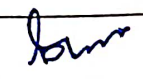


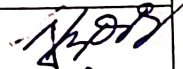
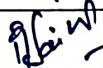
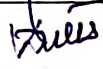





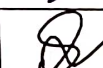


14/9/18

Members Present in the Meeting

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3	Mr. Birandra Kumar Saikia,	Member	
4	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
5	Mr. Gopal Krishna Borah, Faculty Member	Member	
6	Dr. Robin Saikia, Faculty Member	Member	
7	Mrs. Karuna Dutta, Faculty Member	Member	
9	Mr. Anunay Kumar, Faculty Member	Member	
10	Mr. Jitendhar Nath, Faculty Member	Coordinator	
11	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
12	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
13	Mrs. Ranjun Saikia, Faculty Member	Assistant Coordinator	
14	Mr. Pulin Goswami, Head Assistant	Member	
15	General Secretary, Students' Union	Member	

INTERNAL QUALITY ASSURANCE

CELL

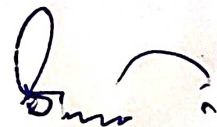
PANIGAON OPD COLLEGE

IQAC Meeting

Date: 14/09/2018
Venue: IQAC Room
Time: 01.30 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Discussion on Plan of Action for the year 2018-19.
4. Discussion on Teaching, Learning and Evaluation Activities
5. Discussion on Library as a learning resource
6. Discussion on Research, Publication and Extension Activities
7. Discussion on Student Support Activities
8. Others




Proceeding

An executive meeting of the IQAC, Panigaon OPD College has been convened today dated 14-09-2018 on the Plan of Action to be taken by IQAC, Panigaon OPD College for the year 2018-19 and to discuss about the academic matters of the college. The meeting is held at 1.30 p.m. at the IQAC Room, Panigaon OPD College under the chairmanship of Dr. Suresh Dutta, Principal cum Chairman, IQAC, Panigaon OPD College.

The following resolutions are taken unanimously in the meeting and the Plan of Action Chalked out for the current Academic Year 2018-19 as followed:

1. The meeting decides to appeal to the Principal, Panigaon OPD College to issue necessary direction to the Departments of the college to use the ICT facilities of the classrooms. The meeting further suggested that at least two ICT classes per week by each department should be ensured with effect from 1st March, 2019.
2. The meeting decides to appeal to the Vice Principal, and the Coordinator IQAC to make an enquiry about the possibility to get idea about Google Classroom.
3. The meeting decides to entrust the responsibility of evaluation to the Vice-Principal and also to request him to make evaluation more effective as per the need of the hour.
4. The Head Assistant Mr. P. Goswami is to be instructed to send each and every office orders to the IQAC room also.
5. The meeting decides to request the Member Secretary of CBCS to convene a workshop to discuss thoroughly about the new CBC System which is to be introduced from the next academic session. Further, the meeting decides to appeal to the SWAYAM Coordinator to make a presentation about the SWAYAM Courses in the said workshop.
6. The meeting decides to appeal to the college authority to ensure presentation and sharing of ideas from the teachers who have recently attended the different short-term courses on ICT at Notrth Lakhimpur.
7. The meeting decides to request Dr. S. Kalita , Dr. R. Saikia , Mr. G. K. Borah and Mrs. Runjun Saikia to prepare and submit seminar/workshop proposals to the concerning sponsoring authorities.
8. The Vice-Principal and Dr. Sonaram Kalita are to be requested to prepare the academic calendar for the year 2018-19.
9. The meeting decides to request S. Kalita and Dr. R. Saikia to determine the Best Practices of the IQAC of the college for the current session.

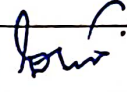


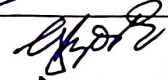

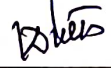

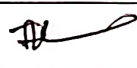




10. The meeting decides to organize plantation and beautification programme of the college campus in collaboration with NSS Unit of the college.
11. The IQAC meeting decides to take initiative to entrust the responsibility conduct the plantation programme with the help of the students availing free admission option. Mr. Biren Gogoi and Mr. Anunay Kumar are to be requested to conduct the plantation programme.
12. The meeting appeals all the faculty members to counsel the students in their academic, health and mental problems.
13. The meeting decides to appeal to the Programme Officer of the NSS Unit, Coordinator of the Legal Literacy Club, Coordinator of the Women Cell, Coordinator of the Career Counseling Cell etc. to organize extension activities in their respective fields.
14. Notify the Departments to conduct the Teaching-Learning Activities and collect data of as per the guideline of ISMC.


Chairperson
IQAC
Panigaon OPD College
PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimour


Coordinator
IQAC
Panigaon OPD College
Coordinator
IQAC
Panigaon OPD College

Members Present in the Meeting

18/9/18

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3	Mr. Birandra Kumar Saikia,	Member	
4	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
5	Mr. Gopal Krishna Borah, Faculty Member	Member	
6	Dr. Robin Saikia, Faculty Member	Member	
7	Mrs. Karuna Dutta, Faculty Member	Member	
9	Mr. Anunay Kumar, Faculty Member	Member	
10	Mr. Jibedhar Nath, Faculty Member	Coordinator	
11	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
12	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
13	Mrs. Rajun Saikia, Faculty Member	Assistant Coordinator	
14	Mr. Pulin Goswami, Head Assistant	Member	
15	General Secretary, Students' Unoin	Member	

INTERNAL QUALITY ASSURANCE CELL

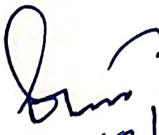
PANIGAON OPD COLLEGE

IQAC Meeting

Date: 18/09/2018
Venue: Teachers' Common Room
Time: 01.30 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Reading of the Proceeding of the last Executive
3. Academic Discussion
4. Co-curricular Activities
5. Research Activities
6. Academic Calendar
7. Best Practices
8. Others


18/9/2018
PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur

Proceeding

A joint meeting of IQAC, POPDC and Teachers' Unit, POPDC is organized today 18/09/2018) at the Teachers' Common Room of POPDC. The meeting is presided over by Dr. Suresh Dutta, Chairperson, IQAC, POPDC cum the Principal, POPDC. The Coordinator of the IQAC, Mr. J. Nath discloses the Objectives of the meeting and is followed by the reading out of the proceeding of the last executive held on 14-09-2018.

The following resolutions are taken unanimously in the meeting:

1. The faculty members of the college have taken a resolution to use ICT Facilities in teaching activities from the current session.
2. To ensure minimum 80% attendance of the students the IQAC suggests to the departments to call guardian's meetings , arrange regular unit tests and submit monthly attendance reports to the Principal.
3. Arrange quality oriented seminars and group discussions.
4. Suggest the Academic Advisory Committee to allot at least one period in the class routine for co-curricular activities.
5. Suggest the faculty members to attend in seminars and workshops and submit research papers etc in them. The meeting suggests them also to conduct MRP's and Ph D works and to publish research papers in the national and international journals. The departments are also suggested to apply for financial assistance from the financing agencies to organize national seminars.
6. The meeting approves the Academic Calendar for the year 2018-19 prepared by the IQAC.
7. Considering the needs of local awareness of the students as well as the general public, the meeting today decides to open a Legal Literacy Club in the college and to adopt it as the Best Practice for the year 2018-19.

After the successful completion of the discussions, the Chairperson concludes the meeting with thanksgiving to all.



