



*Internal Quality Assurance Cell*  
**MARIANI COLLEGE**  
*(Affiliated to Dibrugarh University)*  
**NAAC Accredited B+ Institute**

Ref No...MC/

Date: 23/08/2016

**Minutes of the Staff Meeting held on 23/08/2016**

A staff meeting was held on 23/08/2016 under the chairmanship of the Principal, Mariani College. The purpose of the meeting was stated by the coordinator, IQAC. The Principal announced the agenda and after the discussion, the following resolutions were taken unanimously.

**Resolution no. 1**

There was a discussion about the preparation for the 2<sup>nd</sup> cycle NAAC visit. A committee was formed to conduct the same.

**Resolution 2**

There was also another discussion about the purchase of new books for the college Library. The respective Heads of the Departments were requested to submit the names of the books required for purchase.

**Resolution 3**

The meeting resolved to submit the AQAR for the current academic year (2016-17) at the earliest.

**Principal  
Mariani College**

**Coordinator,  
IQAC, Mariani College**



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Ref No. MC/

Signature Sheet: Meeting on 23-08-2016

Serial No	Name Of Attendee	Designation	Signature
1	D. J. Neog	Associate Professor	
2	Dr. Bani Bora	Associate Professor	
3	Manabi Gogoi	DO	
4	Basanta Kr. Bora	Assistant Professor	
5	Ranjana Dutta	Associate Professor	
6	Dr. Horen Gogoi	DO	
7	Lachit Gogoi	DO	
8	Mahim Chutia	Asstt. Professor	
9	R. L. Dutta	DO	
10	Jagat Ch. Gogoi	DO	
11	Nivedita Sharma	DO	
12	Gautam Das	DO	
13	Minabi Borahkur	Associate Professor	
14	Dr. Morn Meen Bora	Asstt. Professor	
15	Indranil Biswas	Associate Professor	
16	Bonemuli Bori	Asstt. Professor	
17	Dhananjay Biswas	DO	
18	Rupeswar Sarmah	DO	
19	Bobila Phukan	DO	
20	Ratan Kairi	Office Asstt.	
21	Byrojen Gogoi	DO	
22	Ichyri Sharma		

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Ref No...MC/

Date: 17/02/2017

**Minutes of the Staff Meeting held on 17/02/2017**

A staff meeting was held on 17/02/2017 under the chairmanship of the Principal, Mariani College. The purpose of the meeting was stated by the coordinator, IQAC. The Principal announced the agenda and after the discussion, the following resolutions were taken unanimously

**Resolution no. 1**

The meeting emphasized about the necessity of ICT in the smooth functioning of the college. Hence, the members unanimously resolved to organize a computer training programme for the faculty members.

**Resolution 2**

The meeting stressed the need for skill development of the students. Hence, the members unanimously resolved to organize a one-day skill development workshop for the students.

**Resolution 3**

It was also decided in the meeting to subscribe to a few electronic journals through the library for the benefit of the teachers and students.

  
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Signature Sheet: Meeting on ....17.02.2017.....

Serial No	Name Of Attendee	Designation	Signature
1.	Sumbit Sen	Assistant Professor	
2.	Bipin Borah	Associate Professor	
3.	Pradip Kr. Borah	Do	
4.	Achintya Saikia	Do	
5.	I. N. Biswas	Do	
6.	Arupanjali Borah	Assistant Professor	
7.	Nivedita Sharma	Do	
8.	Dr. Sugandhi Das	Do	
9.	Dr. Mon Mon Borah	Do	
10.	Helen Saikia	Do	
11.	Klud ch. Deba	Do	
12.	Ranjan Bora	Do	
13.	Mahim Chutia	Do	
14.	D.K. Pandey	Associate Professor	
15.	Lachit Gogoi	Do	
16.	Dr. Horen Goswami	Do	
17.	Dr. Bani Bora	Do	
18.	Boromali Bori	Asstt. Professor	
19.	Rupiyoti Dutta	Office Asstt.	
20.	Srinawla Handique	Grade II	
21.	Satrajit Bumpahin	Office Asstt.	

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Ref No...MC/

**Date: 10/05/2017**

**Minutes of the Staff Meeting held on 10/05/2017**

A staff meeting was held on 10/05/2017 under the chairmanship of the Principal, Mariani College. The purpose of the meeting was stated by the coordinator, IQAC. The Principal announced the agenda and after the discussion, the following resolution was taken unanimously

**Resolution 1**


The respective Heads of the Departments were asked to submit the list of mentors and mentees.


**Resolution 2**

It was decided that the individual teachers' diaries and handbooks are to be maintained and be submitted to the respective heads of the departments regularly.

**Resolution 3**

The meeting also resolved to look into the condition of the Girls' toilets as a response to the complaint raised by the Girls' common room secretary

  
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Signature Sheet: Meeting on ....10-05-2017....

Serial No	Name Of Attendee	Designation	Signature
1.	D. J. Neog	Associate Professor	
2.	Dr. Manabi Gogri	Do	
3.	Nivedita Sharmu	Asstt. Professor	
4.	Ranjana Dutta	Associate Professor	
5.	Dr. Storaan Goswala	Do	
6.	Bonemali Bori	Asstt. Professor	
7.	Dr. Horn Horn Borah	Do	
8.	Lachit Gogri	Associate Professor	
9.	Minati Borthakur	Do	
10.	Bikash Dutta	Asstt. Professor	
11.	Kundan Harshika	Do	
12.	Basanta Kr. Borah	Do	
13.	Dr. Gautam Deb	Do	
14.	Archana Saikia	Do	
15.	Aruponjali Borah	Do	
16.	Rajib Lochan Dutta	Do	
17.	Bobila Phukan	Do	
18.	Ratan Katri	Office Asstt.	
19.	Satrajit Bursachain	Do	
20.	Lohit Bursachain	Grade IV	
21.	Bindee Bursachain	Do	

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**Minutes of the Staff Meeting held on 10/08/2017**

A staff meeting was held on 10/08/2017 chaired by Dr Haren Saikia, Principal, Mariani College. Addressing the members, he emphasised on a planned session for the smooth functioning of the course. The meeting was then taken over by the Coordinator, IQAC. The following resolutions were adopted:

- The meeting has unanimously decided to start keeping track of the lesson plans. Each department was asked to submit their lesson plans.
- The necessity of maintaining Teachers' diaries and teachers' handbooks on a regular basis was re-emphasized in the meeting.
- The meeting was concluded with the release of the academic calendar.

