

Minutes of the joint meeting of IQAC and PMU (RUSA) held on 1 August 2017.

Venue: IQAC office., Time: 1.00 pm

Members of the IQAC present in the meeting

1. Dr. Deksheswar Deka, Principal, i/c
2. Dr. Debraj sarma, Associate Professor, Department of Geography.
3. Mrs. Madhurima Das, Associate Professor, Department of Philosophy
3. Dr. Leena Bordoloi Baruah, Associate Professor, Department of English.
4. Mr. Ramesh Ch. Narzary, Assistant Professor, Department of Bodo
5. Mrs. Manjushree Devi, Librarian, RC.
6. Dr. Dilip Ch Deka, Associate Professor, Department of Commerce.

Members of the Project Monitoring Committee (PMU) present in the meeting.

1. Dr. Deksheswar Deka, Chairperson, PMU
2. Dr. Monoj Kr Singha, Coordinator, RUSA
3. Dr. Bhaben Ch Lahkar, Member, PMU.
4. Dr. Debraj Sarma, Member, PMU.
5. Mr. Jogendra Prasad Sarma, Member, PMU.
6. Mr. Ramoni Rajbonshi, Member PMU.

Agenda: 1. Peer Team visit of RUSA
2. NIQ for visual classroom
3. Any other important matter.

The joined meeting was chaired by Dr. Deksheswar Deka, Principal, i/c. He welcomed all the members of the IQAC and members of the PMU and started the meeting specially called to discuss the suggestions given by the peer team of the RUSA visited the institution on 4th July 2017. He asked the coordinator, RUSA to present the suggestions before the committee members.

Dr. M.K. Singha explained that the peer team visit was scheduled by the RUSA office, Govt. of Assam during the summer vacation of the institution. The members of the peer team were

1. Profesor. Mihir Kanti Choudhury, EX Vice-Chancellor, Tezpur University.
2. Mr. Deepjyoti Thakuria, Project Engineer, RUSA
3. Mr. Dhubajyoti Bordoloi, Programme Coordinator, RUSA

The outcome peer team visit

1. It was advised that the maximum limit of construction-related expenditure should not exceed Rs 70,000.00/- (seventy lakhs only) out of the total sanctioned amount of Rs 87,33,000/- as per project layout submitted by the college.
2. The rest of the amount could be spent on the new equipment category for the purchase of ICT tools for the digital classroom.
3. An undertaking was given by the Principal mentioning the tentative date of completion of the work by September 15, 2017.

The peer team visited the construction site and quarry about the quality of the material used, maintenance of the measurement book, and management of the expenditure of the fund. The team interacted with the vendor, labors, and the Executive Engineer, Rangia Subdivision, in charge of the P.W.D work of the project and expressed satisfaction with the progress of the work.

Notice Inviting Quotation (NIQ) for the visual classroom (Smart Classroom)

The meeting decided to call NIQ for the renovation of the visual classroom in the 2nd floor of the administrative building. The meeting requested Mr. Jogaendra Prasad Sarmah to prepare the NIQ. The date of the opening quotations will be the 5th of August 2017 at 12.00 noon.

The meeting decided to make all the payments related to the RUSA project through PFMS. RUSA coordinator Dr.M.K. Singha entrusted to follow the procedure of the PFMS payment and documented the same for office use.

Academic discussion:

The coordinator read the proceedings of the last meeting held on 24th May 2017. He requested the departments to follow the suggestions of the committee in this new session. The meeting decided to start the orientation programme for the newly admitted students from the first week of the commencement of the classes.

The meeting request Dr. Leena Bardoloi Baruah to organize an orientation programme for the faculty members on mentoring the students as soon as possible.

The meeting was ended with a vote of thanks from the chair.

Singha
24/8/17.

Coordinator, IQAC