submitted to IQAC accordingly.</p> <p>All participants and resource persons</p>

		collaboration with the Department of Computer Science & Applications and the ICT and Website Maintenance Cell had organized this on 17 <sup>th</sup> September, 2020.	were issued e-certificates & report was submitted to IQAC.
3.	<b>Requirements of IQAC:</b> a. Allotment of bigger room for IQAC. b. Provision of office assistant to IQAC.	a. Management will do the needful. b. Office assistant will be given to IQAC.	Done Done
4.	<b>AQAR 2019-20</b>	Due to the pandemic, preparation of AQAR 2019-20 had been delayed. However, the process has been started again and will be completed. The IQAC will coordinate the process.	Done
5.	<b>S. C. Dutta Memorial Lecture</b>	Will be organized by the Department of Chemistry in collaboration with IQAC (blended) on the 11 <sup>th</sup> November 2020 on the theme, "Onward with Chemistry" at 11 A.M.	Done
6.	<b>Feedbacks from stakeholders</b>	The IQAC along with Departmental Co- Coordinators will ensure the process of giving and collecting the feedback forms from stakeholders (online).	Feedback forms analyzed by IQAC and a feedback committee constituted.
7.	<b>Management Information System (MIS):</b>	Discussions are ongoing with vendors/firms and the software will be installed as soon as possible.	Done
8.	<b>Any Other Matter:</b> a. Placement of teachers.	a. The matter to be taken up with DHTE which had issued a notification to colleges to put on hold placements until certain matters are	Done

	<p>b. Appointment of System Information Officers.</p> <p>c. Alumni Association</p> <p>d. Shifting of the Art &amp; Culture Gallery to a better and prominent place.</p>	<p>cleared from the Office of the DHTE.</p> <p>b. The college will do the needful in consultation with the IQAC &amp; Convener ICT and Website Maintenance Cell.</p> <p>c. College &amp; IQAC to arrange meeting on 12<sup>th</sup> November 2020 at 1:30 P.M. with Alumni (Internal members) to strengthen the Alumni Association of the college.</p> <p>d. College will take up the matter &amp; a meeting with Art and Culture Committee will be held accordingly.</p>	<p>Done</p> <p>To be taken up.</p> <p>Done</p>
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 Dr. E. Kharkongor  
 Principal

  
 Dr S. Sarma  
 IQAC Coordinator