Chairperson
IQAC

Panigaon OPD College

PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur

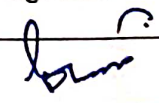


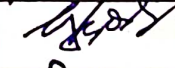
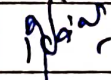
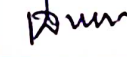





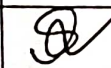


Coordinator
IQAC

Panigaon OPD College
Panigaon OPD College

Members Present in the Meeting

18/3/19

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3	Mr. Birandra Kumar Saikia,	Member	
4	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
5	Mr. Gopal Krishna Borah, Faculty Member	Member	
6	Dr. Robin Saikia, Faculty Member	Member	
7	Mrs. Karuna Dutta, Faculty Member	Member	
9	Mr. Anunay Kumar, Faculty Member	Member	
10	Mr. Jitbedhar Nath, Faculty Member	Coordinator	
11	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
12	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
13	Mrs. Rajun Saikia, Faculty Member	Assistant Coordinator	
14	Mr. Pulin Goswami, Head Assistant	Member	
15	General Secretary, Students' Unoin	Member	

INTERNAL QUALITY ASSURANCE CELL

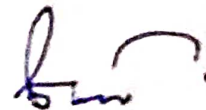
PANIGAON OPD COLLEGE

IQAC Meeting

Date: 13/03/2019
Venue: IQAC Room
Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Academic Discussion
5. Research and Extension Activities
6. Feedback
7. Student Satisfactory Survey
8. Others



Proceeding

An executive meeting of IQAC, POPDC and Teachers' Unit, POPDC is organized today 13/03/2019) at the Teachers' Common Room of POPDC. The meeting is presided over by Dr. Suresh Dutta, Chairperson, IQAC, PODC cum the Principal, POPDC.

The coordinator of the IQAC delivered the keynote address and the objective of the meeting.

The following resolutions are taken unanimously in the meeting:

1. The meeting requests all the faculty members to organize tutorial classes for the slow learners.
2. For quality development of the students the meeting decides to request the Heads of the Departments to organize popular talks, departmental seminars, group discussions, debating and essay competitions etc. amongst the students.
3. The IQAC decides to organize a field work on the socio-economic condition of the fishing communities of the local area.
4. The IQAC requests all the heads of the departments to take initiative to organize educational tours amongst the departmental students in their respective fields.
5. The meeting decides to entrust the responsibility to conduct Student Satisfactory Survey to Dr. S. Kalita as per NAAC guideline and to submit the report to the college authority.
6. The meeting decides to entrust the responsibility to upload personal profiles of all the teachers to Dr. S. Kalita.
7. The meeting decides to request Mrs. A.D. Hazarika , Mrs. K.L. Dutta, Mr. J.P. Bhuyan to work on extension activities to be carried out as per NAAC guideline.
8. The meeting decides to request the college authority to introduce a computer diploma course with effect from March 2019.
9. The meeting decides to request Mr. B. Barhoi to work out a strategy to conduct Yoga and Naturopahy / Meditation Programme in the college.
10. The meeting decides to entrust the responsibility to conduct a programme on spirituality, concentration and non-violence to the Department of Philosophy.
11. The meeting decides to entrust the responsibility to Mr. G.K. Borah to arrange a voter awareness programme in the college to the department of Political Science.

After the successful completion of the discussions, the Chairperson concludes the meeting with thanksgiving to all,



Chairperson
IQAC

Panigaon OPD College

PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur

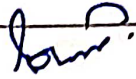


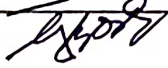

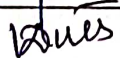
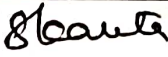








Coordinator
IQAC

Panigaon OPD College
IQAC
Panigaon OPD College

Members Present in the Meeting

5/7/19

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3.	Mr. Roseheswar Bhuyan	Member	
4	Mr. Birandra Kumar Saikia,	Member	
5.	Mr. Muhidhar Pujari	Member	
6.	Mr. Uday Sankar Hazarika	Member	
7.	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
8.	Mr. Gopal Krishna Borah, Faculty Member	Member	
9.	Dr. Robin Saikia, Faculty Member	Member	
10.	Mrs. Karuna Dutta, Faculty Member	Member	
11.	Dr. Sonaram Kalita,	Member	
12.	Mr. Anunay Kumar, Faculty Member	Member	
13.	Dr. Debajit Bhuyan	Member	
14.	Mr. Nalin Goswami	Member	
15.	Mr. Jibedhar Nath, Faculty Member	Coordinator	
16.	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
17.	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
18.	Dr. Runjun Saikia, Faculty Member	Assistant Coordinator	
19.	Mr. Pulin Goswami, Head Assistant	Member	
20.	General Secretary, Students' Union	Member	

INTERNAL QUALITY ASSURANCE CELL

PANIGAON OPD COLLEGE

IQAC Meeting

Date: 05/07/2019
Venue: IQAC Room
Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Plan of Action
5. Teaching, Learning and Evaluation
6. Extension Activities
7. Student Support Activities
8. Others



Proceeding

An executive meeting of IQAC, POPDC and Teachers' Unit, POPDC has been convened today (05/07/2019) at 1 p.m. at the IQAC Room of POPDC on the plan of action to be taken by the IQAC, Panigaon OPD College for the year 2019-20 and to discuss about the academic matters of the college. The meeting is presided over by Dr. Suresh Dutta, Chairperson, IQAC, POPDC cum the Principal, POPDC.

It is to be stated here that due to the problems of COVID-19 pandemic, especially the LOCKDOWNS, the IQAC has taken only a few programmes for the session. The coordinator of the IQAC delivered the keynote address and the objective of the meeting.


The following resolutions are taken as **Plan of Action** for the session 2019-20:

1. Organize a national seminar/workshop and a webinar.
2. Organize an awareness programme on COVID-19 pandemic.
3. Organize Student Satisfactory Survey.
4. Organize an extension programme through NSS Unit and Legal Literacy Club of the college.
5. Organize a Student Orientation Programme.
6. Notify the Departments to conduct the Teaching-Learning Activities and collect data of as per the guideline of ISMC.
7. Organize regular online classes and Google classroom for the students.
8. Request Dr. Runjun Saikia to prepare the academic calendar for the year 2019-20.
9. Request the Principal of the college to complete the multi-gym building and the Library Reading room during this current session.


Chairperson
IQAC

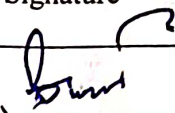


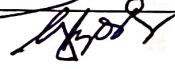
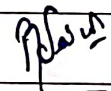
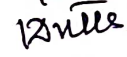
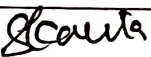






Panigaon OPD College

PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur


Coordinator
IQAC
Panigaon OPD College

Members Present in the Meeting

15/07/2019

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3.	Mr. Roseheswar Bhuyan	Member	
4	Mr. Birandra Kumar Saikia,	Member	
5.	Mr. Muhidhar Pujari	Member	
6.	Mr. Uday Sankar Hazarika	Member	
7.	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
8.	Mr. Gopal Krishna Borah, Faculty Member	Member	
9.	Dr. Robin Saikia, Faculty Member	Member	
10.	Mrs. Karuna Dutta, Faculty Member	Member	
11.	Dr. Sonaram Kalita,	Member	
12.	Mr. Anunay Kumar, Faculty Member	Member	
13.	Dr. Debajit Bhuyan	Member	
14.	Mr. Nalin Goswami	Member	
15.	Mr. Jibedhar Nath, Faculty Member	Coordinator	
16.	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
17.	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
18.	Mrs. Runjun Saikia, Faculty Member	Assistant Coordinator	
19.	Mr. Pulin Goswami, Head Assistant	Member	
20.	General Secretary, Students' Union	Member	

INTERNAL QUALITY ASSURANCE CELL

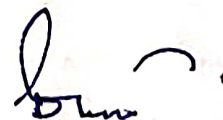
PANIGAON OPD COLLEGE

IQAC Meeting

Date: 15/07/2019
Venue: IQAC Room
Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Feedback Preparation
4. Extension Activities
5. Student Support Activities
6. Others



Proceeding

An executive meeting of IQAC, POPDC and Teachers' Unit, POPDC has been convened today (15/07/2019) at 1 p.m. at the IQAC Room of POPDC on the plan of action to be taken by the IQAC, Panigaon OPD College for the year 2019-20 and to discuss about the academic matters of the college. The meeting is presided over by Dr. Suresh Dutta, Chairperson, IQAC, POPDC cum the Principal, POPDC.