  
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Signature Sheet: Meeting on ...10-08-2017

Serial No	Name Of Attendee	Designation	Signature
1	Ranjana Dutta	Associate Professor	
2	Minati Borahkar	Do	U Borahkar
3	Indrani Biswas	Do	Pami
4	Rupesom Sonowal	Asstt. Professor	Rupesom
5	Dhamajay Biswas	Do	Das
6	Nivedita Sharma	Do	N.S.
7	Dr. Goutom Deb	Do	
8	Basanta Kr. Borah	Do	B. Borah
9	Dr. Horon Gonnella	Associate Professor	H. Gonnella
10	Dr. Manabi Gogoi	Do	M. Gogoi
11	D. J. Neogy	Do	D. J. Neogy
12	Lachit Gogoi	Do	
13	Dr. Bani Borah	Do	
14	Dr. Susnati Das	Asstt. Professor	S. Das
15	Banowali Borah	Do	
16	Arupanjali Borah	Do	A. Borah
17	<del>Dhamajay Biswas</del>	<del>Do</del>	
17	Kundan Hafomika	Do	

  
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Ref No...MC/

Date: 17/11/2017

**Minutes of the Staff Meeting held on 17/11/2017**

A Staff meeting was held on 17/11/2017, under the chairmanship of Dr Haren Saikia, Principal, Mariani College. The following matters were discussed and necessary actions were taken:

1. In the meeting, it was resolved to organise an International Seminar by Mariani College. Each department was requested to take part in organizing the same.
2. The need for a national seminar was the highlight of the meeting. The members decided that the college should conduct a national seminar by the end of the year.

  
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Signature Sheet: Meeting on ...17.11.2017....

Serial No	Name Of Attendee	Designation	Signature
1.	Indranil Biswas	Associate Professor	
2.	D. J. Neog	DO	
3.	Dr. Horen Goswala	DO	
4.	Ranjin Datta	DO	
5.	Nivedita Sharma	Asstt. Professor	
6.	Arupindi Borah	DO	
7.	Dr. Supandi Das	DO	
8.	Dr. Gaudami Deb	DO	
9.	Rupeswari Sarma	DO	
10.	Kundan Harbora	DO	
11.	Bisanta Kr. Borah	DO	
12.	Dr. Haon Haon Borah	DO	
13.	Bikash Datta	DO	
14.	Dhyanjay Biswas	DO	
15.	Manabi Borthakur	Associate Professor	
16.	Dr. Bani Borah	DO	
17.	Dr. Manabi Gosoi	DO	
18.	Udeshna Tri	Asstt. Professor	
19.	Dr. Sunjit Sen	DO	
20.	Bhaskar Borthakur	DO	
21.	Mukim Chutia	DO	
22.	P. P. Rajkumar	DO	
23.	Bonomali Bori	DO	
24.	Lachit Gossai	Associate Professor	

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Date: 07/02/2018

**Minutes of the Staff Meeting held on 07/02/2018**, under the chairmanship of Dr Haren Saikia, Principal, Mariani College. The following matters were discussed and necessary actions were taken:

1. In the meeting, the resolution was taken to organize an alumni meet which will create a platform for interaction among the citizens of the town and inculcate a sense of camaraderie among them. A committee, comprising of seven members, was formed to organize the same.
2. The faculty members were encouraged to engage in research related activities and to publish articles in journals or book chapters. The need to forge a research community was stated by the Principal for the upliftment of the teaching community and the students

  
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Signature Sheet: Meeting on ..07..02..2018.....

Serial No	Name Of Attendee	Designation	Signature
1.	Ratan Kauri	Office Asstt.	
2.	Brijen Goswami	DO	
3.	Satyajit Bhusan	DO	
4.	Rupjyoti Dutta	DO	
5.	Basanta Kr. Borah	Asstt. Professor	
6.	Dr. Moon Hem Borah	DO	
7.	Dhananjay Bidum	DO	
8.	Jyoti Ch. Goswami	DO	
9.	Bobita Phukan	DO	
10.	Dr. Mahim Chutia	DO	
11.	Dr. Surajit Sen	DO	
12.	Kundan Hazbika	DO	
13.	Harees Saikia	DO	
14.	Ranjana Dutta	Associate Professor	
15.	Dr. Hemant Goswami	DO	
16.	Lachit Goswami	DO	
17.	Minati Baruah	DO	
18.	Indrmita Bidum	DO	
19.	Arupajali Borah	Asstt. Professor	
20.	Nivedita Sharma	DO	
21.	Udeshma Tai	DO	
22.	Anju Sharma	DO	

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Date: 05/04/2018

A Staff meeting was held on 05/04/2018 to discuss regarding the conduction of a one day workshop on Entrepreneurship Development. The meeting was held under the chairmanship of Dr Haren Saikia, Principal, Mariani College. The members decided to collaborate with Rajiv Gandhi University of Co-operative Management to conduct the workshop. The Head of the Department of Accounting and Finance took charge of the meeting and emphasized on the need to diversify the audience of the workshop. He highlighted the fact that, students from every stream, be it arts, science, or commerce will be benefitted from the workshop and hence a higher participation from everyone is expected. The members then resolved to make the workshop a success by ensuring higher participation from each stream.

  
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Ref No...MC/

Signature Sheet: Meeting on ..05-04-2018.....

Serial No	Name Of Attendee	Designation	Signature
1.	Dr. Aron Goswala	Associate Professor	
2.	Ranjana Dutta	DO	
3.	Dr. Mahim Chutia	Asstt. Professor	
4.	Dr. Manmohan Borah	DO	
5.	Dr. Supradhi Das	DO	
6.	Dr. Bhaskar Barmah	DO	
7.	Dr. Sunjit Sen	DO	
8.	Dr. Manabi Gogoi	Associate Professor	
9.	Dr. Bani Borah	DO	
10.	I. N. Biswas	DO	
11.	D. J. Neog	DO	
12.	J. C. Gogoi	Asstt. Professor	
13.	P. P. Rajkumar	DO	
14.	R. L. Dutta	DO	
15.	Bikash Dutta	DO	
16.	Dr. Gautam Deb	DO	
17.	Lachit Gogoi	Associate Professor	
18.	R. Sonwal	Asstt. Professor	

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Ref. No.....

Date: 10/08/2018

**Minutes of the Staff Meeting held on 10/08/2018**

A staff meeting was held on 10/08/2018 chaired by Dr Haren Saikia, Principal, Mariani College. The following resolutions were taken in the meeting:

**Resolution 1**

In the meeting, it was decided by the members to conduct departmental seminars. The topic of the seminar was proposed to be "Current Issues on elementary, Secondary and Higher Education: Levels and their Impact on Indian Education System". Every faculty members were requested to participate and make the seminar a success

**Resolution 2**

In the meeting, it was decided by the members to organize departmental farewell for the outgoing 6th semester students. The members decided to form a committee and entrust the responsibility to conduct the farewell.

  
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Signature Sheet: Meeting on ...10-08-2018...

