INTERNAL QUALITY ASSURANCE CELL

CACHAR COLLEGE, SILCHAR PIN-788001

NOTICE

Date: 16th April, 2024

A meeting of IQAC, Cachar College, Silchar will be held on 18th April, 2024 (Thursday) at 11:30 am in the Conference Hall, Cachar College, Silchar on the agenda related to preparation of pending AQAR for the session 2022-23.

All the members are requested to remain present in the meeting positively.

(Dr. Mukul Kumar Baruah)

IQAC Coordinator,

Cachar College, Silchar

Coordinator, IQAC Cachar College, Silchar

Minutes of Meeting of the IQAC held on 18th April 2024 at 11.30 AM in the Conference Hall, Cachar College, Silchar

A meeting of the Internal Quality Assurance Cell (IQAC), Cachar College was held on 18th April 2024 at 11.30 AM in the Conference Hall, Cachar College, Silchar to discuss the agenda items mentioned in the notice dated 16th April 2024. The meeting was chaired by Md. Shams Uddin, Head, Department of History, Cachar College. Following members were present in this meeting

- 1. Md Shams Uddin, Head, Department of History (President of the meeting)
- 2. Dr. Mukul Kumar Baruah, Coordinator, IQAC
- 3. Dr. Sudip Kumar Das, Member, IQAC
- 4. Dr. Padmashree Chakraborty, Member, IQAC
- 5. Dr. Ananda Chandra Ghosh, Member, IQAC
- 6. Dr. Nitu Debnath, Member, IQAC
- 7. Dr. A. Pushpalata Singh, Member, IQAC
- 8. Dr. Rahul Kanti Nath, Member, IQAC
- 9. Dr. Joyobrato Nath, Member, IQAC
- 10. Ankita Ghosh, Member, IQAC

Commencing with a note of gratitude from the IQAC Coordinator to the members for their attendance, the meeting proceeded with the presentation of agenda items, which were discussed in detail before adopting the following resolutions.

Resolution no. 1a: Resolved that criteria-wise subcommittees be constituted comprising the following members to facilitate the compilation of data for the AQAR 2023-24.

Criterion 1: Curricular Aspects

- 1. Dr. Padmashree Chakraborty (Member, IQAC)
- 2. Dr. Dipyaman Mohanta
- 3. Dr. Shabana Anjum

Criterion 2: Teaching-Learning & Evaluation

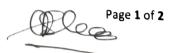
- 1. Dr. Sudip Kumar Das (Member, IQAC)
- 2. Dr. A. Pushpalata Singha (Member, IQAC)
- 3. Nabarupa Dhar
- 4. Birupakshya Paul Choudhury
- 5. Duhuidi Terang

Criterion 3: Research, Innovations & Extension

- 1. Dr. Nitu Debnath (Member, IQAC)
- 2. Dr. Shwetosmita Nath
- 3. Rupjily Beypi

- E

- 4. Kalyani Chakravorty
- 5. Bidintha Narzary



IQAC/MOM/2024/01

Criterion 4: Infrastructure & Learning Resources

- 1. Dr. Rahul Kanti Nath (Member, IQAC)
- 2. Dr. Deepsikha Sen (Member, IQAC)
- 3. Dr. Sulekha Singha
- 4. Georgina Khakhlari
- 5. Dr. Jahirul Islam

Criterion 5: Student Support & Progression

- 1. Dr. Joyobrato Nath (Member, IQAC)
- 2. Dr. Sandhya Rani Singha
- 3. Nayana Goswami
- 4. Arpita Roy

Criterion 6: Governance, Leadership & Management

- 1. Dr. Joydeep Biswas
- 2. Dr. Ananda Ch Ghosh (Member, IQAC)
- 3. Hemanta Kumar Bora
- 4. Dr. Parthajit Bhowal

Criterion 7: Institutional Values & Best Practices

- 1. Ankita Ghosh (Member, IQAC)
- 2. Dr. Gayatri Ghosh 3. Dr. Maitri Manna

Resolution no. 1b: Resolved that all the subcommittees, each headed by one IQAC member be requested to compile and feed data of their respective criteria in the NAAC portal within 29th April 2024.

