



আনন্দৰাম ঢেকিয়াল ফুকন মহাবিদ্যালয়
ANANDARAM DHEKIAL PHOOKAN COLLEGE

NAAC accredited with B++ Grade with CGPA 2.94 (3rd Cycle)

IQAC MEETING PROCEEDINGS

2023-2024

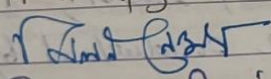
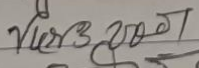
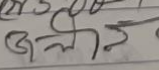
**(On 29/08/2023, 10/11/2023, 15/12/2023, 06/04/2024,
07/05/2024, 20/05/2024 & 08/06/2024)**

29.08.2023.

A meeting of IQAC Executive body was held today (29.08.2023) at Principals chamber under the chairpersonship of Dr. Sadananda Payong to discuss the following agenda.

1. Planning of Activities for 2023-24.
2. Preparation of the AQAR 2022-23.
3. Feedback generation for 2022-23.
4. Guardian meeting and Alumni Meet.
5. Introduction of Add-on course.
6. Implementation of NEP-2020.

Signature:

1. Sadananda Payong (Chairperson)
2. M. K. Hazarika
3. 
4. Ganga Rani Das.
5. Abdul Mannan
6. Shashikesh Bhuyan
7. Pooj Md Raine
8. 
9. 
10. Archana Das
11. Bhagwati Das
12. Monami Linkin
13. Afifa Kausar
14. Heerathan
15. Pimsh De Bora
16. Ch. Harejan Das (Coordinator)

Discussion and Resolution:

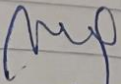
The meeting prepared a detailed plan of action for the session 2023-24 under the guidance of newly appointed principal cum champion.

The IQAC Coordinator is entrusted with collecting teaching plan from the departments, upload academic calendar and course outcome on college website.

Preparation of AQAR for 2022-23 is to be initiated. As a part of Academic audit AAA, Green audit, Library audit etc are to be conducted by IQAC.

Feedback from all stakeholders are to be initiated.

Departments should manage Alumni Meet and Parents meeting in departmental level. Departments should also opt for introducing Add-on courses.


Principal
A.D.P. College
Nagaon (Assam)

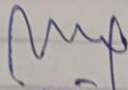
19/8/23
Coordinator
IQAC
A.D.P. College

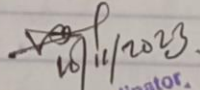
10.11.2023

A meeting was held at the Principal's chamber today (10.11.2023) at 1.30 PM. to discuss the progress on data collection and preparation of the AQAR 2022-23. The IQAC Coordinator along with the convenors of Seven Criteria were present in the meeting. The convenors explain their progression to the principal and resolve to prepare a draft AQAR on or before 20th December 2023.

Signatures:

1. Suban Dasgupta (Chairperson)
2. Ch. Harajan Dasg. (Coordinator)
3. Jyoti Chetia
4. Milan Neog
5. Ganga Rani Das.
6. Afifa Kanson
7. Byar Md Rana
8. Arslana Bis
- 9.


Principal
A.D.P. College
Nagaon (Assam)


10/11/2023.
Co-ordinator,
IQAC
A.D.P. College

15-12-2023.

A meeting was held today at the Principal's chamber at 10.30 AM to discuss ~~the~~ on the final draft of AQAR 2022-23. The following members were present in the meeting:

- 1) Dr. Sadaranda Nayak (Chairperson)
- 2) Dr. Chittarajan Nath (IQAC Coordinator)
- 3) Dr. Ganga Rai Das (Convenor, Crit-1)
- 4) Dr. Archana Das (Convenor - Crit-2)
- 5) Dr. Milan Negi (Convenor - Crit-3)
- 6) Dr. Jatin Chelia (Convenor - Crit-4)
- 7) Prof. Pyar Md. Raisa (Convenor - Crit-5)
- 8) Dr. Afifa Kausar (Convenor - Crit-6)
- 9) Dr. Lakshmi K. Singh (Convenor - Crit-7).

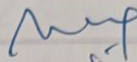
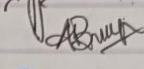
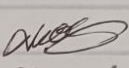
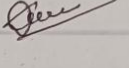
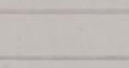
Discussion and Resolution:

- 1) All members of the meeting discussed in detail the draft AQAR 2022-23 and expressed their satisfaction on its format. However a few minor modification was suggested by the Chairperson.
- 2) The meeting resolved to submit the AQAR, after suggested modification, to NAAC by end of February 2024.
- 3) The meeting proposed that the IQAC Coordinator, in the meanwhile, should place the draft AQAR in front of Academic Council or Governing Body to get its approval for the same.

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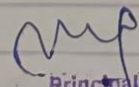
06-04-2024

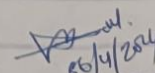
A special meeting is being convened today at 11:00 AM at the Principal's Chamber to discuss regarding submission of Master time table, Academic Monitoring Committee Report and Employees Attendance report to DHE, Assam. The meeting was held among the following members as notified by Principal.

- 1) Dr. Sadaranda Nayang, Principal 
- 2) Dr. Chittaranjan Nath, convener 
- 3) Dr. Michul Kr. Hazarika, VP 
- 4) Dr. Aparna Baringi, VP 
- 5) Dr. Jayanti Barman, Member 
- 6) Dr. Sakita Devi, "
- 7) Dr. Milan Neog, "
- 8) Mr. Dipjyoti Das (TA), "

The meeting resolved that —

- 1) The Master Time-table, which was prepared by the VP-Academic Dr. Aparna Baringi for the session 2023-24, will be updated as per required format asked by DHE, Assam and will be made ready by 10th April for submission.
- 2) The college has a functional 'Academic Council' that regularly monitors academic matters. Hence the meeting proceedings of the Academic Council for the current semester will be submitted to DHE. IQAC Coordinator Dr. Chittaranjan Nath will be responsible for this.
- 3) Biometric Attendance records will be submitted w.e.f. 1st April 2024. VP Administration, Dr. Michul Kr. Hazarika will coordinate this to assist the Principal to prepare such reports.