Serial No	Name Of Attendee	Designation	Signature
1.	Dr. Bani Bora	Associate Professor	
2.	Dr. Gautam Deb	Asstt. Professor	
3.	D. J. Neog	Associate Professor	
4.	Minti Borahkum	DO	
5.	D. K. Pandey	DO	
6.	Dr. Man Mohan Bora	Asstt. Professor	
7.	Lachit Gogoi	Associate Professor	
8.	Rupnarayan Sonowal	Asstt. Professor	
9.	Rina Hadime	DO	
10.	Dr. Bhaskar Bumpkun	DO	
11.	Manidipa Dutta	DO	
12.	Bijit Bora	DO	
13.	J. C. Gogoi	DO	
14.	R. L. Dutta	DO	
15.	Dr. Haren Goswala	Associate Professor	
16.	Ranjana Dutta	DO	
17.	Arupajit Bora	Asstt. Professor	
18.	Baranta Kr. Bora	DO	
19.	Bikash Dutta	DO	
20.	Dr. Madim Chutia	DO	
21.	Udeshna Tai	DO	
22.	Archana Saikia	DO	

22. Hirenjit Hazari

Hirenjit

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Ref. No.....

Date: 10/11/2018

**Minutes of the Staff Meeting held on 10/11/2018**


A staff meeting was held on 10/11/2018 chaired by Dr Haren Saikia, Principal, Mariani College. The following resolutions were adopted in the meeting:

**Resolution 1**

In the meeting, it was decided by the members to inaugurate the wall magazine "Bhubikhyan" by the department of Geography.

**Resolution 2**

In the meeting, it was decided that each of the departments would individually conduct Parents – Teachers meet and reports to be submitted in the IQAC.

  
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Signature Sheet: Meeting on ...10-11-2018.....

Serial No	Name Of Attendee	Designation	Signature
1.	Alachit Gosri	Associate Professor	
2.	Ranjana Dutta	DO	
3.	Dr. Manabi Gosri	DO	Manabi
4.	Manabi Baruah	DO	Manabi Baruah
5.	I. N. Bora	DO	I. N. Bora
6.	Dr. Bani Bora	DO	
7.	D. J. Neog	DO	D. J. Neog
8.	D. K. Pandey	DO	D. K. Pandey
9.	Dhawanjay Bora	Asstt. Professor	Dhawanjay Bora
10.	Bonomali Bori	DO	Bonomali Bori
11.	Anupriya Bora	DO	Anupriya Bora
12.	Nivedita Sharma	DO	
13.	Rupkumar Sonant	DO	
14.	Kundan Arora	DO	
15.	Dr. Gautam Deb	DO	
16.	Dr. Susmita Das	DO	Dr. Susmita Das
17.	Basanta K. Bora	DO	Basanta K. Bora
18.	Uderhan Tai	DO	Uderhan Tai
19.	Anju Sharma	DO	Anju Sharma
20.	Dr. Bhaskar Boro	DO	
21.	Bobita Phukan	DO	
22.	R. L. Dutta	DO	
23.	Dr. Mukim Chatterjee	DO	Dr. Mukim Chatterjee
24.	Hoinetip Kalan	"	Hoinetip Kalan

  
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Ref No...MC/

Date: 09/02/2019

Ref. No.....

**Minutes of the Staff Meeting held on 09/02/2019**

A staff meeting was held on 09/02/2019 chaired by Dr Haren Saikia, Principal, Mariani College. The following resolutions were adopted in the meeting:


**Resolution 1**

In the meeting, the Department of Political Science was entrusted with the responsibility to organise a "Field Study" on "Socio-Economic Condition on Nepali Community".

**Resolution 2**

In the meeting, it was decided by the members to form a committee to supervise the smooth conduct of events like freshers' social and farewell. The committee consisted of one member from each department.

  
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Signature Sheet: Meeting on 09-02-2019

Serial No	Name Of Attendee	Designation	Signature
1.	Archana Saikia	Asstt. Professor	
2.	Dr. Bhaskar Bhasakar	DO	
3.	Rishi Lochan Datta	DO	
4.	Ranjana Barua	DO	
5.	Jayant Ch. Goswami	DO	
6.	Prabuddh Ch. Goswami	DO	
7.	Dr. Mukim Chutia	DO	
8.	Rupen Sarma	DO	
9.	Bikash Datta	DO	
10.	Baranta Kr. Borah	DO	
11.	Arupajit Borah	DO	
12.	Nivedita Sharma	DO	
13.	Anju Sharma	DO	
14.	Udeshna Tai	DO	
15.	Dr. Sugandhi Das	DO	
16.	Minti Borah	Associate Professor	
17.	Dr. Bani Borah	DO	
18.	Dr. Manabi Goswami	DO	
19.	Shubra Jyoti Neog	DO	
20.	L. Chit Goswami	DO	
21.	Dr. Nayan Goswami	DO	
22.	Bonamli Bari	Asstt. Professor	
23.	Flourence Deka		

  
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Ref No...MC/

Ref. No.....

Date: 05/04/2019

A Staff meeting was held on 05/04/2019; presided over by Dr Haren Saikia, Principal, Mariani College. The following matters were discussed and necessary actions were taken:

1. A meeting was organised to discuss the engagement of NSS and NCC as a part of the college's extension activities. Faculty members were asked to involve the students in the co-curricular activities through NSS and NCC
2. The meeting also discussed the importance of trees, and hence a tree plantation drive was to be initiated by the college authorities.
3. The meeting also emphasized on the importance of cleanliness. A decision was taken to keep the campus clean.

  
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Signature Sheet: Meeting on 05-04-2019

Serial No	Name Of Attendee	Designation	Signature
1.	Dr. Susankhi Das	Asstt. Professor	
2.	Prabush ch. Gosri	DO	
3.	Dhananjay Biswas	DO	
4.	Bonomali Bari	DO	
5.	Dr. Man Mohan Barua	DO	
6.	Basanta Kr. Barua	DO	
7.	Dr. Hovan Goswami	Asstt. Professor	
8.	Ranjana Dutta	DO	
9.	Dr. Manojee Gomi	DO	
10.	Lachit Gomi	DO	
11.	Dr. Bani Barua	DO	
12.	Minali Barua	DO	
13.	D. J. Neop	DO	
14.	I. N. Biswas	DO	
15.	Arupindri Barua	Asstt. Professor	
16.	Nivedita sharma	<del>Asstt. Professor</del> DO	
17.	R. L. Dutta	DO	
18.	Dr. Mukhanchandra	DO	
19.	A. sharma	DO	
20.	<del>Lachit Gomi</del>	<del>Asstt. Professor</del>	
20.	Bismit Barua	DO	
21.	Dr. Gautami Das	DO	

22. Haikelip Haola; P;

H. Haola;

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Ref No...MC/

**Minutes of the Staff meeting held on 16/08/2019**

A Staff meeting was held on 16/08/2019 chaired by Principal, Mariani College. Addressing the members, he emphasized on a planned session for the smooth functioning of the undergraduate course. Then, the meeting was further carried on by the coordinator, IQAC. The following resolutions were adopted:

1. In the meeting, it was decided to organize a counseling session for the new students of BA, B.Com, and BSc. students.
2. In the meeting, it was decided to collect the feedback from the students. The feedback committee was given the responsibility to distribute and collect the feedback forms.
3. The side-effects of increasing mobile use by the students was discussed in the meeting. Hence, it was decided to execute a strict no mobile policy within the campus.

