

RESOLUTIONS ADOPTED AT THE IQAC (PRAGJYOTISH COLLEGE)

CORE COMMITTEE MEETING, HELD ON 09.08.2017

Resolution 2017/001:

(a): Resolved that all the existing committees of the college (except the ones that were newly constituted during the current academic session vide GB resolution) be dissolved and new committees be formed

(b): Resolved that all new committees shall function for a period of 1 (one) year only and shall continue for another 1 (one) year depending on their satisfactory performance, to be assessed by IQAC

(c): Resolved that the new committees shall be constituted by a 5-member sub-committee, constituted of the following members, viz. (i) Dr. Paramananda Rajbongshi, Principal i/c (ii) Shri Pranab Kr. Das, Vice Principal (iii) Dr. Manjit Kr. Mazumdar, IQAC Coordinator (iv) Dr. Jogesh Ch. Deka, IQAC Teacher Member (v) Dr. Reena Barman Kalita, IQAC Teacher Member

(d): Resolved that the revival of certain non-functioning committees shall be considered by the 5-member sub-committee during the reconstitution process

Resolution 2017/002:

(a): Resolved that a Questionnaire (Departmental Assessment Format) be prepared and circulated amongst all academic departments for obtaining a clear picture on the state of functioning of the departments concerned

(b): Resolved that the IQAC registers issued to every employee/Department shall be updated regularly by everyone concerned and the HOD shall be in constant touch with the IQAC Coordinator, for periodical update on various departmental issues, activities and records

(c): Resolved that a departmental Student Information Register, be designed and supplied by the IQAC to all academic departments for keeping record of certain student-related information admitted in each of the departments

(d): Resolved that each of the academic departments be advised to hold Parent-Teacher Meets, at least 1 (one) in each academic session

(e): Resolved that each of the academic departments be advised to form individual departmental Alumni Units and organize alumni-related activities

(f): Resolved that each of the academic departments be advised to keep separate records for all incoming/ outgoing memos

(g): Resolved that each of the academic departments be advised to plan and organize a wide range of activities, with active student-teacher participation

Resolution 2017/003:

(a): Resolved to introduce a new Employee Leave Application format for the employees of the college

(b): Resolved to upload the new format in the college website so that it can be downloaded as and when required

(c): Resolved to advise every department to keep proper leave records of the employees and to obtain monthly leave record from each department in a standard form devised by IQAC

Resolution 2017/004:

(a): Resolved to advise every academic department to maintain the student attendance system in the numerical numbering format, preferably from the academic session starting January 2018

(b): Resolved to obtain the monthly attendance of the students from each of the academic departments in a properly designed format, preferably from the academic session starting January 2018

Resolution 2017/005:

(a): Resolved to organize an Annual Prize Day for felicitating the first class holders in the term-end examinations

(b): Resolved to felicitate the topper of every academic department in each of the semester exam

(c): Resolved to design a standard certificate format for the awardees

Resolution 2017/006:

Resolved to submit a proposal for the creation of a post of Estate Officer to the Principal, for further placement and discussion of the matter in the Governing Body meeting of the college

Resolution 2017/007:

Resolved to conduct meeting with different stakeholders

(a): Meetings with local community: for extension and outreach activities

(b): Meetings with various external agencies/organizations: for academic and outreach programs

(c): Departmental Advisory Committee Meetings: for reviewing departmental activities/ academic pursuits/planning etc

(d): Periodical Meetings with various in-house bodies/committees: for different planning/policy formulation/execution matters

Resolution 2017/008:

(a) Resolved to formulate modalities for uploading information in the college website

(b) Resolved to provide a link to the library in the college website

Resolution 2017/009:

Resolved to circulate the new Employee Leave Format amongst all IQAC members for further necessary action

Resolution 2017/010:

(a) Resolved to hold meetings with staff residing in the college campus and devise a set of feasible and mutually agreed upon modalities between the staff and the administration

(b) Resolved to hold meetings with non-teaching staff members who are desirous of availing accommodation within the college campus and devise a set of feasible and mutually agreed upon modalities between the non-teaching staff and the administration

(c) Resolved to devise standard formats for collecting information of existing occupants and other prospective occupants

Resolution 2017/011:

Resolved to initiate action in the matter of removal of encroachment from the additional plot of college land at Santipur, by taking help of District Administration

Resolution 2017/012:

(a) Resolved to develop modalities for a Student Mentoring System in every academic department, preferably from the academic session starting January 2018

(b) Resolved to request the heads of all academic departments to submit the mentoring distribution lists to IQAC

Resolution 2017/013:

Resolved to develop modalities for offering incentives/ rewards for best performing teachers on an annual basis

Resolution 2017/014:

Resolved to distribute the Code of Professional Ethics to all teachers, as prescribed by the UGC

Resolution 2017/015:

Resolved to entrust NSS with the responsibility of village adoption

Resolution 2017/016:

Resolved to undertake the designing and implementation of a new uniform format of Identity Card for all employees of the college

Resolution 2017/017:

Resolved to develop modalities for optimum utilization of all the existing Smart Class Rooms of the college on a sharing formula between all academic departments

Resolution 2017/018:

Resolved to adopt rain-water harvesting facilities in all the new undergoing construction RCC blocks of the college

Resolution 2017/019:

Resolved to conduct two different audits for the college in due course of time as and when required, in collaboration with appropriate authorities:

(a) Academic & Administrative Audit

(b) Green Audit

Resolution 2017/020:

Resolved to introduce a Student Database Management System (SDMS) for the college

(a) Resolved to upload the monthly attendance percentage of the students in the SDMS

(b) Resolved to upload the term-end examination results of the students in the SDMS

Resolution 2017/021:

Resolved to design and provide adequate signage within the college campus as and where necessary

Resolution 2017/022:

(a) Resolved to design an Emergency Response Plan for the college, in collaboration with appropriate authorities (e.g. ASDMA)

(b) Resolved to conduct emergency mock drills in collaboration with appropriate authorities (e.g. ASDMA)

Resolution 2017/023:

Resolved to advise every academic department to organize periodical departmental cleaning programs with active staff-student participation

Resolution 2017/024:

Resolved to organize an Ethnic Cultural Festival within the college campus on an annual basis, with active involvement of students hailing from different parts of the country, especially North-east India

Resolution 2017/025:

Resolved to immediately undertake steps for reviving/reactivating alumni-related activities, by involving the presently serving teaching and non-teaching staff of the college

Resolution 2017/026:

(a) Resolved to empower the Coordinator, IQAC to distribute different IQAC-related works amongst the different IQAC members

(b) Resolved to empower the Coordinator, IQAC to allocate additional responsibilities to any staff member of the college, related to the NAAC accreditation process

(c) Resolved to allocate certain IQAC computer-related works to the faculty members of the departments of Computer Science and BCA on a routine/shift basis, to be devised by IQAC

(d) Resolved to request all departmental heads to distribute/allocate different works amongst the departmental staff on sharing and rotation basis and submit the work distribution list to IQAC

Resolution 2017/027:

Resolved to provide a departmental Visitors' Book to every department