The meeting concluded with a vote of thanks to the chair and all members for their active participation

Dr. Mukul Kumar Baruah

Coordinator, IQAC

Cachar College, Sil-04
Coordinator, IQAC

Cachar College, Silchar-01

Silchar, the 18th April 2024

Md Shams Uddin

Head, Department of History

President of the Meeting Cachar College, Silichar-

INTERNAL QUALITY ASSURANCE CELL

CACHAR COLLEGE, SILCHAR PIN-788001

NOTICE

Date: 30th April, 2024

A meeting of IQAC, Cachar College, Silchar will be held on 1st May, 2024 (Wednesday) at 11:00 am in the IQAC room, Cachar College, Silchar on the matters related to submission of AQAR for the session 2022-23 as the notification of NAAC dt. 30th April, 2024.

All the members are requested to remain present in the meeting positively.

(Dr. Mukul Kumar Baruah)

IQAC Coordinator.

Cachar College, Silchar

Coordinator, IQAC Cachar College, Silchar

Minutes of Meeting of the IQAC held on 1st May 2024 at 11.00 AM in the Office of IQAC, Cachar College, Silchar

A meeting of the Internal Quality Assurance Cell (IQAC), Cachar College was held on 1st May 2024 at 11.00 AM in the Office of IQAC, Cachar College, Silchar to discuss the agenda item(s) mentioned in the notice dated 30th April 2024. The meeting was chaired by Md. Shams Uddin, Head, Department of History, Cachar College. Following members were present in this meeting

- 1. Md Shams Uddin, Head, Department of History (President of the meeting)
- 2. Dr. Mukul Kumar Baruah, Coordinator, IQAC
- 3. Dr. Sudip Kumar Das, Member, IQAC
- 4. Dr. Padmashree Chakraborty, Member, IQAC
- 5. Dr. Ananda Chandra Ghosh, Member, IQAC
- 6. Dr. Nitu Debnath, Member, IQAC
- 7. Dr. A. Pushpalata Singh, Member, IQAC
- 8. Dr. Rahul Kanti Nath, Member, IQAC
- 9. Dr. Joyobrato Nath, Member, IQAC
- 10. Ankita Ghosh, Member, IQAC

At the outset of the meeting, the IQAC Coordinator expressed sincere thanks to the members for attending. The agenda items were presented next, leading to detailed discussions and the adoption of following resolutions listed.

Resolution no. 1a: Resolved that data feed by all the criteria-wise subcommittees for the AQAR 2023-24 to NAAC portal be accepted and approved with minor modifications.

Resolution no. 1b: Resolved that Coordinator, IQAC be requested to place the AQAR 2023-24 in the upcoming Governing Body (GB) meeting for approval.

All the above resolutions were read and confirmed. The meeting concluded with a vote of thanks to and from the chair.

Dr. Mukul Kumar Baruah

Coordinator, IQAC Cachar College, Sil-01 Md Shams Uddin

Head, Department of History President of the Meeting

Coordinator, IQAC Cachar College, Silchar-OSilchar, the 1st May 2024 Principal-in-Charge Cachar College, Silichar-1



INTERNAL QUALITY ASSURANCE CELL (IQAC) CACHAR COLLEGE, SILCHAR

Re-accredited by NAAC with B grade

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03842-261842

NOTICE

Silchar, 24 May 2024

A meeting of the IQAC has been scheduled on May 31, 2024 at 2.30 PM. The agenda items for discussion are as follows:

- 1. NAAC accreditation criteria points to be covered by June 2024
- 2. Finalizing data archival sections on the website
- 3. Conducting a workshop on NAAC Accreditation Criteria and Systematic Data Archival for teachers and administrative staff
- 4. Collecting feedback from all stakeholders for the session 2023-24
- 5. Preparation of the Green Audit Report for the session 2023-24
- 6. Arrangement for waste collection from the college by SMB
- 7. Strategy for e-waste management
- 8. Planning a program to felicitate students with scholarships and awards from the Aids and Awards Cell
- Workshop/lecture on preparation for upcoming competitive exams like APSC and ADRE 2024 (Grade III and Grade IV).
- 10. Installation of solar lamps in the college campus
- 11. Miscellaneous

All concerned are requested to make it convenient to attend the meeting.