  
Principal,  
Mariani College

  
Coordinator,  
IQAC, Mariani College  
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Mariani College, Mariani



Internal Quality Assurance Cell  
**MARIANI COLLEGE**  
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Ref No...MC/

Signature Sheet: Meeting on ...16-08-2019.....

Serial No	Name Of Attendee	Designation	Signature
1	Minati Borahakur	Associate Professor	
2	D. J. Neog	DO	
3	Lachit Gosoi	DO	
4	Dr. Jyoti Gaudha	DO	
5	Indranil Biswas	DO	
6	Ranjana Dutta	DO	
7	Dr. Bani Borah	DO	
8	Dr. Manabi Gosoi	DO	
9	Dr. Suparna Devi	Asstt. Professor	
10	Arupanjali Borah	DO	
11	Dr. Gautam Deb	DO	
12	Bhaskar Bumpalain	DO	
13	P.P. Rujkhan	DO	
14	Bobita Phukan	DO	
15	Haridipa Dutta	DO	
16	Bikash Dutta	DO	
17	Nivedita Sharma	DO	
18	Dr. Haan Mon Borah	DO	
19	Rupjyoti Dutta	Office Asstt.	
20	Somanta Nayak	Grade IV	
21	Rajib Baruah	DO	
22	Pranabjit Barua	Asst. Prof	

Principal  
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Coordinator, IQAC  
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Ref No...MC/

Date: 27/11/2019

A meeting of all teaching staff is scheduled on 29/11/2019 at 2:00 pm at the conference hall to discuss following matters:

1. Matters related to take necessary action to make the college campus tobacco-free.
2. Appointment of a new Coordinator of IQAC and submission of AQAR
3. Any other relevant matter

  
Principal  
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Coordinator

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Ref No...MC/

**Minutes of the Staff meeting held on 29/11/2019**

Minutes of the Staff meeting held on 29/11/2019 chaired by Principal, Mariani College. Addressing the members, he emphasized on a planned session for the smooth functioning of the course. The meeting was then taken over by the coordinator, IQAC. The following resolutions were taken:

**Resolution 1**

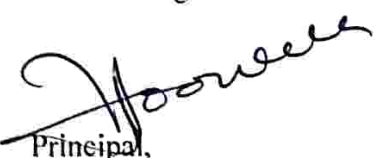
The meeting emphasised on the need to make the campus tobacco-free. Hence, the members decided to organise an awareness camp to educate the students on the evils of consuming tobacco.

**Resolution 2**

The members unanimously appointed Dr. Horen Gowalla as Coordinator of IQAC for the current academic session

**Resolution 3**

The meeting also discussed about taking necessary steps for AQAR submission

  
Principal,  
Mariani College

  
Coordinator,  
IQAC, Mariani College  
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Ref No...MC/

Signature Sheet: Meeting on ...29-11-2019...

Serial No	Name Of Attendee	Designation	Signature
1	Lachit Gosri	Associate Professor	
2	Indranil Bhowmik	DO	
3	Dr. Bani Bora	DO	
4	Dr. Manabi Gosri	DO	
5	Ranjana Dutta	DO	
6	D J Neog	DO	
7	Minshi Borah	DO	
8	Dr. Heran Guella	DO	
9	Dr. Gautami Deb	Asstt. Professor	
10	Dr. Mehin Chutia	DO	
11	Kundan Habonika	DO	
12	Bononuli Bori	DO	
13	Barun Kr Borah	DO	
14	Rupeswar Sonowal	DO	
15	Dr. Susankhi Das	DO	
16	Bikash Dutta	DO	
17	Dr. Moon Hoon Bora	DO	
18	Nivedita Sharma	DO	
19	Ratan Kauri	Office Asstt.	
20	Satyajit Bursaphan	DO	
21	Bijodee Bursaphan	Grade IV	
22	Hoini Lip Kalita	Asst Prof	

  
Principal  
Mariani College

  
Coordinator, IQAC  
Mariani College  
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Mariani College, Mariani



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Ref No...MC/

**Minutes of the Staff meeting held on 17/02/2020**

Minutes of the Staff meeting held on 17/02/2020 chaired by Principal, Mariani College. Addressing the members, he emphasised on a planned session for the smooth functioning of the course. The meeting was then carried on by the coordinator, IQAC. The following resolutions were adopted:

**Resolution 1**


The meeting reviewed the progress of IQAC. The Coordinator explained the various activities conducted under IQAC. The Coordinator requested every member to cooperate regarding the submission of AQAR at the earliest.

**Resolution 2**

The meeting reviewed the progress of work regarding the proposed Alumni meet.

**Resolution 3**

The meeting urged the teachers to keep track of their students' attendance. The members also resolved to submit the monthly attendance record to their respective Heads of Departments.

  
Principal  
Mariani College

  
Coordinator,  
IQAC, Mariani College  
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Ref No. 302

Signature Sheet: Meeting on 17-02-2020

Serial No	Name Of Attendee	Designation	Signature
1	Dr. Horen Goswala	Associate Professor	
2	Banwala Ka Borah	Asstt. Professor	
3	Dr. Mukherjee Chandra	DO	
4	Dr. Ananta Das	DO	
5	Dr. Mani Mani Das	DO	
6	Dr. Supriya Das	DO	
7	Banwala Borah	DO	
8	Nivedita Sharma	DO	
9	Anupriya Borah	DO	
10	Dr. Bani Bora	Associate Professor	
11	Lachit Gosri	DO	
12	Dr. Harshita Gosri	DO	
13	Ranjana Datta	DO	
14	Minati Borthakur	DO	
15	Brijen Gosri	Office Asstt.	
16	Rupisati Datta	DO	
17	Pratibha Das	Asst Prof	
	Shruti Sharma		

Principal  
 Mariani College

Coordinator, IQAC  
 Mariani College  
 COORDINATOR, IQAC  
 Mariani College, Mariani



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Ref No...MC/

Date: 27/01/2021

**Minutes of the Staff Meeting held on 27/01/2021**

A staff meeting was held on 27/01/2021 chaired by the Principal Dr. Haren Saikia. The purpose of the meeting was explained by the coordinator, IQAC. The Principal announced the agenda and after the discussion, the following resolutions were adopted unanimously

**Resolution no. 1**

It was decided to complete the upload of departmental profiles at the earliest. Hence every department was asked to submit their departmental profiles within 20/02/2021

**Resolution 2**

The meeting set a stipulated time for the teaching staff to submit their self appraisal / performance appraisal within 26/02/2021

**Resolution 3**

Every faculty member was asked for full cooperation regarding the submission of the pending AQAR during the extended time frame for submission

**Resolution 4**

The meeting emphasised on the importance of ICT for the development of the college. Hence, the meeting resolved to update the web portal and include all the necessary information regarding the college and its activities in it.