It is to be stated here that due to the problems of COVID-19 pandemic, especially the LOCKDOWNS, the IQAC has taken only a few programmes for the session.

The coordinator of the IQAC delivered the keynote address and the objective of the meeting.

The following decisions are taken unanimously in the meeting.

1. Feedback of the students, teachers, students, guardians and alumni will be conducted in the month of September.
2. The IQAC will take necessary steps for Internal Semester Monitoring Activities as per the guideline of ISMC.
3. The Student Satisfactory Survey will be conducted in the month of October by the Coordinator, IQAC
4. The Academic Calendar prepared by Dr. Runjun Saikia has been read out and accepted with some minor modification and alternation.
5. Meeting decides to request the college authority to conduct the Audit and the Energy audit of the college and to submit their copies at the IQAC Office.
6. Every department is requested to prepare National Seminar Proposals and to submit them within the month of August, 2019.
7. Mr. Jibedhar Nath along with Dr. Robin Saikia will finalize and prepare the reports of Best Practices for the year 2019-20.



Chairperson
IQAC
Panigaon OPD College

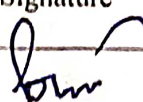


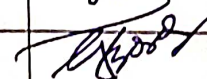
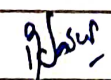
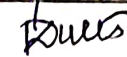
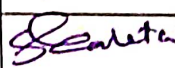

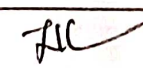

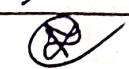

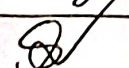
PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur



Coordinator
Panigaon OPD College
Panigaon OPD College

Members Present in the Meeting

10/5/2020

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3.	Mr. Roseheswar Bhuyan	Member	
4	Mr. Birandra Kumar Saikia,	Member	
5.	Mr. Muhidhar Pujari	Member	
6.	Mr. Uday Sankar Hazarika	Member	
7.	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
8.	Mr. Gopal Krishna Borah, Faculty Member	Member	
9.	Dr. Robin Saikia, Faculty Member	Member	
10.	Mrs. Karuna Dutta, Faculty Member	Member	
11.	Dr. Sonaram Kalita,	Member	
12.	Mr. Anunay Kumar, Faculty Member	Member	
13.	Dr. Bhabajit Bhuyan	Member	
14.	Mr. Nalin Goswami	Member	
15.	Mr. Jibedhar Nath, Faculty Member	Coordinator	
16.	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
17.	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
18.	Mrs. Runjun Saikia, Faculty Member	Assistant Coordinator	
19.	Mr. Pulin Goswami, Head Assistant	Member	
20.	General Secretary, Students' Union	Member	

INTERNAL QUALITY ASSURANCE CELL

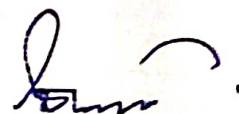
PANIGAON OPD COLLEGE

IQAC Meeting

Date: 10/05/2020
Venue: IQAC Room
Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Feedback on the current Plan of Action
4. Future Plan of Action for the session 2020-21.
5. Others



Proceeding

An executive meeting of IQAC, POPDC and Teachers' Unit, POPDC has been convened today 10/05/2020) at 1 p.m. at the IQAC Room of POPDC under the chairmanship of Dr. Suresh Dutta, Chairperson, IQAC, POPDC cum the Principal, POPDC. The objective of the meeting is disclosed by Mr. Jibedhar Nath, Coordinator, IQAC, Panigaon OPD College.

The following discussions are held in the meeting:

1. On section number 3 of the agenda, the chairperson asks the IQAC Coordinator and the other stakeholders to submit their written reports on the plan of action undertaken in this session. The reports are submitted as follows:

- a. The IQAC Coordinator, Panigaon OPD College has submitted his report on the NAAC sponsored State Level Seminar on "Importance of Value Education and Role of Teacher" held on 21st January, 2020. The Chairpersons of the seminars were Mr. Gobin Borah, Principal, Diet, Mr. Binod Dutta, President, Governing Body, Panigaon OPD College and Dr. Suresh Dutta, Principal, Panigaon OPD College. The resource Persons invited to the seminar were Dr. Jahnabi Lahkar Baruah, Associate Professor, Department of Education, Lakhimpur Kendriya Mahavidyalaya and Dr. Jayadeva Sahu, Professor, Department of Education, Rajiv Gandhi University, Itanagar. Total number, of participants in the seminar was 109.

The IQAC also has organized a Webinar on "Awareness Programme on the Use of Online Resources" in collaboration Assam College Librarian Association on 18th June, 2020.

- b. The IQAC Coordinator, Panigaon OPD College has also submitted the report on Door-to-door Awareness Programme on COVID-19 pandemic held on 21st March, 2020 at Roiya Bakal Gaon on making people aware about the pandemic measures to be taken to prevent the same like use of masks, sanitization etc. the IQAC has also distributed masks, sanitizers etc. in the village.
- c. The Voters' Awareness Abhijan was organized amongst the students of the college by the NSS unit and the Legal Literacy club of the college on 16t March, 2020.
- d. Students' Satisfactory Survey was submitted by Dr. Robin Saikia, Associate professor, Department of Political Science, Panigaon OPD College.
- e. The Students' Orientation Programme was held in the college on 21st July, 2019.

2. On section number 4 of the agenda, the chairperson asks the IQAC Coordinator and the other stakeholders to submit the Future Plan of Action of the IQAC for the session 2020-21. After thorough discussion on the proposals, the following objectives are approved for the session 2020-21:

- a. The meeting decides to continue the regular online classes for this session also.
- b. The meeting decides to request the Member Secretary of CBCS to convene a workshop to discuss thoroughly about the new CBC System.
- c. The meeting decides to appeal the SWAYAM Coordinator to make a presentation about the SWAYAM courses in the said workshop.

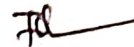
- d. The meeting decides to appeal to the college authority to ensure presentation and sharing of ideas from the teachers who have recently attended the different short-term courses on ICT at North Lakhimpur.
- e. The meeting decides to request all the Heads of the departments and the Coordinator of IQAC to prepare and submit seminar/workshop/webinar proposals to the concerning sponsoring authorities.
- f. The Vice-Principal and Dr. Sonaram Kalita are to be requested to prepare the academic calendar for the year 2020-21.
- g. The meeting decides to request Dr. Robin Saikia to determine the Best Practices of IQAC of the college for the session 2020-21.
- h. The meeting decides to organize extension programme in collaboration with NSS Unit and Legal Literacy Club of the college.