Dr. Mukul Kumar Baruah Coordinator, IQAC Cachar College, Silchar-01

Copy for kind information

- 1. Principal cum Chairman, IQAC, Cachar College
- 2. All members of IQAC
- 3. Office file

Coordinator, IQAC Cachar College, Silchar

Dr. Mukul Kumar BaruahCoordinator, IQAC
Cachar College, Silchar-01

Coordinator, IQAC Cachar College, Slichar

Principal n-charge
Cachar Collegia, Silchard
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Minutes of Meeting of the IQAC held on 31st May 2024 at 1.30 PM in the Office of IQAC, Cachar College, Silchar

A meeting of the Internal Quality Assurance Cell (IQAC), Cachar College was held on 31st May 2024 at 1.30 PM in the Office of the IQAC to discuss the agenda items mentioned in the notice dated 24th May 2024. The meeting was chaired by Md. Shams Uddin, HoD, History, Cachar College. Following members were present in this meeting

- 1. Md. Shams Uddin, HoD, History (President of the meeting)
- 2. Dr Mukul Kumar Baruah, Coordinator, IQAC
- 3. Dr Sudip Kumar Das, Member, IQAC
- 4. Dr Padmashree Chakraborty, Member, IQAC
- 5. Dr Ananda Chandra Ghosh, Member, IQAC
- 6. Dr Nitu Debnath, Member, IQAC
- 7. Dr. A. Pushpalata Singh, Member, IQAC (Alumni representative)
- 8. Dr Rahul Kanti Nath, Member, IQAC
- 9. Dr Joyobrato Nath, Member, IQAC
- 10. Ankita Ghosh, Member, IQAC
- 11. Samshikha Deb, Member, IQAC (Students representative)

At the outset IQAC Coordinator expressed gratitude to all the members for their valuable presence and support, particularly for the timely submission of the AQAR 2022-23. The president of the meeting Md. Shams Uddin, HoD, History congratulated Dr. Mukul Kumar Baruah on assuming the charge IQAC Coordinator and appreciated the efforts of the faculty members in contributing towards the academic accomplishments of the institute. Following this, the agenda items and future plans of the IQAC were presented to all members. After comprehensive discussions, the following resolutions were adopted in the meeting:

Item No. 1: NAAC accreditation criteria points to be covered by June 2024

Resolution No. 1: It is resolved that to fulfill the criteria 5.1.3 and 5.1.4 following programs must be organized by IQAC within June 2024

(a) One Day Lecture on Preparation for APSC and ADR Examination 2024.



- (b) One week workshop on Mental and Physical Fitness: Dr. Joyobrato Nath and Nayana Goswami be requested make necessary arrangement in consultation with Coordinator, IQAC after 21st June 2024.
- (c) One Day program on soft skills language and communication skills lifeskills: Dr. Sudjp Kumar Das, Dr. Ananda Ch Ghosh and Dr. Rumi Rani Laskar be requested to make necessary arrangement in consultation with Coordinator, IQAC to conduct the programme within June 30, 2024.

Item No. 2: Finalizing data archival sections on the website

Resolution No. 2: It is resolved that Dr. Rahul Kanti Nath, Dr. Joyobrato Nath, and Ankita Ghosh be requested to review the data templates in collaboration with the respective Criteria Convenor and make the necessary changes to the Data Archival Page on the College Website.

Item No. 3: Conducting a workshop on NAAC Accreditation Criteria and Systematic Data Archival for teachers and administrative staff

Resolution No. 3:It is resolved that all members shall create concise PowerPoint presentations consisting of 3-5 slides each for their respective criteria by July 2024 and after compiling a workshop on NAAC Accreditation Criteria and Systematic Data Archival for teachers and administrative staff will be organized by end of August 2024.