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COORDINATOR, IQAC CELL  
Mariani College, Mariani



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Ref No...MC/

Signature Sheet: Meeting on ...27-01-2021.

Serial No	Name Of Attendee	Designation	Signature
1	Dr. Bani Borah	Associate Professor	
2	Dr. Manabi Gogoi	Do	Manabi Gogoi
3	Dr. Haren Guwahla	Do	Haren Guwahla
4	Lachit Gogoi	Do	
5	Kundan Hobanika	Assistant Professor	
6	D. J. Neog	Associate Professor	D. J. Neog
7	Udeshna Tai	Assistant Professor	
8	Anju Sharma	Do	Anju Sharma
9	Kesab Bikash Dutta	Do	
10	Bonemali Bori	Do	Bonemali Bori
11	Minati Borah	Associate Professor	Minati Borah
12	Nivedita Sharma	Assistant Professor	Nivedita Sharma
13	Rupenwar Sonowal	Do	Rupenwar Sonowal
14	Dr. Mukim Chutia	Do	Dr. Mukim Chutia
15	Basanta Kr. Borah	Do	Basanta Kr. Borah
16	Dr. Gautam Deb	Do	
17	Dharmajay Biswas	Do	Dharmajay Biswas
18.	Rajib Lochan Dutta	Do	
19	Dr. Bhaskar Bursikan	Do	
20	Sauatan Nayak	Grade IV	
21	Bhaban Chetia	Do	
22	Brojan Gogoi	Office Assistant	

Principal  
Mariani College

*[Handwritten Signature]*

*[Handwritten Signature]*  
Coordinator, IQAC  
Mariani College

COORDINATOR, IQAC CELL  
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Ref No...MC/

Date: 30/01/2021

**Minutes of the Staff Meeting held on 30/01/2021**

A staff meeting was held on 30/01/2021 chaired by the Principal, Dr. Haren Saikia. The purpose of the meeting was explained by the coordinator, IQAC. The Principal announced the agenda and after the discussion, the following resolution was taken unanimously:

- The meeting decided to organise a Student Seminar on 12th February, 2021.
- The topic of the Seminar was decided to be on the Relevance of Educational Thought
- The topic is to cover Ancient, Modern and Western Education
- Department of Education was entrusted with the responsibility to conduct the seminar

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Ref No...MC/

Signature Sheet: Meeting on 30-01-2021...

Serial No	Name Of Attendee	Designation	Signature
1.	Hansen Saikia	Assistant Professor	
2.	Dr. Mukim Chutia	Do	(M) Chutia
3	Ranjana Dutta	Associate Professor	
4	Bibila Phukan	Asstt. Professor	
5	Manidipa Dutta	Do	
6	Rupeswar Senowal	Do	R Senowal
7	Dr. Man Man Bora	Do	M Bora
8	Minati Borahuker	Associate Professor	LBorahuker
9	Lachit Gogoi	Do	
10	Dr. Haren Gorenlla	Do	H Gorenlla
11	Dr. Bani Bora	Do	
12	Dr. Manabi Gopi	Do	Manabee Gopi
13	Archana Saikia	Assistant Professor	
14	Anju Sharma	Do	Anju Sharma
15	Dr. Gauram Deb	Do	
16	Rabin Kaini	Office Assistant	
17	Rupisya Dutta	Do	
18	Bhaben Chetia	Grade IV	
19	Rajib Baruah	Do	

Principal  
Mariani College

*(Handwritten signature)*

*(Handwritten signature)*  
Coordinator, IQAC  
Mariani College

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Ref No...MC/

Date: 20/05/2021

**Minutes of the Staff Meeting held on 20/05/2021**

A staff meeting was held on 20/01/2021 chaired by the Principal, Dr. Haren Saikia. The purpose of the meeting was explained by the coordinator, IQAC. The Principal announced the agenda and after the discussion, the following resolution was taken unanimously

**Resolution**

- A resolution was taken unanimously to organise an extempore speech competition for the engagement of the students. The theme of the event was to be decided by the selected members of the committee
- The need to form a Students' Literary Forum was emphasised on the meeting. The members unanimously decided to work towards the betterment of the Forum and requested every faculty member to participate in the smooth functioning of the Forum
- The meeting decided to encourage the students to publish the departmental wall magazines. The members decided to conduct an inter departmental competition for the wall magazines
- The meeting also discussed about the matters related to casual leave of the employees. Each employee was asked to inform the authority beforehand if they claim Earned Leave.
- The meeting also discussed about the collection of feedback forms from the students

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Ref No...MC/

Signature Sheet: Meeting on ...20-05-2021...

Serial No	Name Of Attendee	Designation	Signature
1	Moralisha Baruah	Assistant Professor	
2	Dr. Chinmayee Baruah	Do	
3	Jayant Ch. Gogoi	Do	
4	Dr. Surajit Sen	Do	
5	Dr. Binai Boroi	Associate Professor	
6	Indranil Biswas	Do	
7	Dr. Supradip Dey	Assistant Professor	
8	Basanta K. Borah	Do	
9	Dhananjay Biswas	Do	
10	Nivedita Sharma	Do	
11	Arupanjali Borah	Do	
12	Kundan Harbanika	Do	
13	Bonemali Boroi	Do	
14	Lachit Gogoi	Associate Professor	
15	Dr. Horen Guella	Do	
16	Ravina Kalita	Assistant Professor	
17	Mahendran Boroi	Grade IV	
18	Sitacanta Handique	Do	
19	Brasen Gogoi	Office Assistant	
20	S. Arjit Bumpalain	Do	
21	Flourence Karol	Asst Prof.	

Principal  
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Coordinator, IQAC  
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Ref No...MC/

Date: 10/06/2021

**Minutes of the Staff Meeting held on 10/06/2021**

A staff meeting was held on 10/06/2021 chaired by the Principal Dr. Horen Saikia. The purpose of the meeting was stated by the coordinator, IQAC. The Principal announced the agenda and after the discussion, the following resolution was taken unanimously:

**Resolution 1**

Keeping in mind the growing covid19 cases, the meeting decided to conduct an awareness programme on Covid-19 for creating awareness among the students. The meeting decided to acquaint the students with the necessity of wearing masks and using hand sanitizer. Hence, the meeting decided for all the teaching and non-teaching staff, along with the students to make it compulsory to wear masks within the college campus. Those who do not adhere to the rules were to be levied a nominal fine.

**Resolution 2**

The meeting emphasized on the importance maintaining the cleanliness of the campus especially during the lockdown period. Hence, a decision was taken to keep the campus green by planting trees. In the meeting, it was asked to all the members of the college to contribute saplings and start the plantation drive the following week.

**Resolution 3**

In the meeting, it was also decided that the online classes will be continuing partially with the aim of completion of the syllabus for the undergraduate students. The blended mode of imparting education was chosen for the smooth conduction of classes amidst the pandemic.