Chairperson
IQAC

Panigaon OPD College

PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur



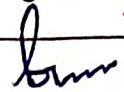

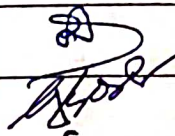
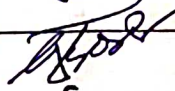
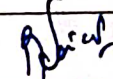
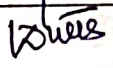
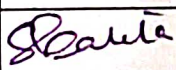

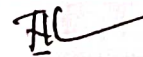

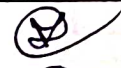

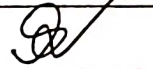
Coordinator
IQAC

Panigaon OPD College

Coordinator
IQAC
Panigaon OPD College

Members Present in the Meeting

16/7/2020

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3.	Mr. Rosesheswar Bhuyan	Member	
4	Mr. Birandra Kumar Saikia,	Member	
5.	Mr. Muhidhar Pujari	Member	
6.	Mr. Uday Sankar Hazarika	Member	
7.	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
8.	Mr. Gopal Krishna Borah, Faculty Member	Member	
9.	Dr. Robin Saikia, Faculty Member	Member	
10.	Mrs. Karuna Dutta, Faculty Member	Member	
11.	Dr. Sonaram Kalita,	Member	
12.	Mr. Anunay Kumar, Faculty Member	Member	
13.	Dr. Bhabajit Bhuyan	Member	
14.	Mr. Nalin Goswami	Member	
15.	Mr. Jibedhar Nath, Faculty Member	Coordinator	
16.	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
17.	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
18.	Mrs. Runjun Saikia, Faculty Member	Assistant Coordinator	
19.	Mr. Pulin Goswami, Head Assistant	Member	
20.	General Secretary, Students' Union	Member	

INTERNAL QUALITY ASSURANCE CELL

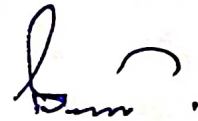
PANIGAON OPD COLLEGE

IQAC Meeting

Date: 16/07/2020
Venue: IQAC Room
Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Plan of Action for the session 2020-21.
5. Others



Proceeding

An executive meeting of IQAC, POPDC and Teachers' Unit, POPDC has been convened today (on 16/07/2020) at 1 p.m. at the IQAC Room of POPDC to discuss the plan of Action, Curriculum and Cocurricular and other extension activities for the year 2020-21. The meeting is held under the chairmanship of Dr. Suresh Dutta, Chairperson, IQAC, PODC cum the Principal, POPDC. The objective of the meeting is disclosed by Mr. Jibedhar Nath, Coordinator, IQAC, Panigaon OPD College.


It is to be stated here that due to the problems of the COVID-19 pandemic, especially the LOCK-DOWNS, the IQAC has taken only a few programmes for this session.

The following resolutions are taken as **Plan of Action** for the session 2020-21:

1. Coordinate action initiatives with the NSS and the Legal Literacy Club.
2. Plan Seminar/Workshop
3. The meeting decides to organize an awareness programme on COVID-19 pandemic, gender issues and environment.
4. The meeting decides to continue Student Feedback and Student Satisfactory Survey.
5. Set-up Online classes using Google Meet or Zoom Platform
6. Field work programmes for the students.
7. Organize talk on spirituality/Non-violence / Voter Awareness /amongst the students
8. Encourage teachers to participate in FDP and national/international seminars and to publish their works in UGC Care or other reputed journals.
9. Green and clean campus awareness initiatives.
10. Organize extension programmes.
11. The meeting decides to organize a Student Orientation Programme, Field Work and Talk.
12. The meeting decides to ensure regular online classes and Google classroom for the students.
13. Dr. Robin Saikia is requested to prepare the Academic Calendar for the year 2020-21.
14. Mr. Jibedhar Nath is asked to take decision and to prepare draft on the Best Practices for this session and to approve the same in the next executive.
15. Notify the Departments to conduct the Teaching-Learning Activities and collect data of as per the guideline of ISMC.

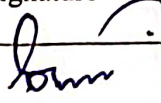



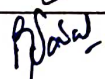
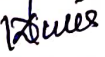




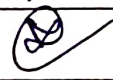
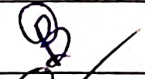
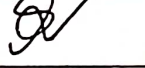

Chairperson
IQAC

Panigaon OPD College
PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur


Coordinator
IQAC
Panigaon OPD College
COORDINATOR
Panigaon OPD College

Members Present in the Meeting

10/8/2020

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3.	Mr. Rosesheswar Bhuyan	Member	
4	Mr. Birandra Kumar Saikia,	Member	
5.	Mr. Muhidhar Pujari	Member	
6.	Mr. Uday Sankar Hazarika	Member	
7.	Mrs. Ambika Dutta Hazarika, Faculty Member	Member	
8.	Mr. Gopal Krishna Borah, Faculty Member	Member	
9.	Dr. Robin Saikia, Faculty Member	Member	
10.	Mrs. Karuna Dutta, Faculty Member	Member	
11.	Dr. Sonaram Kalita,	Member	
12.	Mr. Anunay Kumar, Faculty Member	Member	
13.	Dr. Bhabajit Bhuyan	Member	
14.	Mr. Nalin Goswami	Member	
15.	Mr. Jibedhar Nath, Faculty Member	Coordinator	
16.	Mr. Babul Barhoi, Faculty Member	Assistant Coordinator	
17.	Mrs. Madhurima Dowarah, Faculty Member	Assistant Coordinator	
18.	Dr. Runjun Saikia, Faculty Member	Assistant Coordinator	
19.	Mr. Pulin Goswami, Head Assistant	Member	
20.	General Secretary, Students' Union	Member	

INTERNAL QUALITY ASSURANCE CELL

PANIGAON OPD COLLEGE

IQAC Meeting

Date: 10/08/2020

Venue: IQAC Room

Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Approval of the Academic Calendar and Best Practices
4. ISMC Activities
5. Others



Proceeding

An executive meeting of IQAC, POPDC and Teachers' Unit, POPDC has been convened today (on 10/08/2020) at 1 p.m. at the IQAC Room of POPDC. The meeting is held under the chairmanship of Dr. Suresh Dutta, Chairperson, IQAC, POPDC cum the Principal, POPDC. The objective of the meeting is disclosed by Mr. Jibedhar Nath, Coordinator, IQAC, Panigaon OPD College.

It is to be stated here that due to the problems of the COVID-19 pandemic, especially the LOCK-DOWNS, the IQAC has taken only a few programmes for this session.

The following decisions are taken in the meeting.

1. The meeting approves the Academic Calendar of the year, which is read out by Dr. Robin Saikia, with some minor modification.
2. Students' feedback and Student Satisfactory Survey are scheduled to be completed in the month of October.
3. Drafts of two Best Practices entitled "Green and Clean Campus Policy" and "Teaching Learning Process Through Online Mode During the Covid-19 Lockdown" submitted by Mr. Jibedhar Nath, Coordinator IQAC and are accepted today for implementation during this year.
4. Notify the Departments to conduct the Teaching-Learning Activities and collect data as per the guideline of ISMC.



