



IQAC Meeting with Departmental IQAC Co-ordinators dated 13th February 2021

Sl.	Minutes of discussin	Suggestions/Action Taken	Status
1.	Confirmation of Minutes of meeting dated 27 th November 2020.	Confirmed	-----
2.	Action Taken: a. AQAR 2019-20 and AQAR 2020-21. b. Webinar on UGC Regulations 2018. c. Website updating, d. Feedback forms. e. Management Information System (MIS) & other related matters.	a. AQAR 2019-20 are prepared and preparations for AQAR 2020-21 have also started. b. Preparations are & resource persons are being contacted for the programme. c. Taken up & is a continuous process. d. The departmental IQAC Co-ordinators to ensure collection of feedback forms and submit the same to IQAC as soon as possible whilst noting that the forms of 2019-20 are for the 3 rd semester and 5 th semester students. e. The College have engaged the firm MASSTECH for online admissions, developing and installing the MIS & other related matters from 16 th December, 2020.	Done Done
3.	Ensuring better mechanisms for building data base of the institution:	a. The Departmental IQAC Co-ordinators are to cross check students data from office with departments for enrolment and pass percentage. These are also to be maintained in the department. b. To ensure that departments maintained the mentor-mentee list from 2016-2021. c. The departmental IQAC Co-ordinators are to take undertaking from teachers using ICT and the same can be collected from IQAC. d. The course completion certificate has to be signed by students also and the matter to be	Done

		<p>discussed with the HODs.</p> <p>e. The format for lesson plan to be given to all departments and modifications can be made accordingly as per convenience.</p> <p>f. The departments are to maintain the attendance register and syllabus distribution from 2016-2020.</p> <p>g. Departmental alumni to be formed by all departments.</p> <p>h. Remedial classes if taken by departments are to be documented such as attendance registers duly signed by students.</p> <p>i. Duties & other related works assigned to teachers by the department/NEHU & others (letters) to be maintained and the format will be provided by IQAC.</p> <p>j. All relevant information of students participating in sports & other activities, such as name, roll. No, student ID, certificates etc. students' progression and others are to be meticulously maintained by departments.</p>	<p>Done</p> <p>Done</p>
4.	Any other matter: Memorial Lecture of (L) Prof. S. C. Dutta:	The Department of Economics is to organized this Memorial Lecture as soon as possible	Done


Dr. E. Kharkongor
Principal


Dr S. Sarma
IQAC Coordinator