Item No. 4: Planning a program to felicitate students with scholarships and awards from the Aids and Awards Cell

Resolution No. 4: It is resolved that the Coordinator of IQAC be requested to formally inform Dr. Sudip Kumar Das, Convenor of the Aids and Awards Committee, to prepare the list of deserving students for the sessions 2022-23 and 2023-24. These students will be felicitated during the program titled "One Day Lecture on Preparation for APSC and ADR Examination 2024."

Furthermore, Dr. Sudip Kumar Das, Convenor of the Aids and Awards Committee be requested to prepare a draft policy in consultation with IQAC for providing scholarships to the deserving students and to do the needful to obtain approval from GB, Cachar College.

Item No. 5: Workshop on preparation for upcoming competitive exams like APSC and ADRE 2024 (Grade III and Grade IV).

Resolution No. 5: It is resolved that a workshop on preparation for upcoming competitive exams, such as APSC and ADRE 2024 (Grade III and Grade IV), will be organized on June 20, 2024, (College Foundation Day) by IQAC in collaboration with the Career Counseling and Students Progression Monitoring Cell (CCSPMC). In this context, Dr. Rahul Kanti Nath, member of IQAC, will coordinate with the Resource Person and Coordinator, CCSPMC to ensure all necessary arrangements.



Item No. 6: Collecting feedback from all stakeholders for the session 2023-24

Resolution No. 6: It is resolved that the Coordinator of IQAC will formally informHunasing Engti, Convenor of the Feedback Committee, to design and collect feedback on the syllabus and its implementation at the institution for the 2023-24 session from stakeholders, including students, teachers, employers, and alumni, by June 2024. In this context, Dr. Padmashree Chakraborty, member of IQAC, will coordinate and provide necessary guidance as per NAAC criteria to the Convenor of the Feedback Committee.

Item No. 7: Preparation of the Green Audit Report for the session 2023-24

Resolution No. 7: It is resolved that the Coordinator of IQAC will formally inform Dr. Nitu Debnath, Convenor of the Green Audit Committee and member of IQAC, to make the necessary communications and prepare the Green Audit report in collaboration with the Eco Club of Cachar College for the 2023-24 session by August 2024.

Item No. 8: Installation of solar lamps in the college campus

Resolution No. 8: It is resolved that the Coordinator of IQAC will formally request the Principal of Cachar College and Secretary, CCET&A Coop. Ltd. (Society) to undertake the necessary actions to install a minimum of 15 all-in-one solar lamp posts in the College campus to comply with NAAC criterion 7.1.4

Item No. 9: Arrangement for waste collection from the college by SMB

Resolution No. 9: It is resolved that the Coordinator of IQAC will formally urge the Principal of Cachar College to make the necessary arrangements for the segregated waste collection from the college campus by the Silchar Municipality Board. If deemed necessary, the college may enter into a Memorandum of Understanding (MoU) with the SMB to ensure the timely collection of waste from the campus.

Item No. 10: Miscellaneous Items:

Resolution No. 10a: It is resolved Dr. Nitu Debnath and Dr. Rahul Kanti Nath will make necessary coordination with the President and Secretary of 'Praktanee', the alumni association of Cachar College, for its registration under the Society Act.To fulfill criterion 5.4.1, they will also approach the principal of Cachar College tosanction the registration fee of an approximate amount of Rs. 17,500.00 from the collegefund as per quotation received from Impact Weaver Pvt Ltd.

Resolution No. 10b: It is resolved that coordinator of IQAC will formally request the Principal to sign a MoU and AMC with a recognized agency for the yearly maintenance of electronic devices and the effective collection of eWaste from Cachar College for the partial fulfillment of the NAAC accreditation criterion 7.1.3.

Resolution No. 10c: It is resolved that following approval from the Principal of Cachar College, a **Social Media** and **Digital Literacy Cell** (SMDLC) comprising the specified members shall be established to initiate and oversee the college's presence on social media



platform(s) and to ensure digital archival of classroom lectures from interested faculty members as well as talks from invited speaker or resource persons:

- (a) X, formerly known as Twitter / Facebook :For sharing all academic and extracurricular/extension activities of Cachar College.
- (b) YouTube Channel: For digital archival of classroom lectures from interested faculty members as well as talks from invited speaker or resource persons.

