



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## Tyagbir Hem Baruah College

Karchantola, Jamugurihat, Sonitpur, Assam-784189

Website: [www.thbcollege.in](http://www.thbcollege.in)

Email: [tyagabirhbcollege1963@gmail.com](mailto:tyagabirhbcollege1963@gmail.com)

*Dr. Ajit Hazarika*  
*Chairman, IQAC/Principal*  
*Ph.-7002186618*

*Mr. Sumanta Rajbanshi*  
*Coordinator, IQAC*  
*Ph.-9859185457*

### **IQAC Meeting, Tyagbir Hem Baruah College Joint with the Core Committee of the IQAC**

**Date: 09-04-2021**

**Time: 1.00pm onwards, Venue: IQAC Room**

#### **AGENDA**

1. Assumption of the chair by the Chairperson
2. Objectives of the meeting
3. Charge handover
4. Review of the NAAC Peer Team report of the 3<sup>rd</sup> Cycle assessment.
5. Discussion on the future plans and Road maps.
6. Other relevant issues

#### **Members present:**

1. Dr. Ajit Hazarika
2. Mr. Arun Sarmah
3. Dr. Anju Chhetri
4. Dr. Amal Saikia
5. Dr. Khanjan Kumar Das
6. Dr. Dinesh Ch. Das
7. Ms. Nibedita Bharali
8. Dr. Jayanta Baruah
9. Dr. Jitu Tamuli
10. Dr. Rasna Rajkhowa
11. Dr. Tulsi Upadhaya
12. Mr. Bipul Saikia
13. Dr. Nava Jyoti Hazarika
14. Dr. Junali Hazarika
15. Dr. Mukut Kumar Sonowal
16. Dr. Dip Jyoti Bhuyan
17. Mr. Plavan Bhuyan
18. Mr. Mukut Bhuyan
19. Mr. Bhaben Basumatary
20. Mr. Aswini Kumar Deka
21. Mr. Pratyush Plaban Neog
22. Mr. Lekhraj Mugali
23. Mr. Sumanta Rajbanshi

#### **Minutes**

A joint meeting of the IQAC and the Core committee of the IQAC was held on 09-04-2021 under the chairmanship of Dr. Ajit Hazarika, Chairperson, IQAC and



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*Mr. Sumanta Rajbanshi*  
*Coordinator, IQAC*  
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Principal .Stating the objectives of the meeting Mr. Sumanta Rajbanshi, newly appointed Coordinator of the IQAC told that the meeting was organized for handover of charge of the IQAC to the newly constituted IQAC of the college by the previous one, to review the NAAC peer Team report of the 3<sup>rd</sup> cycle assessment and prepare a road map regarding the fourth cycle assessment of the college by the NAAC in 2026.

As per the agenda of the meeting Dr. Jitu Tamuli, former coordinator, IQAC formally tendered his resignation and handed over the charge to Mr. Sumanta Rajbanshi, the newly appointed Coordinator ,IQAC.

Dr. Jitu Tamuli ,as per the agenda, making a brief review of the NAAC peer team report insisted on the following issues :

- i. Collection of feedback from all the stakeholders to be accomplished on regular basis and analysis of the same within stipulated time.
- ii. Proper documentation of the activities organized departmentally or institutionally to be maintained in standard format ,so that a database can be built up, to be conveniently used by the IQAC .In this connection he stressed on the importance of obtaining assistance from the technical expert especially deployed for the IQAC.
- iii. Initiative to be taken for conducting a thorough study on the present status of the library for its further upliftment.

Dr. Ajit Hazarika , Chairperson, IQAC and Principal, expressing his views on the NAAC Peer team report and future plans of the IQAC offered the following suggestions :

- i. For qualitative development of the institute feedback to be collected from all the stake holders regularly.
- ii. Initiatives to be taken for more extension activities like adopting villages, organizing training/workshop for the technical staff like the laboratory bearers of the neighboring institutes, conducting socio-economic surveys in the neighboring villages by the institute with engagement of the students etc.
- iii. Remedial classes to be held by all the departments and in this connection the departments would be intimated about the modalities to be followed.
- iv. Students mentoring system to be vigorously introduced with involvement of all the teachers.
- v. The teachers of the college to be encouraged for publication of research articles by the faculty members of the college in the internationally reputed journals.

Dr. Jayanta Baruah, a member of the IQAC informed all about the plan of the Political Science department about signing of a Memorandum of Understanding between the department and the 12<sup>th</sup> Assam Police Battalion. He also proposed to hold a workshop on human rights for the police personnel of the battalion by the department of Political Science.



