

SIBSAGAR COLLEGE :: JOYSAGAR

Joysagar the 07th July, 2020

NOTICE

All the members of Internal Quality Assurance Cell (IQAC) of Sibsagar College, Joysagar are hereby notified to attend the meeting scheduled on 09-07-2020 at College Library Hall from 11:00am to discuss some of the important matter on process of submission of AQAR and SSR along with the SSS report.

Therefore all members are requested to attend the meeting without fail.



(Dr. P. C. Kalita)
Principal & Chairman (IQAC)
Sibsagar College, Joysagar

GENERAL MEETING OF IQAC HELD ON 09-07-2020 AT LIBRARY HALL

MEMBERS PRESENT :

- | | | |
|----------------------------|--|----------------------------------|
| 1. Dr. Prakash Kotoky, | Special Invitee (President, G.B.) | <i>[Signature]</i>
9/7/20 |
| 2. Dr. Profulla Ch. Kalita | Principal & Chairperson, IQAC | <i>[Signature]</i>
9/7/20 |
| 3. Dr. Pradip K. Barua | Member (V.C. Nominee to G.B.) | |
| 4. Mr. N.J. Sarmah, | Vice-Principal Vice-Chairperson | <i>[Signature]</i>
9/7/20 |
| 5. Mr. Bijoy Mohan | Ex officio member | <i>[Signature]</i>
9/7/20 |
| 6. Dr. Dulen Saikia | Coordinator | <i>[Signature]</i>
9/7/20 |
| 7. Dr. Ranjit Kumar Gam | Asst. Coordinator | <i>[Signature]</i>
9/7/20 |
| 8. Mr. Manash Pratim Gogoi | Asst. Coordinator | <i>[Signature]</i> |
| 9. Dr. Rajani Kt. Gogoi | President, Sibsagar College Alumni Association | <i>[Signature]</i>
9/7 |
| 10. Dr. Basanta Gogoi | Principal, Sibsagar College Teacher Education | |
| 11. Mr. Diganta Borah | Member (Faculty) | <i>[Signature]</i>
9.07.20 |
| 12. Dr. Tridib Mahanta | Member (Faculty) | <i>[Signature]</i>
9/7/2020 |
| 13. Mrs Malaya Borghoain | Member (Faculty) | <i>[Signature]</i>
09/07/2020 |
| 14. Dr. Nandita Goswami | Member (from Counseling Cell) | <i>[Signature]</i>
9/7/20 |
| 15. Dr. Rajib Saikia | Member (from Board of Examination) | <i>[Signature]</i>
9/7/20 |
| 16. Dr. Rupam Kr. Gogoi | Member | <i>[Signature]</i>
9.7.20 |
| 17. Dr. Parag Rajkhowa | Member (from NCC) | <i>[Signature]</i>
9/7/20 |
| 18. Dr. Pabitra Kr. Kalita | Member | |
| 19. Mr. Ranjit Baruah, S.A | Member (from None-Teaching Staff) | <i>[Signature]</i>
07/07/20 |
| 20. President/Secretary | Member (From Student Union) | <i>[Signature]</i>
9/7/20 |

PROCEEDING OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC),
SIBSAGAR COLLEGE, JOYSAGAR HELD ON 09/07/2020


VENUE: LIBRARY READING ROOM

The meeting started with felicitation of Dr. Prakash Kotoky, ex-Principal of the College and newly appointed President of the Governing Body of Sibsagar College, Joysagar. The Principal Dr. Profulla Ch. Kalita has requested Dr. Prakash Kotoky to preside over the meeting. Dr. Dulen Saikia, Coordinator of IQAC, Sibsagar College, Joysagar has handed over the agenda of the meeting to the President. Dr. Prakash Kotoky thanked all the members present and offered best wishes to the IQAC of the College for taking initiatives in overall development of the college.

Dr. Dulen Saikia has explained the objective of the meeting. In the next agenda Dr. Saikia has read out the proceedings of the previous meeting of IQAC and also presented the plan of actions taken in the previous meeting for AQAR submission. The proceeding is accepted by unanimously by the members present.

