



Office of the  
**Internal Quality Assurance Cell (IQAC)**

**SUREN DAS COLLEGE: HAJO**

P.O.-Hajo; Dist-Kamrup, Assam; Pin- 781102

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Ref. No. : .....

Date : 27.06.22

Abstract of the Minutes of IQAC Meeting and Action Taken Report  
Session 2016-17

Date of Meeting: 28/10/2016		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Charge hand over to New IQAC	New IQAC co-ordinator took charge and it has been functioning till date.
2.	Discussion on pending AQAR	AQAR of 2014-15, 2015-16, 2016-17 and 2017-18 submitted on 31.12. 2018
3.	Annual Strategic Plan	Chalked out and approved in the IQAC and the plans have been implemented
4.	Adoption of village and school	Activities in the adopted village and adopted school are being conducted on regular basis.
5.	Placing of Complaint and Grievance box at a prominent place	Complaint and grievance box placed in a conspicuous place
6.	Implementation of NAAC Peer Team recommendations	Peer team recommendations were taken into account with utmost sincerity and initiatives were taken for implementation

*Jul 27 2022*  
(Dr. Hiranya Kumar Sarma)  
Principal

Suren Das College, Hajo  
Principal

Suren Das College, Hajo  
Kamrup (R), Assam

*Ripima*  
(Dr. Ripima Buzarbaruah)

Co-ordinator, IQAC  
Suren Das College, Hajo

Co-ordinator  
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Session 2016-17

Date of Meeting: 01/12/2016		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Academic matters	IQAC Monitored regular classes and smooth conduct of examinations
2.	Annual Plan of Action of Departments	The Departments prepared Annual Plan of Action for academic and other activities and followed it during the session
3.	Internal Academic Audit	Done
4.	Publication of Newsletter	Published
5.	Mentoring	Mentoring-of-ward system was implemented
6.	Publication of Journal	Only articles collected.

(Dr. Hiranya Kumar Sarma)

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Session 2016-17

Date of Meeting: 30/03/2017		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Arrangement for collection of Students feedback	Feedback collected, analysed and teachers were informed
2.	Organising of seminar on Digitisation	Seminar on Digitisation organised
3.	Implementation of mentoring-of-ward practice	Implemented
4.	Approval of action plan for adopted school	Approved and activities done as per the plan
5.	Activities of academic committee	Academic committee conducted activities like Academic Audit, preparation of class routine, Academic Calendar, etc. under the supervision of IQAC
6.	Formation of API committee for verification of Documents of promotion of faculty members	API committee formed and it recommended the documents after proper verification to be placed before DPC.

(Dr. Hiranya Kumar Sarma)  
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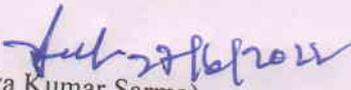
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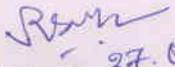
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Abstract of the Minutes of IQAC Meeting and Action Taken Report  
Session 2016-17

Date of Meeting: 21/06/2017		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Academic matters	Classes held regularly, and other programmes and competitions for students were also organised
2.	Approval of Perspective Plan	Perspective plan prepared and for five years
3.	Progress of Newsletter	Newsletter released on 29 <sup>th</sup> August, 2017
4.	Preparation of AQAR	Preparation of AQAR for the sessions 2014-15, 2015-16 and 2016-17 are in progress (submitted on 31.12.2018)
5.	Resolutions to undertake extension activities	Done regularly by NSS, Committees/Cells and Departments
6.	Future plan of action for the session 2017-18	Most of the plans have been implemented

  
(Dr. Hiranya Kumar Sarma)  
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Abstract of the Minutes of IQAC Meeting and Action Taken Report

Session: 2017-18

Date of Meeting: 14/08/2017		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Academic matters	Academic calendar prepared, normal classes started and classes were reviewed, students' welfare committee constituted.
2.	Approval of plan of action for the session 2017-18	Approved and implemented
3.	Approval of API documents for Promotion (Stage I to II)	Forwarded for consideration of Departmental Promotion Committee (DPC) and the Committee recommended the promotion
4.	Discussion on proposed seminar on examination and evaluation	Seminar organised
5.	Discussion of MOU	MOU signed with AMTRON in December 2018
6.	Discussion on activities of ICGC	Workshop, awareness programme, etc. organised