Chairperson
IQAC
Panigaon OPD College

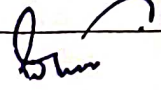

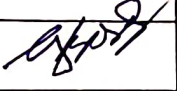
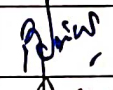
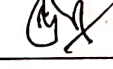




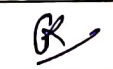
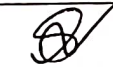
PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur



Coordinator
IQAC
Panigaon OPD College
Coordinator
IQAC
Panigaon OPD College

Members present in the Meeting

03/02/22

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi, Vice principal	Member	
3.	Dr. Rupa Phukan,	G B Member	
4.	Mr. Gopal Krishna Borah	Member	
5.	Paresh Dutta Baruah	Member	
6.	Mr. Uday Sankar Hazarika, Industrialist	Member	
7.	Dr. Robin Saikia	Member	
8.	Mr. Anunay Kumar	Member	
9.	Mr. Jibedhar Nath	Member	
10.	Mr. Babul Barhoi	Member	
11.	Dr. Runjun Saikia	Coordinator	
12.	Miss Bijoylakshmi Das	Assistant Coordinator	
13.	Miss Gyanashree Kotoky	Assistant Coordinator	
14.	Mr. Pulin Goswami	Member	
15.	General Secretary, Students' Union	Member	

**INTERNAL QUALITY ASSURANCE
CELL
PANIGAON OPD COLLEGE**

IQAC Meeting

Date: 03/02/2022
Venue: Principal's Chamber
Time: 12.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Plan of Action for the session 2020-22
4. Criterion-wise discussion on AQAR.
5. Others
6. Conclusion from the Chair and Dissolution.

Signature

Minute

The IQAC Executive Committee Meeting (ECM) Panigaon OPD College is held today at the office of the Principal from 12 pm onwards. The meeting is presided over by the Chairperson, Dr. Suresh Dutta.

The Coordinator of IQAC, Dr. Runjun Saikia has disclosed the objectives of the meeting and made a Power Point Presentation (PPT) on challenges & opportunities of NAAC revised accreditation framework especially for our college.

Thereafter, the meeting has done a thorough analysis of the 7 criteria of the AQAR and the following resolutions are taken on them:

Criterion I: Curricular Aspects

1. Feedback will be collected from the teachers, Students and the guardians.
2. Introduction of Career Oriented Courses (COCs) for students, such as a Certificate Course in Computers.
3. Add-on Courses will initiate with a 50% fee from students.

Criterion II: Teaching, Learning and Evaluation

1. Software to be developed and teachers' profile to be uploaded.
2. Online Register for Students' and teacher attendance.
3. Remedial Classes for students.
4. Mentoring of students in 5/10/25 students per group per teacher
5. To develop a smart digital classroom. Dr. Robin Saikia and Mr, Anunay Kumer will supervised this procedure.
6. No study leave will be granted to the newly appointed teacher to pursue Ph D research up to 3 years of their appointment.

Criterion III: Research, Innovation and Extension.

1. Different extension activities of NSS, Legal Literacy Club will be continuing.
2. Different programmes in Adopted Village to be started.
3. Collaboration/MOU with North Lakhimpur College (with a particular Department), NGO's, Nehru Yuva Kendra, Lion's Club, Rotary Club etc.
4. Seminar, Webinar and Field works to be done.
5. Personal article/research Publications to be encouraged.

Criterion IV: Infrastructure and Learning Resources

1. Library to be updated with maximum digital facilities.

2. Making use of IT Infrastructure.
3. NSS and Green Club will execute the beautification activities of the college.
4. Construction of an open stage and Boundary wall.
5. Renovation of College gate.
6. Students' cycle stand near the Economics Department will be removed.
7. Installation of additional Rain Water Harvesting Plant near V.P.'s room
8. Construction of Urinal at Sociology and Pol. Science Department.
9. Canteen to be upgraded, Commercial Centre and Internet Café to be set up.

Criterion V: Student Support and Progression

1. Coaching for APSC, TET, and Police to be conducted.
2. Career Oriented Courses for students
3. Students' Welfare fund to be activated.
4. Yoga and Girl Child Day to be observed.
5. Parent-Teacher-Students' Meet to be organized regularly.

Criterion VI: Governance, Leadership and Management

1. Asstt, Coordinator, IQAC, Miss Gyanashree Kotoky will maintain Register of College Activities.
2. Proceedings to be maintained for all college activities by the respective stakeholders.
3. Computer Literacy Programmes for college employees to be held.
4. Updating of College Vision and Mission.

Criterion VII: Institutional Values and Best Practices.

1. College Website to be updated.
2. Add on Courses to be started with 50% fees from students.
3. Alumni Association to be updated. (First by Pol.Sc. Dept.)
4. Departmental Profiles to be submitted within 15.02.2022
5. Individual Profiles to be submitted within 20.02.2022
6. A General Meeting to be organized by the IQAC by inviting all the college employees, students and the outsourced personnel.



Chairperson
IQAC
Panigaon OPD College

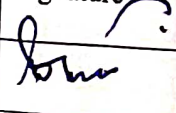

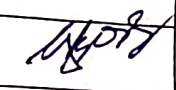
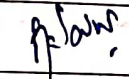
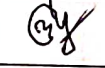



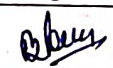


PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur



Coordinator
IQAC
Panigaon OPD College
Panigaon OPD College

Members present in the Meeting (IQAC Members)

30/4/22

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mr. Biren Gogoi,	Member	
3.	Dr. Rupa Phukan,	G B Member	
4.	Mr. Gopal Krishna Borah	Member	
5.	Paresh Dutta Baruah	Member	
6.	Mr. Uday Sankar Hazarika, Industrialist	Member	
7.	Dr. Robin Saikia	Member	
8.	Mr. Anunay Kumar	Member	
9.	Mr. Jibedhar Nath	Member	
10.	Mr. Babul Barhoi	Member	
11.	Dr. Runjun Saikia	Coordinator	
12.	Miss Bijoylakshmi Das	Assistant Coordinator	
13.	Miss Gyanashree Kotoky	Assistant Coordinator	
14.	Mr. Pulin Goswami	Member	
15.	General Secretary, Students' Unoin	Member	

Members present in the Meeting (Teaching and Non-Teaching Staff)

30/4/22

Sl No.	Name	Designation	Signature
1	Dr. Suresh Dutta	Principal	
2	Mrs. Ambika Dutta Hazarika	Vice-Principal	
3	Mr. Rina Gogoi	Assistant Professor, Economics	
4	Mrs. Karuna Dutta	Associate Professor, Education	Karuna
5	Mrs. Mina Lahan	Associate Professor, Education	Mina
6	Dr. Robin Saikia	Associate Professor, Pol. Science	
7	Mr. Anunay Kumar	Assistant Professor, English	
8	Mr. Jayprakash Bhuyan	Associate Professor, History	
9	Mrs. Pinju Maral	Associate Professor, Philosophy	
10	Mrs. Banti Bhuyan Saikia	Associate Professor, Sociology	Baikia
11	Mr. Babul Barhoi	Associate Professor, English	
12	Mrs. Madhurima Duwarah	Assistant Professor, Philosophy	
13	Dr. Runjun Saikia	Assistant Professor, Education	
14	Miss Bijoylakshee Das	Assistant Professor, Assamese	Bijoylakshee
15	Mrs. Gyanashree Kotoky	Assistant Professor, Pol. Science	
16	Mr. Jibedhar Nath	Assistant Professor, Economics	
17	Mr. Pulin Goswami	UDA	
18	Mr. Mridul Dutta	UDA	
19	Mr. Bipul Sharma	LDA	
20	Mr. Ranjit Hazarika	LDA	
21	Mr. Fujel Ahmed	LDA	
22	Mrs. Krishna Baruah	LDA	
23	Mr. Tepuram Pegu	Lecturer	

INTERNAL QUALITY ASSURANCE CELL

PANIGAON OPD COLLEGE

JOINT Meeting with Staff and IQAC

30/04/2022

Date: ~~16/07/2020~~

Venue: IQAC Room

Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Discussion on Educational Environment of the college.
4. Discussion on Examination matters
5. Discussion on NAAC Accreditation and re-formation of the Sub-Committees
6. Others
7. Conclusion from the Chair and Dissolution.