In the next agenda, Dr. Dulen Saikia has explained about the composition of the IQAC of Sibsagar College, Joysagar. In this regard Dr. Tridib Mahanta has advised to include members from industrialists/stakeholders as per point-6 of the composition of IQAC. Again regarding the point no.4 of the IQAC composition, the Inspector of Schools, Sivasagar and the Registrar of Rajiv Gandhi Cooperative University are suggested for inclusion in the IQAC of the College. The members have suggested for keeping one member from the NSS Unit of the College. The members have proposed name of Mr. Jugal Kakoty, as one of the member from the Industrialists/ Stakeholders category. However, the chairperson has given permission to the Principal to include any person that he thinks to be suitable as member from the Industrialists/ Stakeholders category (as per point no. 6).

Dr. Dulen saikia has explained the processes of AQAR submission of the college in Power Point for better understanding of the members. In the process he expressed that, the data validation is the important part of AQAR submission as NAAC validate all the data from third party organizations such as NIRF, AISHE where the college has to upload some quantitative data beforehand. He has pointed out that Students Satisfaction Survey (SSS) is an important part for AQAR submission and expressed concern on less participation of the students from all departments of the college till the date of the meeting. He has requested to expedite the SSS submission process by the respective HoDs of all Departments. In the same issue Mr. Manash Pratim Gogoi, has expressed concern over the interests or seriousness of the students in submission of SSS. He talked about development of certain mechanism in which the students will have to submit SSS compulsorily. The Principal expressed dissatisfaction over the Departmental lapses regarding SSS submission. The Vice-principal Mr. Naba Jyoti Sarmah has advised to make it compulsory for both HoDs and Students to take part in the submission of SSS. Mr. Diganta Borah, pointed out one issue of the software developed for the submission of SSS and requested to fix the issue. Mr. Rajani Kanta Gogoi opined that, students may be reluctant to submit SSS due to the fear that their responses may be disclosed to their respective teachers for whom they have given their feedback and thus, he has suggested for assuring the students that their feedback for teachers will not be disclosed by any means and won't impact their internal assessment marks.


Coordinator
IQAC, Sibsagar College
Joysagar


Principal & Secretary
Sibsagar College, Joysagar

Dr. Dulen Saikia further elaborated the marking system of NAAC on different aspects for an institution and he opined that our institution should take every possible step to fulfill all those aspects for acquiring good score from NAAC. He demonstrated different aspects of accreditation which are based on latest guidelines and accreditation frameworks followed by NAAC. Some of the important aspects emphasized by NAAC are development of MIS, Industry-Academia relationships, Introduction of Soft Skill Development Courses, Organization of Seminars or workshops on Innovative Ecosystem, a registered Alumni Association etc.

The Coordinator has expressed that development of MIS of our College has already been initiated.

The Industry-Academia relation is very important and it is given more emphasis in marking by NAAC. Thus, Departments should take initiatives in making collaboration with industries and other organizations for the greater interests of the students as well as of the College.

Introduction of soft skill courses is another area to be focused and the Coordinator has said that it is included in the future plan of action.

Organization of seminars and workshops on Intellectual Property Rights (IPRs) under innovative ecosystem (AQAR criterion 3.2) is one important subject need to be emphasized. In this regard the members have suggested organizing such seminars and workshops by the departments or IQAC.

The members also insisted organization of workshops on Human values and Professional Ethics.

Mr. Manash Pratim Gogoi and Dr. Dulen Saikia are of the opinion that, there is need for creation of separate teams for NIRF and AISHE data collection and submission to reduce the burden on the few members of the IQAC to avoid data discrepancies that may be caused by overburdening of works. The members supported the matter and suggested for creation of one database of the college where all data required for different purposes shall be stored.

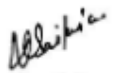
The members have also insisted on expediting the process of registration of Sibsagar College Alumni Association (SCAA).