Principal
A.D.P. College
Nagaon (Assam)


66/4/2024
Co-ordinator
IQAC
A.D.P. College

Meeting with Admission Committee.

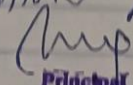
07/05/2024.

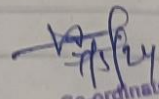
A meeting with Admission Committee convenors was convened to discuss admission strategies for the Session 2024-25. Members present were:

1. Sadaranda Rayeng - Principal.
2. M.K. Hazarika - VP
3. Aparna Baitapi - VP
4. Chittaranjan Nath (IQAC Coordinator)
5. Sabita Devi (Convener - Arts)
6. S.M. Rana (Convener - Commerce)
7. Kiran Kr. Shah (Coordinator, Admission)
8. Siddharth Kr. Saikia (Convener - Comp. Sci)
9. Shantanu J. Saikia (Convener - Science).

Discussion and Resolution:

- 1) The meeting resolved to form sub-committees for admission in various streams and assign faculties in those sub-committees.
- 2) The meeting resolved to organize a staff meeting (workshop) to train all faculties on how to verify online forms in SAMARTH portal. Admission Coordinator, Dr. Kiran Kr. Shah, has been entrusted to conduct the workshop.
- 3) The meeting also resolves to hold discussions in sub-committee level to clarify all doubts of the faculty members regarding admission procedure.
- 4) The meeting resolves to adhere to all guideline and deadline give by Govt. of Assam regarding To Admission procedure.


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Nagaon (Assam)


Co-ordinator,
IQAC
A.D.P. College

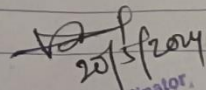
20.05.2024

A meeting of IQAC Convenors of 7 (Seven) Criteria was held today, the 20th May 2024 to discuss the Review Report of AQAR 2022-23 received on 18/5/2024.

1. Sakarade Pooj
2. M. K. Hargurika
3. Milan Negi
4. Garud Raina
5. Afifa Kamsar
6. G. R. D. m.
7. Anil Kumar
8. Chittaran Nais
- 9.

Discussion and resolution of the meeting:

- 1) The meeting discussed the AQAR Review Report in detail and resolved to answer all queries made in the report.
- 2) Individual Criteria-Convenors to assist IQAC coordinator to prepare the query-reports and resubmit AQAR-2022-23 within 10 days.
- 3) Noticing some ambiguity in the Review Report such as data collection period from July to June, the meeting entrusted IQAC coordinator the responsibility to communicate with NAAC officials to meet-up these confusions.


20/5/2024
Co-ordinator,
IQAC
D.P. College

Meeting with Faculty Members:

08-06-2024

A general meeting was convened with all faculty members to discuss the following issue.

- 1) NEP-2020 implementation in college.
- 2) Admission for 2024-25 as per NEP-2020.

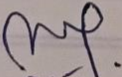
Signature of Members present:

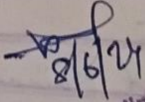
1. S. P. Singh
2. N. K. Hazarika
3. Aparna Baruah
4. Bijumoni Borah
5. Abdul Mannan
6. Chittayan Nali
7. Minamuddin Ah
8. Abdul Mufid Md Hassam
9. Ganga Rani Dora
10. Neela Sharma
11. Anyana Devi
12. Boby Singh
13. Falni P. Chetia
14. Pranjali Hazarika
15. G. B. N. Borah
16. Jayashree Barua
17. A. K. Das
18. Raju Md Rana
19. Sabita Devi
20. Binmota Bora
21. Rajita Kalita
22. Kakali Boruah
23. Sanjira Hazarika
24. Arindam Borah
25. Pijush Debbarh
26. Ajit Kr. Singha
27. Abhijit Barua
28. Parkej Kalita
29. Karbir Engli
30. Bhaskar J. Saikia
31. Rashmi Sharma
32. Afifa Kanas
33. Raneymale Roy
34. Malavika Baruah
35. Jyotirmala Bora
36. Bhasezati Sarma
37. Sirani Mili
38. Heena Khar
39. Ambalika Phonglo
40. Jocelyn Sangma
41. Tina Bueha
42. Roopjyoti Chakraborty
43. Mandarini Das
44. Minakshi Bora

Principal
A.D.P. College
(Assam)

Discussion:

- 1) Primary features of NEP 2020 is explained by Dr. Jayanta Barman, Asst. Prof, Dept. of English to all members in the meeting.
- 2) Dr. Chittareyan Das, IQAC Coordinator explained on how the college may take necessary steps to implement NEP 2020 in the current session.
- 3) Dr. Kishor K. Shah discussed various aspects of Upcoming Admission for the session 2024-25 as per NEP 2020. He also explained various subject-combinations allowed in SAMARTH admission portal for Admission.
- 4) The meeting suggested that the 'Prospectus' to be modified and uploaded in college website. A prospectus committee was formed for the same.
- 5) The meeting suggested the Website Committee to publish all necessary information relating to Admission on website.


Principal
A.D.P. College
Nagaon (Assam)


Co-ordinator
IQAC
A.D.P. College