



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

Ref. No.....

Date: 24/01/2022

NOTICE

An IQAC Meeting is scheduled on 27/01/2022 at 2:00 pm to discuss this semester's programmes which include:

1. Regarding preparation of AQAR 2021-2022
2. Regarding International Book Giving Day
3. Regarding World Poetry Day
4. Regarding World No Tobacco Day
5. Regarding Attendance of students and allotment of mentors
6. Any other.

Everyone is requested to attend the meeting and treat the matter as urgent

Venue: Conference Hall

Time : 2:00 pm


Principal

Mariani





**Coordinator, IQAC
Mariani College**

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



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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

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NOTICE

An IQAC meeting of Teaching and Non-Teaching staff will be held on at 2: 00 pm to discuss about the following agenda:

1. Conduction of a Guardian meet at the college premises.
2. Regarding repairing of classrooms.
3. Regarding MoUs
4. Regarding Extension Activities
5. Others

Everyone is requested to treat the meeting as Urgent and attend the same without fail.

Venue: Conference Hall

Time : 2:00 pm


Principal
Mariani College
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Mariani College, Mariani


Coordinator, IQAC
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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 was 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 was given to the HODs of different department.

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.


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NOTICE

Date : 01/06/2022

A meeting of Teaching Staff is scheduled on 03/06/2022 at 2:00 pm to discuss about the following agendas.


1. Academic Calendar Preparation
2. Routine Preparation
3. Any Other

Venue: Digital Classroom

Time: 2:00 pm

Everyone is requested to attend the meeting


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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 Routines was entrusted the responsibility.


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NOTICE


A meeting of Teaching Staff is scheduled on 01/08/2022 at 2:00 pm to discuss about the following agendas.

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

Everyone is requested to treat the meeting as Urgent and attend the same without fail.

Venue: Conference Hall

Time : 2:00 pm


Principal
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Minutes



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A staff meeting was held on 1st 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

Principal
Mariani College, Mariani

Co-ordinator

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NOTICE

Date :21/09/2022

An urgent meeting of the Teaching and Non-Teaching Staff is scheduled on 24/09/2022 at 1:30 pm at Conference Hall to discuss and take decision under the following agenda:

1. Regarding the National Conference
2. Regarding Semester Results Analysis of Each Departments
3. Regarding Departmental activities
4. Regarding the Progress of NAAC visit and AQAR Review
5. Welcoming two new faculty members

Everyone is requested to treat the meeting as Urgent and attend the same without fail.

Venue: Conference Hall

Time : 1:30 pm


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Mariani College, Mariani


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Mariani College, Mariani



Ref. No.....

Date: 24/09/2022

Minutes of the Staff Meeting held on 24/09/2022

A staff was held on 24/09/2022 under the supervision of the Principal, Mariani College, Dr. Horen Gowalla. He congratulated the members for the successful conduction of the two day national seminar held on 22/09/2022 and 23/09/2022. He urged each members of the college to involve in more activities like this for the upliftment of the college. He also talked about his vision for the college after taking charge as the Principal in 23rd May, 2022. Along with this, the meeting also discussed other relevant matters:

1. The certificates of the participants of the national seminar, sponsored by ICSSR, are to be distributed. The meeting also decided to publish the proceedings of the seminar by the end of November. The department of English and IQAC, Mariani College were entrusted with the responsibility to communicate with the press
2. The recently announced Semester results for colleges under Dibrugarh University was the highlight of the meeting. The 2-hour session included the discussion of the pass percentage o the students.
3. The committee allotted by the College for various criteria was asked about their progress. The meeting prepared for the NAAC visit and AQAR Review with each teaching and non teaching members reporting their contribution for the same.
4. The meeting concluded by welcoming two new faculty members, Achinta Saikia, assistant professor, Department of Statistics, and Bonjyotshna Saikia, Assistant Professor, department of English.
5. Regarding Departmental activities of all the departments for the session was discussed and need to update the same in the college website was informed to the HoDs. Thus all the HoDs are requested to complete the same as soon as possible.

Principal
Mariani College

Horen Gowalla
Principal
Mariani College, Mariani

Co-ordinator
Mariani College

B. Boruah
COORDINATOR, IQAC CELL
Mariani College, Mariani