Plan of Actions:

The Coordinator has presented the future plan of actions of IQAC before the members as stated-

1. Four certificate courses, two from arts stream and two from science stream.
2. Two national seminar, one from science stream and other from arts stream.
3. Initiation of incubation-innovation center

Apart from the plan of actions stated by the Coordinator, Mr. Rajani Kanta Gogoi, President of Sibsagar College Alumni Association (SCAA) suggested to introduce writing skill development course in the College which will enable the students in writing answer of different questions within prescribed word limits.


Coordinator,
IQAC, Sibsagar College
Joysagar


Principal & Secretary
Sibsagar College, Joysagar

Dr. Dulen Saikia has expressed interest in making collaboration with M/S R.S. Computers as consultant to provide consultancy services to nearby educational institutions in organizing online seminars, workshops, classes etc.

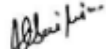
The coordinator has also requested for creation of separate fund for the functioning of IQAC activities.

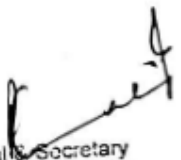
Mr. Rajani Kanta Gogoi, President of SCAA, mentioned about obtaining of ISO9000 certification. He talked about how Dibrugarh University obtained ISO9000 certification which rare in academic institutions of the state and suggested if the College can also apply for such certification. He also mentioned that, a day will come when complete recording of the classes has to be maintained which shall be required for accreditation in coming future.

Dr. P. C. Kalita, Principal of the college mentioned that generally NAAC peer team points out some crucial data submitted by the College and give bad remarks if any kind of false information is provided. Regarding submission of SSS by students, he requested support from all the HoDs and staffs. The Principal also requested support from the President, Governing Body in creation of a central laboratory. He also mentioned about organization of awareness program on ISO9000 certification.

In any other matters, Mr. Bijoy Mohan said that there is no guideline or instructions from Dibrugarh University till the date regarding holding of second sessional examinations or final examinations. He also mentioned that, due to lack of electronic devices many students have failed to attend their classes.

At the end, the president Dr. Prakash Kotoky said that the discussions were fruitful. He mentioned that the students failed to get benefit of online classes could be reached by putting some more efforts. He further said that the Coordinator of IQAC should supply hardcopy of the AQAR/SSS formats to all members of IQAC and HoDs for better understanding of the matters included. The President announced end of the meeting by thanking all the members present.

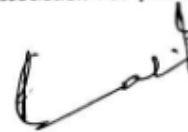

Coordinator
IQAC, Sibsagar College
Joysagar


Principal & Secretary
Sibsagar College, Joysagar

Action Taken Report of Meeting held on 09-07-2020

As per the resolutions taken in the IQAC meeting held on 09-07-2020, following actions has been taken –

- (a) Composition of the IQAC committee of the College has been modified to incorporate personals from industry/stakeholders as per point – 6 of the guideline of composition of the IQAC. Register of RGC University, members of NSS and Mr. Jugal Kakoty as one of the member of Industry/Stakeholder sector has been approached to become member of the committee
- (b) As per the demonstration made by Dr. D. Saikia regarding preparation the AQAR created the awareness amongst the faculties of each department in submission of departmental data for the preparation of the AQAR.
- (c) As per the discussions made on the mechanism of facilitating SSS for student community, separate confidential page has been incorporated in the college website to the obtain the feedbacks from the students.
- (d) Suggestions that has been made in the discussion on development of MIS system, Innovative Ecosystems are under process and will be functionalized with due course of time.
- (e) Regarding registration of Society of Alumni Association, the Association has processed the application and obtained the registration certificate.



SIBSAGAR COLLEGE :: JOYSAGAR

Joysagar the 17th October, 2020

NOTICE

All the members of Internal Quality Assurance Cell (IQAC) of Sibsagar College, Joysagar are hereby notified to attend the meeting scheduled on 22-10-2020 at Conference Hall from 11:00am to discuss some of the important matter on AQAR & SSR preparation.

Therefore all members are requested to attend the meeting without fail.

