

**Proceedings of IQAC executive committee meeting  
held on 13<sup>th</sup> October, 2018**

**Venue : Teachers' Common Room, ADP College**

The executive committee of IQAC met today under the chairmanship of Dr Surajit Kumar Bhagowati from 11 am onward.

**Members present :**

1. Dr Surajit Kumar Bhagowati, Chairman
2. Dr Sanjib Kumar Borkakoti, Co-ordinator
3. Dr Mridul Hazarika, Member
4. Dr Kakali Boruah, Member
5. Dr Sadananda Payeng, Member
6. Dr Sabita Devi, Member
7. Dr Jayanta Barman, Member
8. Dr Afifa Kausar, Member
9. Mr Siddhartha Saikia, Member
10. Mrs Rashmi Sharma, Member
11. Mr Hrishikesh Bhuyan, Member
12. Mr Muktar Ahmed, Member
13. Dr Nizamuddin Ahmed, Member
14. Dr Smarajit Oja, Member
15. Mr Joon Rajkhowa, Member
16. Mr Dilip Barkataki, Member
17. Debapratim Bora, Member

**Agenda of the meeting :**

1. President takes chair
2. Introduction of members
3. Purpose of the meeting

4. Confirm Proceedings of previous meeting
5. Adopt the AQAR, 2017-18 and Plan of Action for 2018-19
6. Administrative Audit
7. Any other issue
8. President's comment

**Minutes of the meeting :**

The meeting started with Dr Surajit Kumar Bhagowati, Chairman taking the chair. Co-ordinator Dr Sanjib Kumar Borkakoti introduced the members and explained the purpose of the meeting. Then the Proceedings of the previous meeting was read out and confirmed.

The AQAR, 2017-18 prepared for submission to NAAC was presented by the Co-ordinator and approved by the meeting. The meeting adopted the plan for 2018-19 as below :

1. The college is planning to start a vocational course as well as production facility in the Herbal Science & Technology as a start-up project.
2. The college is planning to start a production facility in Tea Science as a start-up project.
3. The college is planning to have collaboration with industries dealing in Herbal products as well as with academic institutions having Herbal Science departments.
4. The college is planning to renovate the class rooms in L.N. Bezbarooa Hall with grant sanctioned by RUSA.
5. The college is planning to create a computer hub.
6. The college is planning to add a digital section in the central library with grant from RUSA.
7. The college is planning to start consultancy of soil testing, by using the expertise and technical apparatus available in the college, in order to generate resources.
8. The college is planning to organise seminars and workshops on quality of education, intellectual property rights, sports, medieval craft etc.
9. The college administration will be requested to renovate the urinal for male students.
10. The college is planning to organise health camps specially for adolescent & girls, educational awareness camps and women empowerment camps as parts of extension programmes, in the adopted village, adopted colony and other backward places identified by the IQAC.
11. There will be celebration of Diamond Jubilee of the college in 2018-19, where thrust will be on holistic development of the students by organising skill-based workshops and

seminars with renowned experts as resource persons. There will also be several publications on important issues.

12. The college administration will be requested to equip the new academic building with fittings.
13. The college administration will be requested to acquire more drinking water facility since the number of students has increased with opening of new courses.
14. The college administration will be requested to acquire land for plantation of medicinal herbs and plants in order to enrich the Herbal Science & Technology department.

Next the report of the Administrative Audit sub-committee of IQAC was presented by the coordinator. The members approved the suggestions of the Audit sub-committee as given below :

1. All the office staff should be trained in computer operation. Only two have been trained so far.
2. The files in Principal office should be numbered and coded so that data retrieval becomes further easier.
3. The emergency phone numbers should be displayed prominently in the college premises.
4. The facilities in the college canteen has to be improved further. Seating facility for the students should be provided.
5. More drinking water facility should be provided in the college premises.
6. The central toilet facility for the faculty members should be improved.
7. The interactive boards in the smart class rooms need to be repaired.
8. The administration should take up the matter of filing up the vacant posts of faculty members with Director of Higher Education.
9. A data-base of the faculty members should be created.

The members Dr Smarajit Oja, Mr Joon Rajkhowa, Mr Dilip Barkataki and Dr Nizamuddin Ahmed expressed satisfaction with the plans and programs chalked out by the IQAC for 2018-19. Chairman and Principal Dr Surajit Kumar Bhagowati elaborated the steps taken by the college in the recent period in his brief address. He also informed the members that the governing body had already decided to procure land for the college. However another option of getting some forest land allocated to the college was also being explored, he added. The meeting ended with his speech.

### **Action Taken Report :**

1. The AQAR along with the Plan of Action for 2018-19 was placed before the Governing Body on 22<sup>nd</sup> December, 2018 and duly approved for despatch to NAAC.
2. The report of the Administrative Audit sub-committee was also placed before the Governing Body on the same day and duly approved for uploading in the college website as mandated by NAAC.
3. Different sub-committees have been constituted under IQAC to carry out the plan of action. These sub-committees have already started working.