Minute

A joint meeting of the Teaching and Non-Teaching staff of the College and the Executive Committee of IQAC, Panigaon OPD College is held today the Teachers' Common Room at 12 P.M. The meeting is presided over by Dr. Suresh Dutta, Principal cum Chairperson, IQAC Panigaon OPD College.

The objectives of the meeting are disclosed by Dr. Runjun Saikia, Coordinator, IQAC Panigaon OPD College. The main objectives are discussion and taking decision on the improvement of academic environment of the college and the matters of IQAC and NAAC Accreditation.

As per Section 3 of the Agenda, the following decisions are taken for improvement of the educational environment of the college.


1. **Appointment of Part-Time/Contractual Teachers:** In order to cater the requirements of the class-works, part-time or contractual teacher should be appointed for three months in those departments where a teacher have to do more than four classes in each working day.
2. **Up-to-date Canteen Facility:** The Canteen of the college should be equipped with up-to-date facilitated so that the faulty members and the students do not feel any difficulty in attending in the college duties by devoting full scheduled time of the college activities.
3. **Up-to-date Commercial Hub:** The Commercial Hub of should also be updated with DTP, Xerox facilities and other essential official goods. Mrs. Karuna Dutta, Mr. J.P. Bhuyan and Mr. Ranjit Hazarika are entrusted with the responsibilities of maintaining the canteen and the commercial hub.
4. **Maintenance of Students' Attendance Register:** The meeting takes the decision to take immediate steps by the college authority and take further necessary steps so that the departments are supplied with the Students' Attendance Registers at the very beginning of the starting of the classes so that the departments may prepare the Students' Attendance Reports correctly. It is also suggested that office authority will mention the students' Castes/categories in their Admission Registers and provide the same to the departments.
5. **Students' Attendance Report:** It is also seriously observed that the attendance of the students in the classes is gradually declining. In order to prevent this tendency, the teachers are suggested to prepare the students' attendance reports correctly and the college authority is also to be requested not to allow any student to fill up forms of the end semester examination without allowing the students to verify their attendance

by the concerned departments. Further, the college authority should also be suggested no to allow any student to leave the college campus before 2 p.m.

As per Section 4 of the Agenda, the Vice Principal of the College, Mrs. Ambika Dutta Hazarika mentions some discrepancies found in the form fill-up of the candidates of the End semester Examination that are related to their misconceptions about the course combinations of the new CBCS programmes. She suggests the teachers of the different departments to clarify these difficulties to the students at the very initiation of the starting of the classers.

As per Section 5 of the Agenda, Dr. Runjun Saikia, Coordinator, IQAC, Panigaon OPD College has presented a Power Point Presentation giving the details of the different Sub-Committees of NAAC on their components and section-wise mark distribution of the same. All those components of the sub-committees are discussed in the meeting and the following suggestions are forwarded for follow-up action by the college:

1. The Sub-committees constituted to conduct the activities of the different criterion of NAAC has been approved in the meeting.
2. The Curricular Aspect Sub Committee may consider about new Add-on Courses.
3. Proper, up-to-date and sincere presentation of the activities of the college before the NAAC Peer Team is considered essential for good mark in the Assessment and Accreditation of the college.
4. All the departments should re-submit the list of books to the Principal at an early date.
5. Library Visit hour should be included in the college class routine and a monitoring system should also be developed for the same.
6. The COC Courses of the college should be renovated.
7. The college may also consider for some ways of internal resource mobilization, esp. the vermin-compost unit of the college should also be renovated.
8. Each Department of the college may also consider Best Practices for their own.
9. The stakeholders should assemble each day at the Teachers' Common Room after the class works to discuss about the matters of NAAC activities.
10. A monitoring committee of conducting the IQAC activities is also formed today constituting the Vice Principal, Mrs. Ambika Dutta Hazarika, the IQAC Coordinator, Dr. Runjun Saikia, the CBCS Course Coordinator, Dr. Robin Saikia and the RUSA Coordinator, Mr. Jibedhar Nath.
11. Summary notes of all extension activities should be collected by the Miss Gyanshree Kotoky, Assistant Coordinator, IQAC and upload the same in the college website regularly.


Chairperson
IQAC
Panigaon OPD College
PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur


Coordinator
Panigaon OPD College
Coordinator
Panigaon OPD College
IQAC
Panigaon OPD College

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mrs. Rina Gogoi	Coordinator, Criterion II	
3	Mrs. Ambika Dutta Hazarika	Vice Principal	
4	Dr. Robin Saikia	Member	
5	Mrs. Madhurima Duwarah	Coordinator, Criterion VI	
6	Mrs. Pinju Maral	Coordinator, Criterion IV	
7	Mr. Joyprakash Bhuyan	Member	
8	Mrs. Banti Bhuyan Saikia	Coordinator, Criterion VII	
9	Mr. Anunay Kumar	Member	
10	Mrs. Karuna Dutta	Coordinator, Criterion V	
11	Mr. Jibedhar Nath	Member	
12	Mrs. Mina Lahan	Member	
13	Mr. Babul Barhoi	Coordinator IQAC & Criterion III	
14	Mr. Tepuram Pegu	Member	
15	Dr. Runjun Saikia	Coordinator Criterion I	
16	Miss Bijoylakshmi Das	Assistant Coordinator, IQAC	
17	Miss Gyanashree Kotoky	Assistant Coordinator, IQAC	
18	Miss Parinita Teye	Librarian	
19	Mr. Abhinab Nath	Member	
20	Dr. Rakhee D Phukan	Member	
21	Dr. B D Nisha	Member	
22	Miss Kaberi Hazarika	Member	
23	Mr. Jyotish Engti	Member	
24	Mr. Manash Pratim Khanikar	Member	
25	Mr. Pulin Goswami	Member	
26	Mr. Ranjit Hazarika	Member	
27	Mr. Mridul Dutta	Member	
28	Mr. Bipul sharma	Member	
29	Mrs. Krishna Baruah	Member	
30	General Secretary, Students' Unoin	Member	

INTERNAL QUALITY ASSURANCE CELL

PANIGAON OPD COLLEGE

JOINT Meeting with IQAC and Subcommittees

Date: 07/09/2022

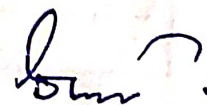
Venue: Teachers' Common Room

Time: 02.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Reading out the last Proceeding with follow up actions
4. Criterion-wise discussion on the progress of the AQAR-2021-22 activities.
5. Discussion on the College Website.
6. Others
7. Conclusion and Dissolution

Members Present in the Meeting (IQAC Members)



Minute

An IQAC meeting of Panigaon OPD College is held today at 2.p.m. at the Teachers' Common Room of the college. The meeting is presided over by the Dr. Suresh Dutta, Chairperson, IQAC cum Principal, Panigaon OPD College.

The objective of the meeting is to have a friendly discussion on the progress of IQAC activities of the college as disclosed by the Coordinator, IQAC, Mr. Babul Barhoi, appointed newly on 30/08/2022.