Convener and members suggested for the SMDLC

- (1) Dr. Rahul Kanti Nath, Asst. Professor, Dept. of Chemistry (Convener)
- (2) Ankita Ghosh, Asst. Professor, Dept. of Commerce (Admin, X formerly known as Twitter/ Facebook)
- (3) Dr. Parthajit Bhowal, Asst. Professor, Dept. of Mathematics
- (4) Dr. Shwetosmita Nath, Asst. Professor, Dept. of Botany
- (5) DuhuidiTerang, Asst. Professor, Dept. of Economics
- (6) Nabarupa Dhar, Asst. Professor, Dept. of Commerce
- (7) Dr. Dipyaman Mohanta, Asst. Professor, Dept. of Chemistry (Admin, YouTube Channel)
- (8) Bidintha Narzary, Asst. Professor, Dept. of History
- (9) Nayana Goswami, Asst. Professor, Dept. of Sanskrit

Resolution 10d: It is resolved that Coordinator, IQAC be requested to prepare a draft regulation for introduction of Self-Financing Add-on Certificate/Diploma Courses and place the same in the next meeting of IQAC.

Resolution 10e: It is resolved that a committee may be constituted with the following members to initiate necessary preparatory steps for the presentation of wall magazines for Social Sciences and Humanities for the session 2024-25.

- 1. Dr. Merina Islam (Convenor)
- 2. Dr. Shankar Sharma
- 3. Georgina Khakhlari
- 4. Nayana Goswami
- 5. Kalyani Chakravorty
- 6. Moin Uddin Ahmed
- 7. Dr. Shabana Anjum8. Dr. Sandhya Rani Singha
- 5. Di Sandiya Kani Singha
- 9. Bidintha Narzary
- 10. Dr. Maitri Manna

All the above resolutions were read and confirmed. The meeting concluded with a vote of thanks to and from the chair.

Dr. Mukul Kumar Baruah Coordinator, IQAC

Cachar College, Sil-01

Coordinator, IQAC Cachar College, Silchar Md. Shams Uddin HoD, History &

President of the Meeting

Principal-in-Charge Cachar College, Slichar-#

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INTERNAL QUALITY ASSURANCE CELL (IQAC) CACHAR COLLEGE, SILCHAR

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Ref No.: IQAC/CC/Meeting/24/

Silchar, 14 June 2024

NOTICE

A meeting of the IQAC with members of Internal Complaint Committee (ICC), Anti-ragging Committee and Grievance Redressal Cell (GRC) has been scheduled on June 15, 2024 at 12.30 PM. The agenda items for discussion are as follows:

- 1. Amendment in policies for complaint register and its redressal.
- 2. Awareness activities/ preventive measures to be conducted/ undertaken in the academic session 2024-25 for the freshers.
- 3. Future plan of the cells or committees.
- 4. Miscellaneous

All concerned are requested to make it convenient to attend the meeting.

Dr. Mukul Kumar Baruah Coordinator, IQAC Cachar College, Silchar-01

Copy for kind information

- 1. Principal, Cachar College & Chairman of IQAC, Cachar College
- 2. Presiding Officer, Internal Complaint Committee (ICC)
- 3. Convenor, Anti-ragging Committee
- 4. Coordinator, Grievance Redressal Cell (GRC)
- 5. All members of IQAC
- 6. Office file

Allowed

Dr. Mukul Kumar Baruah Coordinator, IOAC

Cachar College, Silchar-01

Coordinator, IQAC Cachar College, Siichar

Principal in Charles Stories - 1

Minutes of Meeting of the IQAC with the members of Internal Complaint Committee (ICC), Anti-ragging Cell and Grievance Redressal Cell (GRC) held on 15 June 2024 at 12.30 PM in the Office of IQAC, Cachar College, Silchar