**Resolution 4**

Along with the online classes, a resolution was taken to make students aware of e-learning, which includes the use of internet in accessing study materials. The meeting urges the mentors to look after their respective mentees and to make sure that everyone has equal access to e-resources, and if needed, they will be provided with the technical assistance to accessing the study materials and make them available to the students.

**Resolution 4**

The impact of the pandemic was a major cause of concern for the everyone. Hence, the meeting emphasized on the importance of yoga for the well-being of the students, and staff, to heal both mentally and physically.

Principal  
Mariani College

Coordinator  
IQAC, Mariani College  
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Mariani College, Mariani

#### Resolution 4


Along with the online classes, a resolution was taken to make students aware of e-learning, which includes the use of internet in accessing study materials. The meeting urges the mentors to look after their respective mentees and to make sure that everyone has equal access to e-resources, and if needed, they are to provide mobile handsets to the students.

#### Resolution 5

The impact of the pandemic was a major cause of concern for the everyone. Hence, the meeting stressed on the importance of yoga for the well-being of the students, and staff, both mental and physical.

Co-ordinator

IQAC, Mariani College  
COORDINATOR, IQAC CELL  
Mariani College, Mariani

  
for Principal

Mariani College, Mariani



Internal Quality Assurance Cell  
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Ref No...MC/

Signature Sheet: Meeting on ...10-06-2021...

Serial No	Name Of Attendee	Designation	Signature
1.	Indrani Biswas	Associate Professor	[Signature]
2.	Minati Borah	Do	[Signature]
3.	Dr. Manabi Gogoi	Do	[Signature]
4.	Dr. Bani Bora	Do	[Signature]
5.	Chandreyee Borah	Asstt. Professor	[Signature]
6.	Rupali Malakar	Do	
7.	P. P. Rikha	Do	
8.	Haren Saikia	Do	[Signature]
9.	Dr. Mukim Chutia	Do	[Signature]
10.	Ranjana Dutta	Associate Professor	[Signature]
11.	Dr. Horen Goswami	Do	[Signature]
12.	D. J. Neog	Do	[Signature]
13.	Baranta Kr. Bora	Assistant Professor	[Signature]
14.	Bikash Dutta	Do	
15.	Uderhna Tai	Do	
16.	Anupanjali Borah	Do	[Signature]
17.	Hiranjit Hazari	Do	[Signature]
18.	Rupeswar Sonowal	Do	[Signature]
19.	Dr. Gautam Deb	Do	[Signature]
20.	Nivedita Sharma	Do	[Signature]
21.	Ratan Kauri	Office Assistant	
22.	Lohit Bumpcham	Grade II	
23.	Kumuda Bora	Do	
24.	Lachit Gogoi	Associate Professor	

[Signature]  
Principal  
Mariani College

[Signature]  
Coordinator, IQAC  
Mariani College

COORDINATOR, IQAC  
Mariani College, Mariani



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Ref. No.....


Date: 27/01/2022

**Minutes of the Staff Meeting held on 27/01/2022**

A Staff meeting was held on 27/01/2022 under the supervision of Dr. Manjula Borthakur, Principal I/C, Mariani College. Addressing the members present, the coordinator of IQAC, discussed on the following matters:

1. It was decided that the AQAR of the year 2021-2022 needs to be prepared.
2. The meeting decided to organize a book donation camp on the occasion of International Book Giving Day. The Department of English is given the responsibility of conducting the same by visiting Jungle Block High School, Mariani, Jorhat. The meeting decided to hold an interaction session with the students of the school.
3. The meeting decided to entrust the Department of Assamese and the Department of English to organise a cultural event to mark World Poetry Day.
4. The meeting decided to observe World No Tobacco in order to create awareness amongst the students of the ill-effects of tobacco. The meeting also decides to organise a poster-making competition to ensure greater involvement of the students
5. The meeting also made important decisions which included attendance of the students and allotment of mentors to each students. The semester progress is to be based on the attendance of the students, which will be reported at the end of the semester

  
Principal  
Mariani College, Mariani

  
Co-ordinator  
Mariani College  
COORDINATOR, IQAC CELL  
Mariani College, Mariani



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Ref. No.....

Date: 27/01/2022

Signature Sheet: Meeting on 27/01/2022

SL No	Name of Attendee	Designation	Signature
	Lachit Gogoi	Associate Professor	
	I.N. Biswas	DO	
	D.J. Neog	DO	
	Nivedita Sharma	Assistant Professor	
	Kundam Halborika	DO	
	Jagat ch. Goswami	DO	
	Bobita Phukan	DO	
	Ranjan Dutta	Associate Professor	
	Arupanjali Borah	Assistant Professor	
	Udeshna Tai	DO	
	Haimetik Halbori	DO	

COORDINATOR, IQAC CELL  
Mariani College, Mariani





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Ref. No.....

Date: 12-03-2022

**Minutes of the Staff Meeting held on 15-03-2022**

A Staff meeting was held on 15-03-2022. The following resolutions were taken in the meeting.

**Resolution 1 :** Parent Teacher's Meet will be held on the date 25-03-2022.

**Resolution 2 :** An urgent need for repairing of few classrooms was discussed and necessary actions were stated to be taken. The repairing work of the classrooms will be completed soon.

**Resolution 3 :** Resolution was taken to undertake several MoUs with different colleges and Institutes and responsibilities were given to the HODs of different departments.

**Resolution 4 :** Resolution was taken to carry on different Extension Activities like plantation drives, school adoption, deliver lectures, celebration of literary day, environment day etc.

  
Principal  
Mariani College, Mariani

  
Co-ordinator  
Mariani College

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Ref. No.....


Date:

Attendance Sheet of the members present on the meeting held on

SL No	Name of Attendee	Designation	Signature
	Dr. Bonni Borah	Associate Professor	
	Dr. Manabee Goswami	DO	Mand-
	Rupenwar Sonowal	Asstt. Professor	
	Dhananjay Biswas	DO	leese
	Dr. Mahim Chutia	DO	
	Dr. Bhankar Barmah	DO	
	Pranpriya Rajkhowa	DO	
	Mouidipa Dutta Borah	DO	
	Bhruvajyoti Neog	Associate Professor	
	Lachit Goswami	DO	
	Brijen Goswami	Office Assistant	

C. Barmah

  
Principal  
Mariani College  
Principal  
Mariani College, Mariani

  
Co-ordinator  
Mariani College  
COORDINATOR, IQAC CELL  
Mariani College, Mariani



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Ref. No.....

Date: 01/06/2022

**Minutes of the Staff Meeting held on 03/06/2022**

A staff meeting was held on 03/06/2022 under the supervision of Principal. The purpose of the meeting was stated by the coordinator, IQAC. The Principal announced the agenda. The meeting decided to prepare Academic Calendar for the year 2022-2023 and Routine. A committee was formed for preparation of the Academic Calendar and Class Routine was entrusted the responsibility.

  
Principal  
Mariani College  
Principal  
Mariani College, Mariani

  
Co-ordinator  
Mariani College  
COORDINATOR, IQAC CELL  
Mariani College, Mariani



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Ref. No.....