In the next section of the agenda, Dr. Runjun Saikia, ex-coordinator, IQAC has read out the proceeding of the last IQAC meeting held on 30/04/2022. She has also delivered a short speech on the follow up activities of the last IQAC meeting.


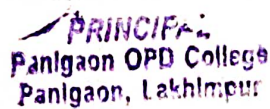
In the next session of the agenda, the chairperson enquired of the coordinators of the sub-committees of the different criteria to report on the progress of their respective criterion on the basis of the meeting held on 03/02/2022. The chairperson expressed his satisfaction on the progress done so far and asked the coordinators to fulfil them within the session 2022-23. And after a detailed discussion on the Plan of Action, the Principal suggested to implement the following activities also within the session 2022-23.



1. Preparation of Add-on and Certificate Courses on computer literacy and music.
2. Development of digital classroom facilities.
3. Guardians meeting and guardians forum to be prepared by Mr. A Kumar.
4. Alumni Association to be formed by Mrs. Karuna Dutta. Dr. Robin Saikia is asked to arrange an Alumni meeting within puja Vacation.
5. All the stakeholders of the IQAC are asked to meet at the IQAC Office from 2 p.m. to 3. p.m each day.
6. Departments are proposed to organise occasional seminars. (The Department of Political Science consents to organize the same within October, 2022)
7. All the teachers are suggested to write of reputed UGC care referred journals.

8. The Coordinator, IQAC is suggested to prepare a detailed Plan of Action for the year 2022-23 based on the above mentioned decisions and a detailed study of the IQAC guideline 2020-21 of NAAC with a discussion with the coordinators of the subcommittees.

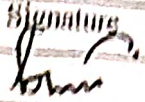

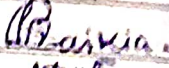





On the next section, Miss Gyanashree Kokoty told about the progress and the problems faced on the problems faced in the preparation of the college website. The Principal undertakes the steps to be taken for the preparation of the same.

At last the meeting concluded with a valuable summary speech of the chairperson.


Chairperson
IQAC
Panigaon OPD College



Coordinator
IQAC
Panigaon OPD College


Members present in the Meeting

Sl No.	Name	Portfolio	Signature
1.	Dr. Suresh Dutta	Chairman	
2	Mrs. Rina Gogoi	Coordinator, Criterion II	
3	Mrs. Madhurima Duwarah	Coordinator, Criterion VI	
4	Mrs. Pinju Maral	Coordinator, Criterion IV	
5	Mrs. Banti Bhuyan Saikia	Coordinator, Criterion VII	
6	Mrs. Karuna Dutta	Coordinator, Criterion V	
7	Mr. Babul Barhoi	Coordinator IQAC & Criterion III	
8	Dr. Runjun Saikia	Coordinator Criterion I	
9	Miss Bijoylakshmi Das	Assistant Coordinator, IQAC	
10	Miss Gyanashree Kotoky	Assistant Coordinator, IQAC	

INTERNAL QUALITY ASSURANCE CELL

PANIGAON OPD COLLEGE

Meeting with the IQAC Subcommittees

Date: 27/09/2022
Venue: IQAC Room
Time: 02.00 p.m.

Agenda

1. Objectives of the meeting
2. Reading out the last Proceeding with follow up actions
3. Criterion-wise discussion on the progress of the AQAR-2021-22 activities.
4. Discussion on the College Website.
5. Others
6. Conclusion and Dissolution



Minute

The IQAC Coordinator, Mr. Babul Barhoi meets with the coordinators of the subcommittees, IQAC, Panigaon OPD College today to have friendly discussion with them on the preparation of AQAR, 2021-22 and preparation of Plan of Action for the year 2022-23. They are submitted with the following documents preparation of the same.

1. AQAR, POPDC, 2020-21
2. Guideline of NAAC
3. AQAR Bahan College, 2019-20
4. AQAR, Jorhat College, 2019-20
5. AQAR Furkating College, 2018-2019.
8. Data Templates

All the coordinators of the subcommittees are advised to prepare the AQAR-2021-22 reports themselves with help of these documents submitted to them. They are also asked to submit the soft copies of the literature on or before 10/10/ 2022. The documents will have to be submitted KI (Key Indicator) wise along with the Data Template separately. They will also have to prepare the POA for the year 2022-23 along with budget where required.



Chairman
IQAC
Panigaon OPD College

PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur


Coordinator
Panigaon OPD College

Members Present in the Meeting (IQAC Members)

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mrs. Rina Gogoi	Coordinator, Criterion II	
3	Mrs. Ambika Dutta Hazarika	Vice Principal	
4	Mrs. Madhurima Duwarah	Coordinator, Criterion VI	
5	Mrs. Pinju Maral	Coordinator, Criterion IV	
6	Mr. Joyprakash Bhuyan	Member	
7	Mrs. Banti Bhuyan Saikia	Coordinator, Criterion VII	
8	Mr. Anunay Kumar	Member	
9	Mrs. Karuna Dutta	Coordinator, Criterion V	
10	Mr. Jibedhar Nath	Member	
11	Mrs. Mina Lahan	Member	
12	Mr. Babul Barhoi	Coordinator IQAC & Criterion III	
13	Mr. Tepuram Pegu	Member	
14	Dr. Runjun Saikia	Coordinator Criterion I	
15	Miss Bijoylakshmi Das	Assistant Coordinator, IQAC	
16	Miss Gyanashree Kotoky	Assistant Coordinator, IQAC	
17	Miss Porinita Taye	Librarian	
18	Mr. Abhinab Nath	Member	
19	Dr. Rakhee D Phukan	Member	
20	Dr. B D Nisha	Member	
21	Miss Kaberi Hazarika	Member	
22	Mr. Jyotish Engti	Member	
23	Mr. Manash Pratim Khanikar	Member	
24	Mr. Pulin Goswami	Member	
25	General Secretary, Students' Unoin	Member	

INTERNAL QUALITY ASSURANCE CELL


PANIGAON OPD COLLEGE

JOINT Meeting with IQAC and Subcommittees

Date: 13/02/2023
Venue: IQAC Room
Time: 01.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Discussion on Preparation of SSR for 3rd Cycle of Accreditation
4. Others
5. Conclusion from the Chair and Dissolution.



MINUTE

On 13/02/2023, the principal addressed and presided over a meeting to keep track of IQAC sub committees' progress. The following points came under discussion and similarly suggestions sought:

1. Frameworks and syllabi of add-on/ certificate courses to be developed and all faculty members including HoDs will submit the same by 25/02/2023 and will be finalized by IQAC coordinator.
the following add-on courses to be developed:
 - (i) Spoken English (By English Department)
 - (ii) Translation (By Assamese and English Department)
 - (iii) DTP in Assamese (By Assamese Department)
 - (iv) courses e.g. Rural Development, to be developed by the Sociology and Economics Department.
 - (v) Yoga and Wellness (By Philosophy Department)
2. Mr. Joyprakash Bhuyan is assigned the task of developing a vermicompost course.
3. A xerox machine is arranged for the college library and will be supplied within a week.
4. NSS coordinator and Assistant Program Officer and HoD of Sociology entrusted with the responsibility of beautification of the campus.
5. Mr. Abhinab Nath is assigned with the task to prepare teacher's diary with Mrs. Karuna Dutta and Dr. BD Nisha.
6. Librarian will develop the modalities for issuing books to both students and teachers and reprographic services within a week and measures undertaken will be given within a week.
7. Librarian is encouraged to visit a few libraries to generate the idea of a contemporary library.
8. Dr. BD Nisha suggested to start a book donation drive at the college campus. The move will initially start from the college and the librarian will individually approach people for the same.
9. Extra classes for students interested in civil services to be initiated.
10. The librarian will notify the orientation date for faculty members and employees regarding N List within tomorrow. Dr. Rakhee Deodhai Phukan and Miss Kaberi Hazarika will cooperate with her.
11. Orientation program to be held at different feather schools. (STK High School, Angarkhowa HS School, Kishan Vidyapeeth, Bochagaon HS School)
12. The Hindu e-paper will be subscribed by the librarian.
13. All the departments will take initiative for mentoring and will finalize it within 20/02/23 and to be finalized by IQAC and be uploaded in the website.
14. Different departments are to sign MoUs and tie-ups with different institutions (History with LTK College/ Economics with LTK College and Lakhimpur Kendriya Mahavidyalaya/ Assamese with Majuli University of Culture/ Philosophy)

