

***Minutes of the meeting of IQAC held on 04.10.2018 with all the Teaching and Non-teaching staff members of the College and Dr. Anitya Benode Deb, Principal i/c & Chairman, IQAC was in the chair***

The meeting was held with all the Teaching and Non-teaching staff members of the College  
Total No. of member present -57


Considering the urgency of A & A by NAAC the meeting was convened for all the teaching and non -teaching members of the college. At the very outset of the meeting, the Co-ordinator, IQAC apprised the members the progress made so far for A & A of the college. He expressed the IQAC dispatched last 5 years (2012-13 to 2016 -17) AQAR on May 25, 2018 and which were duly acknowledged by the authorities of the NAAC. He also expressed the preparation of AQAR of 2017 -2018 is in progress and to be dispatched shortly. He also added some initiatives have been taken for implementation of Mentor -Mentee scheme, Academic and Administrative Audit , development of infrastructural facilities etc. Another senior member of IQAC Dr. Th. Pawlen Singha also expressed his views in this regards.

The Chairman expressed serious concern over non accreditation of the college for such a long period. Actually the college was accredited by NAAC in 2004, the validity of which was terminated in 2009. He urged upon all the members of Cachar College fraternity to actively co-operate with the IQAC, so that college could prepare itself for much awaited A & A process.

Thereafter, some senior members both from teaching and non-teaching staffs expressed their views and assured of their full co-operation as and when required for NAAC accreditation.

The meeting ended with thanks to and from the chair.

Sd/-  
Dr. Anitya Benode Deb  
Principal i/c & Chairman, IQAC,  
Cachar College, Silchar

  
Dr. Apurba Chakraborty  
Coordinator, IQAC,  
Cachar College, Silchar

**Minutes of the meeting of members of IQAC held on 05.01. 2019 with Dr. Anitya Benode Deb, Principal i/c & Chairman, IQAC in the chair**

At the beginning of the meeting, Coordinator IQAC apprised the members the progress made so far in regard to A & A of the College by NAAC. Consequent to this, the Chairman and other members expressed their views in regard to that. Thereafter, the members took part in a threadbare discussion over the infrastructural development of the College and extension of facilities to the stakeholders. The members unanimously suggested following action plan, as detailed below, to be accomplished and authorized the Coordinator to take up the matters with the College Authorities and to take necessary initiatives for implementation of these.

1. Extension of ICT facilities to the newly constructed departmental chambers for Arts Faculty
2. Necessary renovation of Girls Common Room, Boys Common Room and College Canteen
3. Remodeling of existing Teachers Common Room in to Conference Hall with ICT facilities
4. Necessary renovation and modernization of Central Library, Science Laboratories and Examination Cell
5. Necessary initiatives for filling up of vacant posts of Teachers and Supporting staffs at the earliest
6. Completion of newly constructed administrative block and renovation of the existing one
7. Shifting of office of the KKHSOU Study Centre to the newly constructed building at the front part of the College and handing over of Office chambers of NCC and NSS
8. Necessary initiatives of the College authority for timely publication of College Magazine, Departmental journals, organization of National Seminar, workshops etc.
9. Necessary initiatives of the College authority for Academic and Administrative Audit (AAA) of the session 2018-19

The meeting ended with thanks to and from the chair.

Sd/-

Dr. Anitya Benode Deb  
Principal i/c & Chairman, IQAC,  
Cachar College, Silchar



Dr. Apurba Chakraborty  
Coordinator, IQAC,  
Cachar College, Silchar

***Minutes of the meeting of IQAC held on 05.02.2019 with all the Teaching and Non-teaching staff members of the College and Dr. K. Lakshmiton Singha, Principal i/c & Chairman, IQAC was in the chair***

The meeting was held with all the Teaching and Non-teaching staff members of the College

Total No. of member present -39

At the beginning of the meeting the Co-ordinator of IQAC Dr. Apurba Chakraborty informed the members that although AQAR of last five years (2012-13 to 2017 -18) were dispatched to the authorities of the NAAC in the month of May 2018 yet other processes for A & A could not be completed in time for some unavoidable circumstances . He told the members that for A & A, submission of AQAR of preceding five years is mandatory so in order to expedite the process of A & A by first quarter of 2020, an important prerequisite is the preparation and submission of the AQAR for the academic year 2018-2019. He urged upon all the members for their active co-operation in preparation of the same. He also apprised the members that a good number of suggestions/ action plan were forwarded to the College Authority by the IQAC in its meeting dated 05.01.2019 for maintaining quality culture in the college. The authority had taken the suggestions seriously and initiated appropriate action on some of them. He urged upon the College Authority for due on these and an early accomplishment.

Senior member of IQAC Dr. Th. Pawlen Singha also expressed his views and put emphasis on conduction Academic and Administrative Audit (AAA), Students Satisfaction Survey (SSS) and necessary initiatives for registration of the Alumni.

The chairman expressed serious concern over non accreditation of the college for a long period and assured that college authority would extend all the possible help to the IQAC for A & A by first quarter of 2020. She requested the Co-ordinator to take step for preparation and submission of AQAR of 2018 -2019 at the earliest.

The meeting ended with thanks to and from the Chair.

Sd/-

Dr. K. Lakshmiton Singha  
Principal i/c & Chairman, IQAC,  
Cachar College, Silchar



Dr. Apurba Chakraborty  
Coordinator, IQAC,  
Cachar College, Silchar

Date: 04-11-2019

**IQAC Cachar College, Silchar, Assam**

**Action Taken Report:: 2018-19**

IQAC Cachar College, Silchar has taken a number of action plans during the academic session 2018-19 for overall development of the college and the compliance report of the plans are as follows:

Sl. No.	Action Plan	Status
1.	Academic and Administrative Audit (Internal)	Initiated but the process is not completed
2	Feedback from Students, Teachers, Alumni and Parents	Initiated but the process is not completed
3.	Improvement in Sanitation Facilities and Swachhata Drive	The Process is ongoing
4.	Allotment of departmental room for Arts Faculty	Completed
5.	Extension of ICT Facilities to the department of Arts Faculty.	Process initiated.
6.	Renovation of canteen and TDC Evaluation Zone	Completed
7.	Construction of CC Block Pavements in the campus	Completed
8.	Necessary renovation of Science Labs, Central Library, Examination Cell, Girl's and Boy's common rooms.	Initiated
9.	Remodeling of existing Teacher's Common room into conference hall with ICT facilities.	Initiated.
10.	Shifting of Office of the KKHSOU to newly constructed building.	Completed.
11.	Completion of newly constructed administrative block and renovation of the existing one.	Initiated



Dr. Siddhartha Sankar Nath  
Principal & Chairman, IQAC  
Cachar College, Silchar



Dr. Apurba Chakraborty  
Coordinator, IQAC  
Cachar College, Silchar