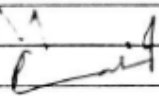
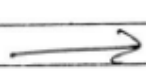
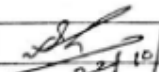
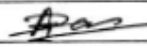
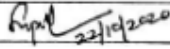
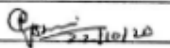
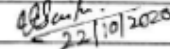
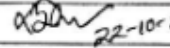
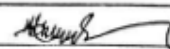

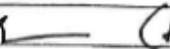


(Dr. P. C. Kalita)
Principal & Chairman (IQAC)
Sibsagar College, Joysagar

ISAC meeting with the HODs of Arts & Science Deptts.

22-10-2020.

Members Present

1. Prof. Dr. Kalita 
2. Nabiyah S.  (Vice Principal)  22/10/2020
3. Utpal Datta (Dept. of Botany)
4. Dilip Das (Dept. of Economics)
5. Ajit Kr. Das. (Dept. of Mathematics) 
6. Rupjoti Bhowani (As Head Representative) Psc
7. Malaya Bhoghari (22.10.2020) (Dept. of Education)
8. Katabi Das 22/10/20 (Dept. of Assamese)
9. SWARNIL HAZARIKA -  22/10/2020 (Geology)
10. Pronamika Goswami.  22/10/20 (Statistics)
11. Dulen Saikia.  22/10/2020 (Physics)
 (Coordinator)
12. Diganta Bortha  22-10-2020 (Chemistry)
13. Manash Prabir Gosw.  (Math. Coordinator)
14. Utpal Jyoti Malah  (Coord. Physics)
15. Saka Kumar Das  (Hon. Secretary)

16. Rajyoti Shastri ~~hin~~ ~~22/10/2020~~ (HOD Zoology)

17. Gayatri Gormani ~~Eng~~ ~~22-10-2020~~ (HOD English)

18. Nirepani Bhanu ~~Mr~~ ~~22/10/2020~~ (HOD Philosophy)

19. Mozahid Rahman - ~~Dr~~ (HOD Comp. Sc)

20.

Minutes of the meeting.

Joint meeting held between HoDs of all departments of the college with IQAC coordinator & Asst. Coordinators took following conclusions.

(1) President Dr. P.C. Kalita took chair and placed his introductory remark on the meeting. Last date of submission of AQAR is Oct. 20th 2010. therefore, he requested everyone to submit all important documents to prepare AQAR. He also mentioned to submit information related to their personal achievement.

(2) Dr. D. Saitia, coordinator, IQAC, mentioned that data from statistics & mathematics has not been submitted. Supporting documents e.g., sports & games, extra-curricular activities, professional programme, question paper setting, 500 word summary, (effective curriculum implementation), departmental proceedings (planning), Appointment letters - ~~exam~~ exam evaluation, supporting documents - student progression, purchasing of books (from library).
Data from library should be collected. Proof of Project work submitted to student, Board of Studies, Addons course, list of student, Departmental renovation (expenditure).

(3) SSR should be uploaded into college website and hyperlink of the SSR could be linked to AQAR. Mr. D. Borah also mentioned that SSR must be analysed by individually ~~submit~~ and it will help us to evaluate TL mechanism.

(4) Principal requested HODs to keep records of all supporting documents in depth for physical verification. In his conclusive remarks he requested to keep ready the departmental profile upto date and along with the documents.

(5) In any other matter, Principal put forward the issue of subject interchange regarding 1st sem student. In the first week of the November student document verification should be made followed by subject interchange. Mr. D. Borah was been entrusted to prepare a time schedule for document verification which will be put into college website with authorised forwarding after another meeting with all HODs.

(6) Dr. D. Sathia mentioned that a sample report on all the activities conducted during pandemic situation i.e. online classes, online admission, online exam etc.