15. IQAC is instructed to organize a talk on NEP-2020 and Prof. Deba Kumar Chakraborty to be invited as resource person.
16. Miss. Gyanashree Kotoky and Dr. Rakhee Deodhai Phukan will do a presentation on NEP-2020 and proposed FYUP of Dibrugarh University.
17. The 7 committees to give the dates for presentation by tomorrow to IQAC.
18. One Publicity cell to be constituted for publicity of events organized by the college including Dr. Rakhee Deodhai Phukan and Miss BijayLaxmi Das.
19. P.G. Course to be initiated in the Assamese Department and Dr. BD Nisha , Dr. Rakhee Deodhai Phukan and Miss Bijay Laxmi Das to prepare the draft for the same.
20. An online bilingual and multidisciplinary journal to be developed and books to be published by the college and the task is assigned to Dr. BD Nisha and Mr. Jyotish Engti.
21. Research and Publication Board to be constituted with Dr. Runjun Saikia, Dr. BD Nisha, Mr. Jyotish Engti.
22. Dr. BD Nisha to be assigned to do the necessary arrangements for bringing NCC to our college along with Mr. Tepuram Pegu and Mr. Anunoy Kumar.





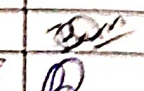
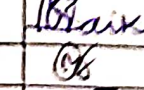
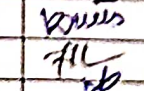

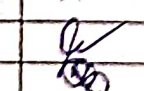
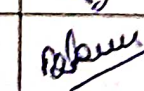
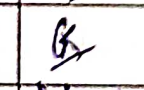
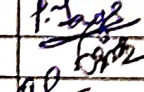

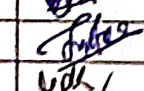
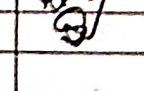







Chairperson
IQAC
Panigaon OPD College

PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur



Coordinator
IQAC
Panigaon OPD College

Members present in the Meeting

Sl No.	Name	Portfolio	Signature
1	Dr. Suresh Dutta, Principal	Chairman	
2	Mrs. Rina Gogoi	Coordinator, Criterion II	
3	Mrs. Ambika Dutta Hazarika	Vice Principal,	
4	Mrs. Madhurima Duwarah	Coordinator, Criterion VI	
5	Mrs. Pinju Maral	Coordinator, Criterion IV, HoD, Dept. of Philosophy	
6	Mr. Joyprakash Bhuyan	Member, HOD, Department of History	
7	Mrs. Banti Bhuyan Saikia	Coordinator, Criterion VII, HoD, Dept. of Sociology	
8	Mr. Anunay Kumar	Member	
9	Mrs. Karuna Dutta	Coordinator, Criterion V	
10	Mr. Jibedhar Nath	Member, HoD, Dept. of Economics	
11	Mrs. Mina Lahan	Member, HoD, Department of Education	
12	Mr. Babul Barhoi	Coordinator IQAC & Criterion III, HoD, Department of English	
13	Mr. Tepuram Pegu	Member	
14	Dr. Runjun Saikia	Coordinator, Criterion I	
15	Miss Bijoylakshmi Das	Assistant Coordinator, IQAC, HoD, Dept. of Assamese	
16	Miss Gyanashree Kotoky	Assistant Coordinator, IQAC, HoD, Dept. of Pol. Science	
17	Miss Porinita Teye	Librarian	
18	Mr. Abhinab Nath	Member	
19	Dr. Rakhee D Phukan	Member	
20	Dr. B D Nisha	Member	
21	Miss Kaberi Hazarika	Member	
22	Mr. Jyotish Engti	Member	
23	Mr. Manash Pratim Khanikar	Member	
24	Mr. Pulin Goswami	Member	
25	General Secretary, Students' Union	Member	

INTERNAL QUALITY ASSURANCE CELL

PANIGAON OPD COLLEGE

JOINT Meeting with IQAC, Subcommittees and HoDs

03/03/2023

Date: 13/02/2023

Venue: Management Room

Time: 04.00 p.m.

Agenda

1. Chairperson's taking the chair
2. Objectives of the meeting
3. Discussion on Preparation of SSR for 3rd Cycle of Accreditation
4. Others
5. Conclusion from the Chair and Dissolution.

[Signature]
30/03/2023

MINUTE

A joint meeting with the IQAC, IQAC Subcommittees and the Heads of the Departments of the college is convened today at the Management Room of the college at 4.00 p.m. The meeting is presided over by the Principal, Dr. Suresh Dutta.

The meeting has discussed and comes in to resolutions on the following points:

1. The period to be covered for SSR is 1st June, 2018 to 31st May, 2023. The main framework of SSR to be completed by 31st May, 2023 before the college proceeds to submit the IQA for the third cycle of its accreditation.
2. Proposed Memorandums of understandings of the different departments of the college might be signed by 01/03/2023. It may be with the nearby colleges, industries, NGO's or with relevant organizations.
3. The following locations are selected for field trips:
 - History and Assamese Department will visit Majuli Cultural University
 - Political and Sociology Department will visit Dibrugarh University
 - Economics and English Department will visit Tezpur University
 - Philosophy Department will visit the sattras of Majuli.
4. the newly included APSC coaching to be considered as On-the Training Programme.
5. miss Gyanashree Kotoky ,Assistant professor, Department of political Science is to write a letter to the honourable speaker of the State Legislative Assembly seeking his permission to take 10 students of the Department to observe the working process and debate of the Assembly.
6. Mr. Jibedhar Nath, Assistant Professor, Department of Economics is asked to organize the meeting of the Alumni Association along with the Alumni meet be 10/03/2023.
7. The Departments are asked to start the following Add-on Courses and Certificate Courses:
 - Department of Economics: Music Production and Entrepreneurship Development
 - Department of English: Spoken English
 - Department of Political Science and English: Introduction to Gender Studies.
 - Department of History: Tourism and Travel Management
 - Department of Philosophy: Yoga and Wellness
 - Department of Assamese: DTP, Translation
8. Miss Gyanashree Kotoky is asked to Deliver a lecture to the members present in the meeting on the important points that were discussed during the training on NEP, 2020 and NAAC Preparedness, sponsored by RUSA at Lakhimpur Commerce College on 01/03/2023.



Chairperson
IQAC
Panigaon OPD College
PRINCIPAL
Panigaon OPD College
Panigaon, Lakhimpur



Coordinator
Panigaon OPD College
Panigaon OPD College