Date: 03/06/2022

Attendance Sheet of the members present on the meeting held on 03/06/2022

	Risib Lochan Datta	Asstt. Professor	
	Dr. Sunjit Sen	DO	
	Dr. Chinmoyee Borah	DO	C. Borah
	Rupali Mallick	DO	
	Bikash Datta	DO	B. Datta
	Monalisha Borah	DO	
	Archana Saikia	DO	
	Dr. Susmita Das	DO	S. Das
	Dr. Manasi Patra	DO	
	Dr. Manabee Gogoi	Associate Professor	M. Gogoi
	Dr. Bani Borah	DO	
	Kachit Goswami	DO	K. Goswami
	Indrani Biswas	DO	
	Barun Kr. Borah	Asstt. Professor	B. Borah

  
Principal  
Mariani College  
Principal  
Mariani College, Mariani

  
Co-ordinator  
IQAC, Mariani College  
COORDINATOR, IQAC CELL  
Mariani College, Mariani



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A staff meeting was held on 1<sup>st</sup> July 2022 and Dr Horen Gowalla, Principal, Mariani College presided the meeting. IQAC Coordinator then elaborated on the agenda of the meeting regarding two important matters:

1. **Regarding two day National Seminar**
2. **Regarding Admission**
3. **Academic Audit**
4. **Regarding Green Audit**
5. **Any other Relevant matter**

1. The meeting decided that the National Seminar is crucial for the college, and therefore, the work should be done in a proper manner. The managing committee asked each members to present their progress on the seminar. It was decided that the two day workshop would include paper presentation, to be divided into several slots. There will be parallel sessions, wherein each session will be presided over by the speaker. The sessions will be divided according to the relevant theme. The Food Committee reported that they will facilitate breakfast and lunch at the College Canteen, for which each members will be presented a coupon.

2. A committee was made for smooth functioning of the Admission Process for the session.

3. Another important matter regarding the academic audit was completed. All the HoDs of departments of Arts, Science and Commerce are urged to prepare their yearwise and sessionwise documents from 2016-2021.

4. Green Audit was another significant topic which was addressed by the session chairperson. And the report preparation will be soon be completed under his guidance.

5. The NAAC visit was also discussed with members, who are not part of the two day conference, were asked to work on the NAAC review committee. The visit is scheduled next year, and hence, the meeting stressed on the simultaneous progress of both the events.

Principal  
Mariani College, Mariani  
Principal  
Mariani College, Mariani

Co-ordinator  
Mariani College  
COORDINATOR, IQAC CELL  
Mariani College, Mariani



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**MARIANI COLLEGE**  
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Ref. No.....

Date:

Attendance Sheet of the members present on the meeting held on

SL No	Name of Attendee	Designation	Signature
	Menali Bartheleem	Associate Professor	
	Kanchan Das	Asstt. Professor	(M)
	Rupali Malakar	DO	
	Dr. Sasandhi Das	DO	S
	David Anklesbar	DO	D. Anklesbar
	Anju Sharma	DO	Anju Sharma
	Dr. Hemleen Bora	DO	Hm
	Kanuna Kalita	DO	
	Ratam Singh Kaini	Office Assistant	
	Satyajit Busephain	DO	
	Dr. Bani Bora	Associate Professor	
	Dr. Manabee Gori	DO	Manab
	Bhambayshi Neog	DO	
	Lachit Gori	DO	Lachit

  
Principal  
Mariani College  
Mariani College, Mariani

  
Co-ordinator  
Mariani College  
COORDINATOR, IQAC CELL  
Mariani College, Mariani



**INTERNAL QUALITY ASSURANCE CELL**  
**MARIANI COLLEGE**

(Affiliated to Dibrugarh University)

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Ref No...MC/

Date:-

**ACTION TAKEN REPORT IQAC,**

**MARIANI COLLEGE REPORT PREPARATION DATE: 2017-2022**

Decision Take Date	Decision	Action Taken Report	Remarks
10/01/2017	Resolution was taken to organize alumni meet and inaugurate wall magazine	Alumni meet held on 05/09/2017	
	Decision taken to conduct students' seminar	Organised Departmental students' seminar of 6 <sup>th</sup> semester students on 14/10/2017	
	Decision taken to organise student group discussion of all semesters	Organised group discussion of students of all semesters on 16/10/2017	
10/08/2017	Decision to submit lesson plan by each and every department	Submitted	
	Decision to maintain teachers' dairy	Yes	
	Decision to follow the academic calendar	Yes	
07/02/2018	Decision was taken to publish journal	Geo-vision book published by IQAC, December 2020 and Assamese Sahitya Chora, "Na Jun" published by Assamese Department 2020	
22/03/2018	Decision taken to publish wall magazine by each department	Wall magazines published by all respective departments	

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	<b>Decision taken for academic development of students</b>	<b>A meeting was on 10/04/2018 held with the major students and they were advised to visit library and review books</b>	
<b>05/04/2018</b>	<b>Decided to conduct workshop</b>	<b>Each department conducted student work shop</b>	
<b>01/08/2019</b>	<b>Decision was taken to organized a symposium</b>	<b>The Department of Political Science organized a Symposium on the theme "Abrogation of Article 370 and its Aftermath Impacts" on 31st August, 2019. Dr. Balin Hazarika, Retired Associate Professor cum former HOD, Department of Political Science, J. B. College</b>	
<b>16/08/2019</b>	<b>Decided to organise a counseling students of B.A. B.Com and B.Sc.</b>	<b>Students' counseling conducted by the departments</b>	
<b>16/08/2019</b>	<b>Decided to collect and analyze the feedback from students</b>	<b>Feedbacks collected from the students and the data was analysed</b>	
<b>29/11/2019</b>	<b>Decision taken to maintain a tobacco free campus</b>	<b>31st May 2022 Department of English collaborated with the Department of History, Mariani college and observed "World No Tobacco Day" by organizing a Poster making competition</b>	

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17/01/2020	(2020-21) Submission of AQAR	Submitted 13/05/2022
17/01/2020	Decision taken to make rapid progress of IQAC activities	The Coordinator, IQAC, discussed reports of every activity of all the meetings
04/01/2021	Decision taken for national voters day	Awareness programme of national voter's day 25 <sup>th</sup> January 2021
17/01/2021	Decisions taken for submission of departmental profile	Submitted by every department
27/01/2021	Decision taken for self appraisal	Submitted by every faculty member
	Decision taken for College Web-Portal update	College web portal updated as per students and college requirements
	Decision taken for improvement of ICT tools and its usage among the students	A free computer training class is provided to the students by our faculties on every saturday
30/1/2021	Decisions taken for conducting students' seminar	All the departments conducted students' seminar
10/06/2021	Decision taken to create awareness for COVID-19	Each department conducted covid-19 awareness program
	Decision taken for Green Campus initiative	Every Saturday, vehicles are not allowed to enter the college campus
	Decisions taken for Tree Plantation	15 <sup>th</sup> July to 14 <sup>th</sup> August plantation program was done by the college as per the government regulation
	Decisions taken for assigning Mentor-Mentees department	Each department submitted the respective

