



OFFICE OF THE PRINCIPAL

এছ. বি. দেওৰা মহাবিদ্যালয় S.B. DEORAH COLLEGE

(Accredited with 'B' Grade by NAAC)

ULUBARI, GUWAHATI-781007

Ph.: 0361-2523172

E-mail : sbdeorahcollege@gmail.com, info@sbdeorahcollege.org.in

website : www.sbdeorahcollege.org.in

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Date : 27/5/2024

Minutes of IQAC Meeting with Action Taken Report (1st June 2023 to 31st May 2024)

Seven IQAC meetings were held during the 2023-24 session. These meetings discussed various agendas which included extension activities, celebration of important days, organising workshops and conferences, conducting various audits (green, energy, academic), submission of AQAR (2022-23), collecting and analysing feedback from various stakeholders etc. on which actions were taken accordingly.

• Meeting held on 22-06-2023

Resolutions:

- The head of the departments will review the data related to departmental meeting records, logbooks, attendance register, guest lectures, seminars/workshops, certificate courses, assignments, projects, field trips, class tests, quiz and other evaluation methods.
- The head of the departments will ensure that records of cross-cutting issues taught as a part of the curriculum are properly maintained.

Compliance Report:

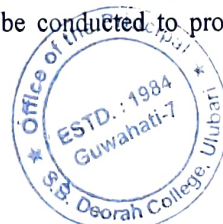
- The departments are maintaining records related to curricular activities.
- Cross-cutting issues relating to gender, environment and sustainability etc. have been incorporated by the departments in their classes.

• Meeting held on 12-09-2023

Resolutions:

- The meeting endorsed the academic calendar for the year 2023-24
- The list of commemorative days to be observed by various departments, cells or committees was confirmed.
- Dr. Nabanita Goswami and Mr. Arnab Sarmah were entrusted with redesigning the college website and providing training to teachers for regular updates of departmental web pages.
- Students will be sensitized on the importance of Students Satisfaction Survey (SSS).
- A job fair/placement drive will be conducted for the students.
- An ICT enhancement training for teachers will be conducted by IQAC.
- A community sensitization programme will be conducted to promote the spirit of inclusiveness among the students.

Coordinator, IQAC,
S.B. Deorah College





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- viii) As a part of the MoU signed between S B Deorah College and ICT Academy, IQAC will request ICT Academy to conduct a certificate course which would train students to be job-ready.

Compliance:

- i) The academic calendar and list of commemorative days for the year 2023-24 were circulated among departments and cells/committees for execution during the academic year.
- ii) Teachers were given training on updating the college website. Following the training, departmental webpages are periodically updated by all departments.
- iii) Students were given an orientation on student satisfaction survey (SSS) and its importance.
- iv) A placement drive was organized by the Career Counselling and Placement Cell on 30-09-2023 in collaboration with Reliance-Jio Infocomm Limited..
- v) ICT enhancement training for teachers was conducted by IQAC on 18th September 2023, in association with the Digital Learning Cell.
- vi) A community sensitization programme was conducted on 22nd September 2023 in association with "Shishu Sarothi" and "Azim Premji Foundation" to sensitize students on the values of an inclusive society.
- vii) ICT Academy in association with Atos Syntel Prayas Foundation conducted a 60 hours certificate course on "Retail Team Leader".

- Meeting held on 27-09-2023

Resolutions:

- i) The meeting discussed modalities of a mock student satisfaction survey to raise awareness among the students, to update student contact information and to remove non-existent or redundant entries from the database, which will aid in the SSS process by verifying mobile numbers.

Compliance:

- i) A mock student satisfaction survey among the students was conducted where 30% of students participated and mobile numbers of students were updated.

Co-ordinator, IQAC
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• Meeting held on 16-11-2023

Resolutions:

- i) It was decided that work on preparation of AQAR for the year 2022-23 would start from next week, so that it can be submitted within March-April 2024.
- ii) A meeting for the smooth conduct of 24th NEEA Conference has been scheduled on 17th November 2023 with the faculty members to discuss the details of the Conference.
- iii) IQAC suggested that the Electoral Literacy Club of the College organise a Voter Awareness Camp for the youth to raise awareness among new voters.
- iv) A career counselling session for students was suggested by the IQAC for the Career Counselling Cell.
- v) To ensure the health and hygiene of the College fraternity, the IQAC suggested holding of an awareness programmes on basic health and hygiene to be carried out by the NSS wing of the College.
- vi) To raise awareness on cyber fraud, a programme on aspects of cyber security was suggested to the Digital Learning Cell.
- vii) Departments would be urged to carry out certificate courses for 2023-24 session.
- viii) Taking into consideration the feedback of students for increasing the number of drinking water facilities, procurement of additional drinking water station cum cooler was suggested.
- ix) The IQAC also suggested renovation of the College auditorium.

