INTERNAL QUALITY ASSURANCE CELL
PRAGJYOTISH COLLEGE

[Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956]

GUWAHATI – 781 009, ASSAM

Dr. Namita Das, M.A., Ph.D.
COORDINATOR

NOTICE

Dated: 19.09.2022

A Core Committee meeting of IQAC will be held as scheduled below to discuss upon various major issues to be implemented during the current academic session and to adopt resolutions regarding the same.

Draft agenda of the meeting:

1 (a). Submission of Annual Action Plan by all newly constituted in-house bodies
  (b). Submission of Action Taken Report on quarterly basis by all in-house bodies
2 (a). Submission of Annual Action Plan by all academic departments
  (b). Submission of Action Taken Report by all academic departments
3.   Preparation of Annual Institutional Report by compiling all the inputs of in-house bodies and academic departments
  (a). Report of IQAC
  (b). Report of Academic Departments
  (c). Report of In-House Bodies
4.   Reconstitution of all DACs by different departments
5.   Reconstitution of the Pragjyotish College Guardian Forum (PCGF) Core Committee
6.   Feedback of different stakeholders in online mode
7 (a). Mentor-Mentee List
  (b). Mentor-Mentee activities
8.   E-Governance mechanism
9.   Suggestions of NAAC
10. Register/Logbook for smart-classroom and ICT enabled classrooms
11. Increase of ICT enabled rooms
12. Up-gradation of Internet bandwidth
13. Use of institutional e-mail ids by all stakeholders

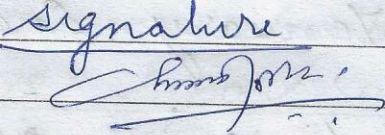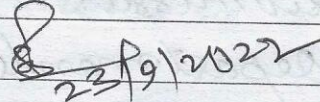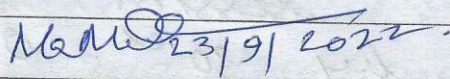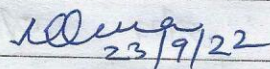Date: 23.09.2022   Time: 2:00 pm   Venue: IQAC Office
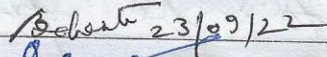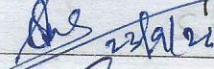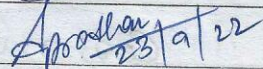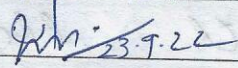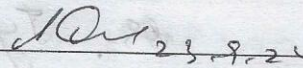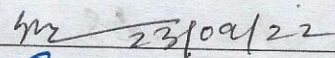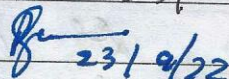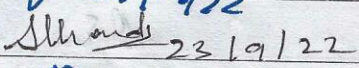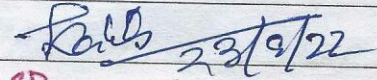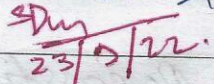
19/09/2022
(Dr. Namita Das)
Coordinator, IQAC

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namitadsaikia@gmail.com

Website: www.pragjyotishcollege.ac.in
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Members Present :

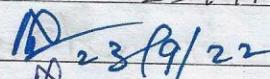| Name	Signature
1. CHANDAN NATH	Chandan Nath
2. Sarooj Sarma	23/9/2022
3. Manoj Kr. Mahanta.	Manoj 23/9/2022
4. Niva Deka	Deka 23/9/22
5. Bishwajyoti Deo Mahanta	Bebanta 23/09/22
6. Sangeeta Das	Das 22/9/22
7. KRISHNA DAS	
8. Amit Kumar Pradhan	Pradhan 23/9/22
9. Jyoti Prasad Das	JPDas 23.9.22
10. Arpita Das	Das 23.9.22
11. Gargi Sharmah	23/09/22
12. Pranita Goswami	23/9/22
13. Sharmapa Choudhury	Sharma 23/9/22
14. Manjit Kumar Mazumdar	23/9/22
15. Namita Das.	Das
26. Pradip ch Kalita	Kalita 23/9/22
17. Samrat Day	Day 23/9/22

Proceedings and Resolutions ->

The meeting today discussed about the modalities to be embarked upon. related to the current academic session 22-23. The following resolutions were taken —

1. Submission of Annual Action Plan by all In-house bodies by 21st October 2022. Action Plans prepared should be in consonance with NAAC criterion. Followed Action Taken Report - submitted January End 2023.

2. Submission of Action Plan by all Departments, for the Academic Session 2022-23. to be submitted by 30th October 2022.

3. An Annual Institutional Report to be prepared for the session 21-22, followed by succeeding sessions annually. For this purpose a Committee has been constituted with the following members -
   Dr. Jyoti Prasad Das (Convenor)
   Dr Samrat Dey
   Dr Krishna Das
   Dr Sangeeta Das
   Amit K. Pradhan.
   * Dr Namita Das (IQAC Co-ordinator as Advisor)

4. Reconstitution of Department Advisory committee by every department within 20th October 2022

5. Guardian Forum of the College to be constituted within 15 November 2022.

6. Feedback mechanism to be done through online mode within 15 December 2022.
   Curricular Aspect of the Feedback to be sent to Guwahati University.

7. Mentor-Mentee list to be submitted along with previous report within 7 days after puja vacation 2022.

8. For E-governance - 3-4 parties are to be invited for demonstrating ERP software.

9. Suggestion of NAAC to be implemented in a phased manner.

10. Register - Log Book for ICT and smart classes to be maintained.
    To facilitate ICT and smart class initiative 2 fully ICT enabled smart classroom to be set up with sophisticated instruments.

11. Upgradation of internet Bandwidth Block wise. IQAC - Bandwidth to increase upto 30 MBPS.

12. To make mandatory the use of institutional email-id. for all faculties / stakeholders.

19/09/2022
Coordinator
IQAC