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Session: 2017-18

Date of Meeting: 28/11/2017		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Academic matters	Steps were taken to ensure regular attendance of students, congenial academic atmosphere in the college, informing the students of college programmes, etc. through bulk message. HoDs submitted reports to IQAC/Principal. Examinations were conducted smoothly etc.
2	Approval of plan of action for the session 2017-18	Approved and implemented
3	Discussion on revised accreditation framework of NAAC	Discussed and proceeded accordingly
4	Formation of committees for seven criteria of NAAC SSR	Done and the Committees were involved in preparation of AQARs under the instruction and supervision of IQAC.
5	Discussed feedback from Committees/Cells	Committees/Cells were advised to be more active. Committees organised and conducted activities with close coordination of IQAC
6.	Discussed Gauhati University Inter College Kabaddi and Archery competition	Organised and a Souvenir also was published

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Abstract of the Minutes of IQAC Meeting and Action Taken Report  
Session: 2017-18

Date of Meeting: 05/03/2018		
Sl. No.	Minutes of IQAC	Actions Taken
1.	Academic matters	Actions were taken for smooth conduct of Classes and examinations and regular conducting of co-curricular activities
2	Inter -College Kabaddi and Archery Competition and publication of Souvenir	Organised as per the instruction of the affiliating University and published the Souvenir
3.	Submission of pending AQAR for four years	AQAR submitted in December, 2018
4.	Discussion on policy documents on green campus, inclusive education, ICT policy, clean campus policy, gender sensitization policy, grievances redressal policy, etc.	Implemented

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Abstract of the Minutes of IQAC Meeting and Action Taken Report  
Session: 2017-18

Date of Meeting: 27/06/2018		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Review of overall activities of 2017-18 session	Reviewed and resolved to take up activities which could not be done in that session
2.	Plan of action for the next session	Plan chalked out and most of those are implemented
3.	Proposal of seminar	Process is ongoing, one proposal submitted to MAKIAS in June 2019 and to DHE in Nov. 2019
4.	Publication of Newsletter for the Session 2017-18	Newsletter published
5.	Preparation of Academic Calendar	Academic Calendar was prepared as per the academic calendar of Gauhati University

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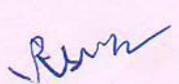
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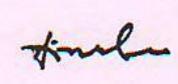
MINUTES OF IQAC MEETING		
Date of Meeting : 18-09-2018		
Sl. No.	Resolutions of IQAC	Action Taken Status
1.	Academic Audit	Academic Committee has been entrusted to start the necessary activities for Academic Audit.
2.	Filling up of vacant posts	Discussion with the authority has been taken place and steps have been taken in this regard.
3.	Faculty Development programme	Proposals for FDP have been submitted in IIT, Gauhati and Tezpur University (Held from 26-11-2018 to 01-12-2018 and 04-02-2019 to 10-02-2019).
4.	Publication of Book and research Journal	Research Cell has taken initiative for publication.
5.	Creation of Students' Database	Steps have been taken for creation of database (already completed)
6.	Alumni Meet	Alumni Meet organised on 23-12-2018 and 16-06-2019.
	Guardians Meet	Guardians meet organised on 27-06-2019
7.	Updating of Website	Completed
8.	Seminars on Career issues	"Career in Digital Age", on 8 <sup>th</sup> September, 2018

  
(Dr. Ripima Buzarbaruah)

Co-ordinator

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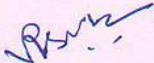
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**MINUTES OF IQAC MEETING**

**Date of Meeting : 15-12-2018**

Sl. No.	Resolutions of IQAC	Action Taken Status
1.	Academic Audit to be held conducted	Preparation of the format of Academic Audit started.
2.	Introduction of P.G. in Political Science	Communication with Gauhati University has been made so that the course can be introduced from 2019-20 session.
3.	Submission of AQAR	AQAR of 2014-15, 2015-16, 2016-17, and 2017-18 submitted on 31-12-2018.
4.	Filling up of vacant posts	Communication with the authority has been made to expedite the process of filling up of vacant posts.

