

IQAC Meeting with Office Staff

Date: 20.11.2020

Time: 1:00 pm

Venue: IQAC Office

List of Members Present:

1. Nikunja Das



2. Prasanna Saikia



3. Bipul Das



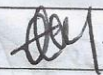
4. Kameshwar Bez



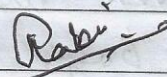
5. Manabendra Kalb



6. Dibyajyoti Rajbongshi



7. Rabinika Thakur



8. Naka Ka Sunu



9. Manjit K. Masdan



10.

Proceedings and Resolutions:

The meeting discussed upon introduction of certain new mechanisms to be implemented in the college office by revamping the existing procedures. The discussions were followed by the adoption of the following resolutions:

1. Resolved that -

- (a) copies of certain documents that are required for NEAC purpose be sent promptly to the IOAC as and when available
- (b) Categories of documents to be sent to IOAC, viz.
 - (i) examination routines / time-tables
 - (ii) examination result sheets
 - (iii) sanction letters pertaining to research projects by faculty members
 - (iv) student admission lists in different programs
 - (v) scholarship documents and lists
 - (vi) Annual Reports sent to GV
 - (vii) Annual Audit Reports

2. Resolved that the xerox copies of Marksheet of all Final Exams of different programs to be kept in Office in separate files under proper custody

3. Resolved that -

- (a) a suitable mechanism be evolved for keeping Male-Female break-up category-wise of students with respect to "Candidates Appeared in Final Exams" and "Candidates Passed in Final Exams"
- (b) Dibyajyoti Rajbangshi and Bipul Das to be entrusted with the task of devising a suitable / appropriate mechanism to keep the records
- (c) A remuneration to be paid to both the employees for the allocated task, out of the fund earmarked against the respective examination committee

4. Resolved that -

- (a) Dibyajyoti Rajbangshi shall takeover the charge of the post of Estate Officer and shall do the needful to start the functioning of the

- Office of the Estate Officer and Records Room
Coordinator, OAC in consultation with the
Office Orientation Committee shall draft the
modalities for functioning of the Office of the
Estate Officer and Records Room
- (c) The Estate Officer shall interact with the NAAC
Peer Team members during the NAAC Peer Team
Visit

5. Resolved that the Office of the Pragyotish Gol
Ana-Shikshak Karmachari Samstha (PCAAS)
be set up in consultation with the Office
Orientation Committee

6. Resolved that a new format of Stock Register
shall be maintained by the Office of the
Estate Officer and Records Room

7. Resolved that —

- (a) steps be initiated to undertake an
Administrative Audit at the earliest
- (b) a designated committee (preferably
the Office Orientation Committee) be entrusted
with the task of monitoring and coordinating
the entire exercise

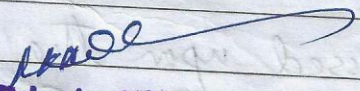
8. Resolved that —


- (a) all official notifications (letters/ memos
issued from the Office of the Principal
shall originate from one single nodal point
- (b) one designated computer be allocated for
composing/ printing of all official notifications
letters/ memos issued from the Office of the
Principal
- (c) Naba Kumar Samra shall be overall

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in-charge for issue of all official notifications / letters / memos issued from the Office of the Principal

- (d) Bipul Das shall officiate in place of Naba Kumar Sasua, when the latter is on leave
- (e) the present practice of hand-written referencing system in all official notifications / letters / memos issued from the Office of the Principal be abandoned and the practice of printed / typed referencing system be initiated
- (f) the practice of "Copy To" section in all official notifications / letters / memos issued from the Office of the Principal be initiated
- (g) copies of all official notifications / letters / memos issued from the Office of the Principal be kept in the Guard File of the college
- (h) all the above shall come into effect from 16.12.2020


Principal
Pragjyotish College
Guwahati-781009


Coordinator
IQAC
Pragjyotish College
Guwahati-09