



# Swami Vivekananda College

## Minutes of IQAC Meetings

(Academic year 2022-23)

### 4th Meeting of IQAC: Academic year 2022-2023:

Date 06/01/2023

Place: Principal's Room

Time: 12.30 pm

Agenda: (1) Review of NAAC Assessment and Accreditation preparation.

(2) Document preparation

(3) Review of Action Plan

(4) Misc.

### **Members present:**

1 Mr. Haripada Debnath, Principal/Chairman, IQAC

2. Dr. Banobrata Aditya, Vice Principal

3. Mr. Subhash Sinha, Co-ordinator, IQAC

4. Mr. Monsor Ahmed

5. Mr. Maynul Hoque

6. Dr. Bijoy Prasad Lohar

7. Dr. Santosh Akura

8. Mrs Sanjogita Pashi

9. Mr. Chinmoy Chakaraborty

10. Mr. Uttam Rikhiason

The IQAC coordinator, at the outset, after welcoming the members, highlighted the agenda of today's meeting. The house discussed all the agenda cited above in detail and after thorough discussion the house took the following resolution:

1. NAAC preparation for Assessment and Accreditation has been reviewed and it is found that the IQAC is taking necessary steps for the submission of IIQA and SSR.

2. For document preparation, the IQAC has formed four teams to initiate documentary and other related preparation by following the SOP prepared by NAAC.

3. While reviewing Action Plan taken in the previous meeting, it is observed that:



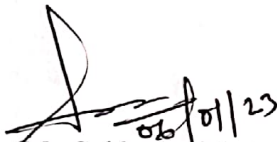
a) Mentoring of students is going on smoothly.

b) Journals and magazines subscription have been initiated.


4. For observation of Foundation Day, Saraswati Puja and Rabindra Jayanti are some of the best practices for which action plan are to be decided this meeting.

5. The Principal in charge of the college suggested that some conveners for each and every programme along with the involvement of teaching and non-teaching staffs and students would have to be involved to manage the programmes successfully.

The meeting ends with the vote of thanks from and to the chair.

  
06/01/23  
(Mr. Subhash Sinha)  
Coordinator, IQAC

Co-Ordinator  
IQAC  
Swami Vivekananda College  
Chandkhira, Dist-Karimganj, Assam

  
06/01/2023  
(Mr. Haripada Debnath)  
Principal cum Chairman, IQAC  
Principal I/C  
Swami Vivekananda College  
P.O.Chandkhira, Dist.Karimganj



## Notice

A meeting of the IQAC Cell will be held on 10<sup>th</sup> February, 2023 at 2.00pm in the Conference Hall for discussion of the following agenda:

- Agenda: (1) Guidance of NAAC  
(2) Preparation of IIQA and SSR for NAAC  
(3) Misc.

You are requested to attend the meeting.

Yours faithfully

Principal

Swami Vivekananda College,  
Chandkhira, Dist. Karimganj (Assam)

Principal I/C  
Swami Vivekananda College  
P.O.Chandkhira, Dist.Karimganj



# Swami Vivekananda College

## Minutes of IQAC Meetings

(Academic year 2022-23)

### 5th Meeting of IQAC: Academic year 2022-2023:

Date 10/02/2023

Place: Principal's Room

Time: 2.00 pm

Agenda: (1) Guidance of NAAC  
(2) Preparation of IIQA and SSR for NAAC  
(3) Misc.

### **Members present:**

- 1 Mr Haripada Debnath, Principal/Chairman, IQAC
2. Dr Banobrata Aditya, Vice Principal & Member IQAC
3. Mr Subhash Sinha, Co-ordinator, IQAC
4. Mr Monsar Ahmed
5. Mr Maynul Hoque
6. Dr Bijoy Prasad Lohar
7. Mrs Sanjogita Pashi
8. Mr Uttam Rikhiason
9. Mr Dhrubajyoti Acharjee
10. Mr Debashis Roy

The IQAC coordinator, at the outset, after welcoming the members, highlighted the agenda of today's meeting. The house discussed all the agenda cited above in detail and after thorough discussion the house took the following resolution:

1. NAAC preparation for Assessment and Accreditation has been reviewed and it is found that the IQAC is taking necessary steps for the upcoming accreditation.