Compliance:

- i) The committee for respective criteria resumed gathering data relating to AQAR 2022-23 and AQAR which was submitted on 24th April 2024.
- ii) The scheduled meeting of faculty members with the Principal and members of central committee members of NEEA was organized on 17th November 2023. The convenors of various subcommittees for 24th NEEA conference were also constituted.
- iii) Voter Awareness campaign for the students was conducted by the Electoral Literacy Club along with Extension activities Cell on 20th February 2024 at Vivekananda Vidya Bharati College, where 60 students participated.
- iv) The career counselling and placement cell organized a career counselling programme in collaboration with Government of Assam skill, employment and Entrepreneurship, Directorate of Employment and craftsmen training Assam on 2nd Feb, 2024. A total of 65 students from different departments of the college attended the programme.


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- v) An awareness programme on AIDS was organized by NSS Unit of S B Deorah College on 30th November on the occasion World AIDS Day. In addition, an awareness programme on basic health care and hygiene was organized by NSS unit on 23rd September 2023, at Rupnagar ASTC colony as a part of its extension activity.
- vi) An awareness programme on cyber security was organized by IQAC in association with Digital Learning Cell on 4th October 2023.
- vii) The list of certificate courses to be conducted by various departments were collected and analyzed.
- viii) Two additional water station cum coolers were installed as a part of CSR activity of State Bank of India.
- ix) The college auditorium was renovated.

• Meeting held on 29-01-2024

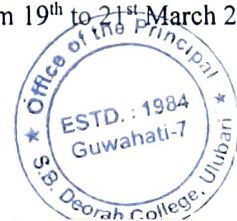
Resolutions:

- i) A committee will be constituted to celebrate National Science Day 2024, to be held on 28th February 2024. The extension cell will conduct an extension activity to mark the occasion.
- ii) International Women's Day will be celebrated by Women's Cell and International Mathematics Day will be celebrated by Dept. of Mathematics.
- iii) Awareness programme on mental health, entrepreneurship and programme on career counselling for students will be conducted.
- iv) A Faculty development programme on Intellectual Property Rights will be conducted in the month of April.

Compliance:

- i) National Science Day was celebrated on 28th February 2024 with active participation from teachers and students. As a part of extension activity, students of Prasanna Vidyapeeth were sensitized on importance of science in daily life through experiments.
- ii) International women's day was organized by woman cell. International Mathematics Day was celebrated by Dept. of Mathematics on 14th March 2024.
- iii) Awareness programme on mental health was organized by IQAC in association with young Indians, counselling centre on 15th March 2024.
- iv) Entrepreneurship awareness programme was conducted by department of commerce in association with Indian Institute of Entrepreneurship from 19th to 21st March 2023.


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- v) A programme on soft skills and employability skill for students was organised by career counselling and placement cell in association with Ace Miracle Minds on 28th March 2024.
- vi) A 3-day faculty development programme on Intellectual property Rights was organised by IQAC in association with ICT Academy.

• **Meeting held on 28-03-2024**

Resolutions:

- i) The meeting took stock of the progress on work related to preparation of AQAR for academic year 2022-23 and was decided that preparation of AQAR will be expedited by the respective criteria committee.
- ii) The meeting discussed the updates on submission of IIQA and SSR.
- iii) Feedback form for 2023-24 session for students, teachers, alumni, parents and employers will be shared. Student Satisfaction Survey will be conducted on 1st week of April, 2024.
- iv) Prospectus for the session 2024-25 will be prepared.
- v) An NSS special camp will be conducted in the adopted village Namgaon carrying out various awareness programme related to health and livelihood.
- vi) Workshop on improving computing/IT skills of students will be conducted.
- vii) An extension activity will be conducted by the Environment Cell on the occasion of International Day of Biological Diversity Day on 22nd May 2024.
- viii) The IQAC suggested that Green, Energy and Academic audit for the session 2023-24 will be conducted.

Compliance:

- i) Work related to AQAR for the academic session 2022-23 was expedited so that it can be submitted within month of April.
- ii) The IIQA submission process has begun, with all necessary documents compiled. The SSR preparation is underway and scheduled to be submitted within June-July 2024.
- iii) The feedback forms involving all the stakeholders (students, teachers, alumni, parents and employers) were shared in the month of April 2024. Student Satisfaction Survey was initiated on 6th of April 2024.


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- iv) A committee for preparing prospectus for 2024-25 session is formed, which prepared and finalized the prospectus for 2024-25 session.
- v) A one week NSS special camp was conducted in Namgaon (adopted village) where following activities were carried out 1) free cancer screening camp; 2) cattle vaccination camp; 3) anti-alcoholism awareness programme; 4) awareness programme on agri-entrepreneurship 5) yoga and meditation 6) handicraft training etc.
- vi) Environment Cell in association with Eco-Club International Day of Biological Diversity Day on 22nd May 2024 by carrying out an extension activity in the Prasanna Vidyapeeth School.
- vii) A 3-days workshop on photo and video editing skills was conducted from 21st-24th May 2024 by Department of Computer Science and Skill Development Cell.
- viii) Green Audit and Energy Audit for the 2023-24 session were conducted.

- Meeting held on 22-04-2024

Resolutions:


It was informed by respective criteria convenors that the data related to AQAR has been uploaded in the NAAC website. It was decided that AQAR will be submitted within 1-2 days.

Compliance:

AQAR for the academic session was submitted on 27th April 2024.


Coordinator, IQAC
S.B. Deorah College




Principal
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