  
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**MINUTES OF IQAC MEETING**

**Date of Meeting : 19-03-2019**

Sl. No.	Resolutions of IQAC	Action Taken Status
1.	Academic Audit	Co-ordinator, IQAC handed over a format of Academic Audit to the Co-ordinator of Academic Committee to distribute among the Departments for preparation and the audit was conducted on
2.	Online collection of feedback	Process has been started for online feedback and preparation of format.
3.	Submission of Seminar Proposals	The Seminar committee with IQAC has submitted a proposal to MAKAIS.
4.	Extension activities	Extension activities have been conducted by the NSS Cell, Extension Cell and Students' Union

  
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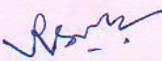
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MINUTES OF IQAC MEETING		
Date of Meeting : 02-04-2019		
Sl. No.	Resolutions of IQAC	Action Taken Status
1.	Approval of API of Mr. Biswajit Kalita & Mr. Amulya Kalita	DPC held and documents sent to the DHE, Assam
2.	Approval of format for online feedback	Process for online feedback has been completed. In June feedbacks from students and teachers have been collected online.
3.	Organisation of Youth Festival- Central Zone	Organised Youth Festival

  
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MINUTES OF IQAC MEETING		
Date of Meeting : 25-05-2019		
Sl. No.	Resolutions of IQAC	Action Taken Status
1.	Workshop on CBCS	Organised on 13-06-2019
2.	Academic Audit	Conducted on 06-06-2019
3.	Preparation of SSR	Files with the format of Seven Criteria of SSR have been distributed among seven members of IQAC.

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Date : 29.12.2020

Abstracts of the Minutes of IQAC Meeting Date of Meeting: Date: 18.11.2019		
Sl No	Resolutions of IQAC	Action Taken Status
1	Preparation of the AQAR for the year 2018-2019.	AQAR submitted on 24.03.2020
2	Academic Audit to be conducted for the year 2019-2020	Academic Audit Conducted
3	Resolution to Publish a Book Volume with ISBN	Book Volume Published
4	Resolution to form Teacher-Guardian Forum	Teacher-Guardian Forum constituted.

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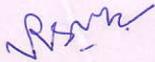
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Date : 29.12.2020

Abstracts of the Minutes of IQAC Meeting Date of Meeting: Date: 01.02.2020		
SI No	Resolutions of IQAC	Action Taken Status
1	Resolution to fill up the vacant post	Teachers appointed in February/ March 2020
2	Resolution to Reconstitute of the Committees and Cells	Members co-opted to the existing Committees & Cells
3	Resolution to publish the Code of Conduct Handbook of the college	Code of Conduct Handbook Published

  
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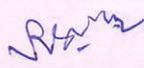
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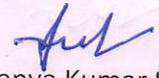
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Abstracts of the Minutes of IQAC Meeting		
Date of Meeting: Date: 11. 03. 2020		
Sl No	Resolutions of IQAC	Action Taken Status
1	Finalisation of the AQAR 2018-19	AQAR uploaded
2	Resolution for conducting awareness drives on the Covid-19 pandemic	Awareness drives conducted and relief materials distributed.
3	Finalisation of Code of Conduct Handbook of the College	Code of Conduct Handbook Published
4	Resolution to introduce online mode of classes due to Covid-19	Online classes conducted

  
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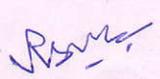
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Abstracts of the Minutes of IQAC Meeting		
Date of Meeting: Date: 04.06.2020		
Sl No	Resolutions of IQAC	Action Taken Status
1	Planning for Covid-19 pandemic and Lockdown	Online classes, Counselling for students, workshops for digital teaching-learning for teachers, programme on skill enhancement and financial management for the Office Staff, etc. were conducted
2	Resolution to filling up of vacant posts	Vacant posts of Science Stream filled up. Interviews completed to fill up the remaining vacant posts.
3	Resolution for introduction of B.Voc Course under UGC	B. Voc Courses under UGC have been started.
4	Resolution for preparation of Plan of action for 2020-21	Plan of action for 2020-21 has been chalked out

  
Dr. Ripima Buzarbaruah  
Co-ordinator

Coordinator  
IQAC  
Suren Das College, Hajjo

Internal Quality Assurance Cell (IQAC)  
Suren Das College, Hajjo

  
(Dr. Hiranya Kumar Sarma)  
Principal & Chairperson

Principal  
Suren Das College, Hajjo  
Kamrup (R), Assam.



Office of the  
**Internal Quality Assurance Cell (IQAC)**

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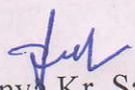
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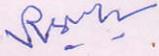
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E-mail:  
iqac@surendascollege.co.in

Ref. No.: .....

Date : .....