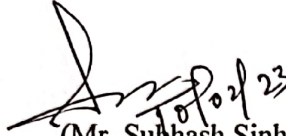
2. For document preparation, the IQAC has formed four teams to initiate documentary and other related preparation by following the SOP prepared by NAAC. While reviewing Action Plan taken in the previous meeting, it is observed that:

- a) Mentoring of students is going on smoothly.

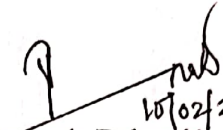


- b) Journals and magazines subscription have been initiated.
- c) Parents' Meet will be organized in the month of April, 2023.
- d) The college is looking for conducting financial audit.
- e) The college is also looking for conducting student feedback, teachers feedback, parent feedback and alumni feedback.

The meeting ends with the vote of thanks from and to the chair.

  
(Mr. Subhash Sinha)  
Coordinator, IQAC

Co-Ordinator  
IQAC  
Swami Vivekananda College  
Chandkhira, Dist-Karimganj, Assam

  
(Mr. Haripada Debnath)  
Principal cum Chairman, IQAC  
Principal IC  
Swami Vivekananda College  
P.O.Chandkhira, Dist.Karimganj



## Notice

A meeting of the IQAC Cell will be held on 19<sup>th</sup> June, 2023 at 1.30pm in the Conference Hall for discussion of the following agenda:

- Agenda: (1) Progress report  
(2) Review of Action Plan  
(3) Misc.

You are requested to attend the meeting.

Yours faithfully

  
Principal

Swami Vivekananda College.  
Chandkhira, Dist. Karimganj (Assam)

Principal /C  
Swami Vivekananda College  
P.O.Chandkhira, Dist.Karimganj



# Swami Vivekananda College

## Minutes of IQAC Meetings

(Academic year 2022-23)

### 6th Meeting of IQAC: Academic year 2022-2023:

Date 19/06/2023

Place: Principal's Room

Time: 1.30 pm

- Agenda: (1) Progress report  
(2) Review of Action Plan  
(3) Misc.

### **Members present:**

- 1 Mr Haripada Debnath, Principal/Chairman, IQAC
2. Dr Banobrata Aditya, Vice Principal & Member IQAC
3. Mr Subhash Sinha, Co-ordinator, IQAC
4. Mr Monsar Ahmed
5. Mr Maynul Hoque
6. Dr Bijoy Prasad Lohar
7. Mrs Sanjogita Pashi
8. Mr Uttam Rikhiason
9. Mr Dhrubajyoti Acharjee
10. Mr Debashis Roy

The IQAC coordinator, at the outset, after welcoming the members, highlighted the agenda of today's meeting. The house discussed all the agenda cited above in detail and after thorough discussion the house took the following resolution:

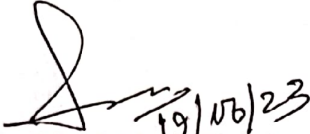
1. NAAC preparation for Assessment and Accreditation has been reviewed and it is found that the IQAC is taking necessary steps for the submission of IIQA and SSR.
2. For document preparation, the IQAC has been given to the respective convener to initiate documentary and other related preparation and submit within 30<sup>th</sup> June
3. While reviewing Action Plan taken in the previous meeting, it is observed that:




- a) Mentoring of students is going on smoothly.
- b) Installation of Smart class has been initiated.
- c) Installation of Sound system of Auditorium has been initiated.

4. The Principal in charge of the college suggested that some conveners for each and every programme along with the involvement of teaching and non-teaching staffs and students would have to be involved to manage the programmes successfully.

The meeting ends with the vote of thanks from and to the chair.

  
(Mr. Subhash Sinha)  
Coordinator, IQAC

Co-Ordinator  
IQAC  
Swami Vivekananda College  
Chandkhira, Dist-Karimganj, Assam

  
(Mr. Haripada Debnath)  
Principal cum Chairman, IQAC

Principal I/C  
Swami Vivekananda College  
P.O.Chandkhira, Dist.Karimganj