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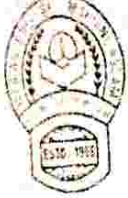
Date:-

	wise	mentor-mentee list
	Decision taken for organizing YOGA Camp for well being of students, Teachers' and staff	Four days yoga camp held from 18/06/2022 to 21/06/2022
27/01/2022	Resolution taken to celebrate international book giving day	14/02/2022 The Department of English celebrated International Book Giving Day by visiting Jungle Block High School, Mariani, Jorhat, and donating books
	Decision taken to improve students' drinking water facilities	More drinking water taps were installed
	Decision taken for feedback analysis	Reports of Feedbacks were analysed and necessary measures were taken accordingly
	Decision taken for guardian meeting	Department wise guardian meeting was held
	Decision taken to Repair classrooms	Renovation activities were undertaken
	Resolution taken for MoU with different institutions and colleges	Two MoUs were done with different institutions: TRTC, Jaya Gogoi College, NN Saikia College, Nakachari College, JDSG College
	Decision taken for extension activities by the college	All the 16 <sup>th</sup> departments adopted Schools and extension work done
03/06/2022	Decision taken for routine and academic calendar upload	routine and academic calendar uploaded in College Website

*Bhrami*

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	Decision taken for organizing national seminar	Under process
	Decision taken for academic Audit to be done	From 2016- 2022
	Decision taken for Green audit	Done from 2016-22
	Decision taken for students counseling	Students Counseling Programme was held on 2nd August, 2022. The Counseling meeting was chaired by the Head of the Department, Mr. Kundan Hazarik
24/09/2022	Decision taken for analysis of previous year's results	A meeting was held at the Principal's Chamber on 22/10/22 to analyse the results
	Departmental activities to be submitted	Each department submitted their respective activities
	Decision taken for to submit 2021-22 AQAR	25-05-2023 submitted

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**ACTION TAKEN REPORT**  
**ON**  
**FEEDBACK (2016-2022)**

**Prepared by**  
**IQAC, Mariani College**

  
**Principal**  
**Mariani College, Mariani**

## **Introduction**

**Mariani College** is situated in the junction town of Mariani, established in the year 1966. The institution serves the people of the town, along with the neighbouring areas. The institution of higher education is a pioneer in catering to the community, helping to build a better space of living. The college was established by numerous distinguished educationists and citizens to meet the growing demand for higher education and pave the way for a brighter future for the future generations.

Mariani College is affiliated to Dibrugarh University. It has degree courses under 16 academic departments offering Core, Generic Elective, Skill Enhancement and Ability Enhancement Courses under CBCS system. It has Higher Secondary courses, and K.K. Handique State Open University Centre for distance education. In 2016-2022, IQAC of Mariani College has collected and analysed feedback from students, teachers, alumni, and employers. Based on the feedback report, IQAC placed a list of recommendations and action to be taken up by the college authority. The college authority has taken actions on these recommendations. This report highlights the recommendations placed before the authority and the respective action taken on this account.

The Feedback Analysis Committee of Mariani College designs and collects feedback from its stakeholders to monitor and evaluate its performance quality on curriculum and curriculum-related issues. The feedback forms were collected from students, teachers, employers, and alumni. The feedback targets following different content for different stakeholders.

- For students, it addressed curriculum and its learning-related issues in terms of quality of course, evaluation system, teachers' attribution and infrastructure.
- For teachers, the feedback addressed issues like the suitability of the course and its need base, outcomes of the curriculum, relationship with course content and corresponding reference material, availability of reference materials in terms of curriculum, evaluation methods, and curriculum delivery, infrastructure, etc.
- For employers, it addressed issues like general communication skills, developing solutions to real-life problems, working in a team, creative challenges, organization skills, leadership qualities, punctuality, etc.

- For alumni, it aimed for responses on the adequateness of courses curriculum, the sufficiency of syllabus content in the context of current professional standards, and curriculum design in the context of the development of self-directed learning and problem-solving approach.

#### 1. Feedback from students

Feedback	Action Taken	Impact
Course-related feedback	<p>The college has taken necessary steps and actions to make it suitable for the newly introduced syllabus under NEP</p> <p>All the teachers were notified about the new curriculum under NEP and encouraged to attend workshops and seminars to acquaint themselves with the new syllabus</p>	Subsequent application by teachers was observed and efforts were effective
Evaluation-related feedback	<p>The college has taken necessary steps to conduct the internal assessment on time through different innovative evaluation systems.</p> <p>The mentor-mentee system was introduced to trace the progress of students and to offer remedial classes if needed.</p>	The teachers put efforts to evaluate the students on time so that they can track their progress to perform better in the end semester examinations
Teachers' attribution-related feedback	<p>The college encouraged the teachers to use creative and innovative pedagogy to engage the students.</p> <p>Teachers are encouraged to attend different faculty orientation and refresher courses to update themselves with the latest development in Teaching-</p>	The teachers introduced ICT based teaching techniques. Many teachers participated in different workshops, orientations, and refresher courses to update themselves in the new teaching-learning techniques

	Learning techniques	
Infrastructure-related feedback	The college renovated the existing classrooms, introduced digital classrooms, renovated the library reading room, introduced new study materials	Students are acquainted with digital learning methods. The availability of the reading room and new study materials has encouraged the students to visit the library.

## 2. Feedback from Teachers


Feedback	Action Taken	Impact
Infrastructure-related feedback: Classrooms should be digitally equipped	The authority has addressed the problem and added a few digital classrooms	Students are acquainted with the new digital learning system
Teachers should have the freedom to adopt innovative techniques/strategies of teaching	Teachers were instructed by the college authorities to introduce innovative teaching process such as seminars, group discussions and so on	Teachers were encourage to adopt more creative teaching strategies

## 3. Feedback from Employers

Feedback	Action Taken	Impact
Suggestion to promote work environment for teamwork	Teachers were given instruction by the college authority to ensure team events for a better work environment	Teachers encouraged students to work in a team and the positive results of working in a team are visible
Suggestion to enhance general communication skills	Teachers were instructed to ensure the enhancement of the communication skills of the students	Teachers incorporated presentations for the students to inculcate a sense of confidence in public speech and communication

## 4. Feedback from Alumni

Feedback	Action Taken	Impact
Infrastructure-related feedback	Based on the suggestion of the alumni, the college authorities have introduced digital classrooms, renovated the classrooms, and introduced new study materials in the library	Students are benefitted from the new digital classrooms
Course-related feedback	Based on the suggestion of the alumni the college authorities have introduced various add-on courses (skill-based) by the different departments	Many students have enrolled themselves in the courses

  
Principal  
Mariani College, Mariani

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Mariani, Assam