A meeting of the Internal Quality Assurance Cell (IQAC), Cachar College was held 15 June 2024 at 12.30 PM in the Office of IQAC, Cachar College, Silchar to discuss the agenda items mentioned in the notice dated 14 June 2024. The meeting was chaired by Md. Shams Uddin, HoD, History, Cachar College. Following members were present in this meeting:

- 1. Md. Shams Uddin, HoD, History (President of the meeting)
- 2. Dr Sudip Kumar Das, Member, IQAC & Convenor, Grievance Redressal Cell
- 3. Dr Ananda Chandra Ghosh, Member, IQAC
- 4. Sri Ratan Kumar Das, Convenor, Anti-ragging Committee
- 5. Dr. Smriti Paul, Member, Grievance Redressal Cell
- 6. Dr. L. Anupama Singha, Member, Internal Complaint Committee (ICC)
- 7. Dr. A. Pushpalata Singh, Member, IQAC
- 8. Dr. Paramita Das, Presiding Officer, Internal Complaint Committee (ICC)
- 9. Dr Rahul Kanti Nath, Member, IQAC
- 10. Ankita Ghosh, Member, IQAC
- 11. Dr. Rumi Rani Laskar, Member, Internal Complaint Committee (ICC)
- 12. Dr Joyobrato Nath, Member, IQAC
- 13. Moin Uddin Ahmed, Member, Anti-ragging Committee
- 14. Duhuidi Terang, Assistant Professor, Department of Economics
- 15. Dr Mukul Kumar Baruah, Coordinator, IQAC
- 16. Dr Nitu Debnath, Member, IQAC

At the outset IQAC Coordinator expressed gratitude to all the members Internal Complaint Committee (ICC), Anti-ragging Cell and Grievance Redressal Cell (GRC) for their presence and support. Following this, the agenda items were presented to all members. After comprehensive discussions, the following resolutions were adopted in the meeting:

Item No. 1: Amendment in policies for compliant register and its redressal

Resolution No. 1: It is resolved that each cell/committee will draft new policies or make necessary amendments to existing policies by July 2024. These drafts will be reviewed and approved in the respective cell/committee meetings scheduled in the last week of August. Following members be requested to draft the policy in coordination with the respective committee members.



- 1. Internal Complaint Committee (ICC): Dr. Rumi Rani Laskar
- 2. Anti-ragging Cell: Dr. Biswajit Debrov
- 3. Grievance Redressal Cell (GRC): Dr. Smriti Paul

Furthermore, it is resolved that while drafting or amending the policy, areas such as the following should be addressed:

- Introduction
- Objectives
- Responsibilities
- Relevant Laws and Regulations
- Type of Complains that can be Registered
- Reporting Mechanisms
- Response and Action Plan: Includes procedures for handling complaints, investigation process and disciplinary actions and penalties.
- Preventive Measures taken by the Cell/Committee
- Support for Victims
- Exclusions/Limitations of the Cell/Committee

Item No. 2: Awareness activities to be conducted or preventive measures to be undertaken in the academic session 2024-25 for the freshers.

Resolution No. 2: It is resolved that all the three cells/committees will conduct awareness drives and activities, like display of boards, distribution of pamphlets, lecture session, antiragging pledge taking, implementation of buddy system, street play, peer mentorship programs, etc. in the orientation program to be held for the freshers.

Item No. 3: Future plan of the cells or committees

Resolution No. 3: It is resolved that Internal Complaint Committee (ICC) in association with "Sucheta", the women's cell of the college be requested to organize a gender sensitization programme in the month of September, 2024.

Item No. 4: Miscellaneous

Resolution No. 4a: It is resolved that a common email id (registerurcomplain@gmail.com) be created so that student can submit their grievances related to these cells/committees.

Resolution No. 4b: It is resolved that IQAC Coordinator be requested to take necessary steps to install Suggestion Box and Complaint Box at a prominent location on campus, allowing students to submit their grievances and suggestions.

Dr. Mukul Kumar Baruah

Coordinator, IQAC Cachar College, Sil-01

Coordinator, IQAC Cachar College, Silchar Md. Shams Uddin

HoD, History &

President of the Meeting **√Principa** Cacher College, Slicher-

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