✓

MINUTES OF THE MEETING OF IQAC

Venue : College Conference Hall

Date: 22-10-2020 Time : 11:00 am

- (1) President Dr. P. C. Kalita took the chair and placed introductory remark on the objectives of the meeting. He also requested all departments to prepare important documents to prepare the AQAR prior to the final submission.
- (2) Dr. D. Saikia, Coordinator, mentioned that data from some of the department is yet to be received along with the supporting documents. He mentioned the types of supporting documents required for the submission of the AQAR.
- (3) Dr. Saikia suggested some rectifications needed prior to the uploading of SSS in College Website. He also mentioned that the SSS must be later analyzed and need to be evaluated for development of academic environment.
- (4) President asked everyone to keep records of supporting documents for physical verification later during inspection time.
- (5) In any other matter, President coined the matter of subject inter-change in first semester and members resolved the issue by allowing the change within first week of November prior to the commencement of classes in full pace provided the required number of vacant seats must be available for the seeker.
- (6) Dr. Saikia at last mentioned that records of all online classes, seminars and workshops done during lockdown situation must be keep in record.
- (7) Meeting ended with the Presidential Remark



(Dr. P. C. Kalita)

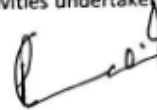
Principal & Chairman (IQAC)
Sibsagar College, Joysagar

IQAC :: SIBSAGAR COLLEGE :: JOYSAGAR

Action Taken Report of Meeting held on 22-10-2020

As per the resolutions taken in the IQAC meeting held on 22-07-2020, following actions has been taken –

- (a) As per the discussions made the meeting all departments has submitted the data along with the supporting documents required for the preparation of the AQAR.
- (b) Minute rectifications has been required has been done on the SSS page prior to the uploading in college website.
- (c) Data collected from SSS has been analyzed and evaluated. Suggestive measures has been taken in the fields and aspects that has been pointed for the development of academic environments.
- (d) All departments are keeping thorough records of all the activities undertaken during lockdown period for later verification.

A handwritten signature in black ink, appearing to be 'R. S. J.', is located to the right of the list of actions.

SIBSAGAR COLLEGE :: JOYSAGAR

Joysagar the 8th May, 2020

NOTICE

All the members of Internal Quality Assurance Cell (IQAC) of Sibsagar College, Joysagar are hereby notified to attend the meeting scheduled on 10-05-2021 at vide online mode using Google Meet with joining link as given below to discuss some important matter related to UGC inspection team visit in connection with granting autonomous status to the College.

IQAC Meeting

Monday, May 10, 2021 - 11:00am - 12:00pm

Video call link: <https://meet.google.com/kts-grvy-zub>.



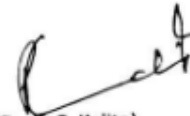
(Dr. P. C. Kalita)
Principal & Chairman (IQAC)
Sibsagar College, Joysagar

MINUTES OF THE MEETING OF IQAC

Venue : Online Mode

Date: 10-05-2021 Time : 11:00 am

- (1) President Dr. P. C. Kalita took the chair and placed introductory remark.
- (2) Dr. T. Mahanta, Coordinator, mentioned the objective of the meeting i.e. preparation for the UGC inspection in connection with the granting of autonomous status to the colleges.
- (3) Dr. Mahanta mentioned about the tentative date of visit and also highlighted the key aspects in which preparation should be made prior to the visit of the inspection team.
- (4) All members present in the meeting put forwarded the way they are preparing for the visit and the progress of the preparation. It is found that all departments are interested in obtaining autonomous status and are therefore preparing with full pace.
- (5) Meeting ended with the Presidential Remark.



(Dr. P. C. Kalita)

Principal & Chairman (IQAC)
Sibsagar College, Joysagar

IQAC :: SIBSAGAR COLLEGE :: JOYSAGAR

Action Taken Report of Meeting held on 10-05-2021

As per the resolutions taken in the IQAC meeting held on 10-05-2021, following actions has been taken –

- (a) In connection with granting autonomous status to the college by UGC, a tentative date has been scheduled for inspection in the month of July.
- (b) All departments are preparing for the visit of the peer team from UGC. Departments are keeping documental records along with the supporting data for physical verification.
- (c) All departments including the library staff are preparing presentations as per the guidelines of evaluation for the peer team visit.

A handwritten signature in black ink, appearing to be 'R. S. J.', is located to the right of the list of actions.