Abstracts of the Minutes of IQAC Meeting		
Date of Meeting: 04/12/2020		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Academic matters	Course completed in time
2.	Progress and submission of AQAR	AQAR submitted on 30.12. 2020
3.	Annual Strategic Plan	Approved
4.	Analysis of the feedback	Feedback analysed and action taken
5.	Permanent affiliation of Arts subjects	Granted by Gauhati University
6.	Policy for inclusion of persons with disabilities	Approved

  
(Dr. Hiranya Kr. Sarma)  
Principal  
Suren Das College, Hajo  
Principal  
Suren Das College, Hajo  
Kamrup (R), Assam

  
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Abstracts of the Minutes of IQAC Meeting		
Date of Meeting: 05/02/2021		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Academic matters	Both online and offline classes held properly
2.	Student and Teacher Exchange Programme	Student and teacher exchange programme conducted by some Departments like Botany, Chemistry etc.
3.	Sports and Cultural competitions for the students	Organised on 30 <sup>th</sup> and 31 <sup>st</sup> March, 2021
4.	Approval of screening and review of API for CAS promotion	API Verification done, DPC held, file sent to the DHE

(Dr. Hiranya Kr. Sarma)

Principal

Suren Das College, Hajo

Principal  
Suren Das College, Hajo  
Kamrup (R), Assam

(Dr. Ripima Buzarbaruah)

Coordinator, IQAC

Suren Das College, Hajo

Co-ordinator  
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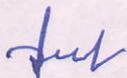
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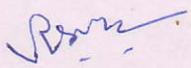
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<b>Abstracts of the Minutes of IQAC Meeting</b>		
<b>Date of Meeting: 09/04/2021</b>		
<b>Sl. No.</b>	<b>Resolutions of IQAC</b>	<b>Actions Taken</b>
1.	Academic matters	Both online and offline classes held properly and students are prepared for both online and offline mode of examination. The college published its own SOP for online classes (04/05/2021)
2.	Participation in Ranking Competitions	Participated in NIRF and ARIIA
3.	IIC programmes for Entrepreneurship and Innovation	Programmes on entrepreneurship and innovation have been regularly organised
4.	Organization of Seminars/Webinars	Webinars and workshops organised for students', teachers', and office staff

  
(Dr. Hiranya Kr. Sarma)  
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Suren Das College, Hajo

Principal  
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Kamrup (R), Assam

  
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<b>Abstracts of the Minutes of IQAC Meeting</b>		
<b>Date of Meeting: 25/06/2021</b>		
<b>Sl. No.</b>	<b>Resolutions of IQAC</b>	<b>Actions Taken</b>
1.	Academic matters	Classes held regularly, and other programmes and competitions for students also organised
2.	External Academic and Administrative Audit	Under process
3.	Green Audit	Under process
4.	Preparation of AQAR	Under process
5.	Preparation of SSR	Under process
6.	Future plan of action	Implementation going on

(Dr. Hiranya Kr. Sarma)

Principal

Suren Das College, Hajo

Principal  
Suren Das College, Hajo  
Kamrup (R), Assam

(Dr. Ripima Buzarbaruah)

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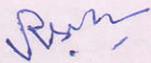
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Abstracts of the Minutes of IQAC Meeting		
Date of Meeting: 07/09/2021		
Sl. No.	Resolutions of IQAC	Actions Taken
1.	Progress in preparation of AQAR and approval of Governing Body (GB)	GB approved
2.	External academic and external audit	Done
3.	Collection of feedback for the session 2020-21	Done
4.	Program on waste management	Done
5.	Program on Soft Skills and career counselling for students	Done

  
(Dr. Hiranya Kr. Sarma)  
Principal  
Suren Das College, Hajo

Principal  
Suren Das College, Hajo  
Kamrup (R), Assam

  
(Dr. Ripima Buzarbaruah)  
Coordinator, IQAC  
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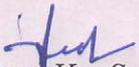
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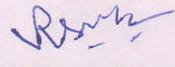
**Abstracts of the Minutes of IQAC Meeting**

**Date of Meeting: 03/12/2021**

Sl. No.	Resolutions of IQAC	Actions Taken
1.	Academic matters	Classes and CIE going on
2.	Green Audit Report	Completed
3.	Program on mental health for students	Process is on
4.	Orientation program for competitive examinations	Conducted
5.	Screening and review of API for CAS promotion	Completed
6.	AQAR Submission	Completed

  
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