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During the discussions the members shared their opinions on diverse issues concerning the development of the college and they arrived at the following decisions unanimously:

- i. A research committee to be formed for creation of a conducive environment in the college for research activities.
- ii. A fund for encouraging engagement of the faculty members in research activities and publication of research papers to be created.
- iii. Proposals for all major and minor projects to be forwarded through the IQAC.
- iv. A workshop on publication of research papers with consideration of its commercial aspects to be held.
- v. Special emphasis to be laid on **Student Support and Progression** keeping in view the low achievement of the institute in this criterion in the recent assessment by the NAAC which has affected the score of the college remarkably.
- vi. Initiatives to be taken for further development of the college library. In this regard a librarian from a different library to be invited for discussion on diverse issues concerning further advancement of the college library.
- vii. More sophistication to be introduced for keeping records of the activities and events held in the college.
- viii. The following committees to be formed for preparing the roadmaps of their respective areas for taking initiatives towards accomplishment of various tasks for leading the institute on desirable directions:

### **Teaching- learning and Evaluation**

1. Dr. Amal Saikia, Coordinator
2. Dr. Anju Chhetri
3. Dr. Jitu Tamuli
4. Dr. Dipjyoti Bhuyan

### **Research, Innovation**

1. Dr. Tulsi Upadhaya, Coordinator
2. Dr. Jitu Tamuli,
3. Dr. Khanja Kr. Das
4. Dr. Rasna Rajkhowa
5. Dr. Junali Hazarika

### **Extension Activities**

1. Dr. Rasna Rajkhowa, Coordinator



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2. Dr. Tulsi Upadhaya
3. Ms. Purabi Gogoi
4. Mr. Dipjyoti Bhuyan

### **Student Support and Progression**

1. Dr. Dinesh Ch. Das, Coordinator
2. Dr. Anju Chhetri
3. Ms. Nibedita Bharali
4. Dr. Mukut Kumar Sonowal
5. Dr. Nava Jyoti Hazarika

### **Institutional Values and Best Practices**

1. Dr. Jayanta Baruah, Coordinator
2. Mr. Bipul Saikia
3. Mr. Sumanta Rajbanshi
4. Mr. Plavan Bhuyan

### **Infrastructure**

1. Mr. Arun Sarmah, Coordinator
2. Dr. Jitu Tamuli
3. Mr. Mukut Bhuyan
4. Mr. Bhaben Basumatary

Regards,

( Dr.Ajit Hazarika )  
Chairperson, IQAC

**Principal**  
**T. H. B. College, Jamugurihat**

(Sumanta Rajbanshi)  
Coordinator, IQAC,

Coordinator  
Internal Quality Assurance Cell  
THB College, Jamugurihat



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### **IQAC Online Meeting, Tyagbir Hem Baruah College**

**Date: 22-06-2021**

**Time: 10.30 am onwards, Venue: IQAC Room**

#### **AGENDA**

1. Assumption of chair by the Chairperson
2. Objectives of the meeting
3. Discussion on the Academic issues during Covid 19 Pandemic
4. Other relevant issues

#### **Members present:**

1. Dr. Ajit Hazarika
2. Mr. Arun Sarmah
3. Dr. Anju Chhetri
4. Ms. Aruna Borah
5. Dr. Bhaskar Kalita
6. Dr. Khanjan Kumar Das
7. Mr. Ramesh Dabari
8. Ms. Rajlakshmi Basumatari
9. Mr. Bipul Saikia
10. Mr. Dipen Sarmah
11. Ms. Manisha Das
12. Dr. Aswini Deka, (Alumni)
13. Dr. Jayanta Baruah
14. Dr. Dinesh Ch. Das
15. Dr. Jitu Tamuli
16. Dr. Rasna Rajkhowa
17. Dr. Tulsi Upadhaya
18. Ms. Rupa Kalita
19. Mr. Sanjiv Upadhyaya
20. Dr. Rumi Das
21. Dr. Nava Jyoti Hazarika
22. Mr. Nayanmoni Bhuyan
23. Mr. Tilak Sarmah
24. Mr. Dipak Saikia
25. Mr. Rupam Talukdar
26. Ms. Purabi Gogoi
27. Mr. Plavan Bhuyan
28. Dr. Dip Jyoti Bhuyan
29. Dr. Junali Hazarika
30. Mr. Thengtom Bey



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- 31.Mr. Sumanta Rajbanshi
- 32.Mr. Abinash Hazarika
- 33.Mr. Pratyush Plaban Neog ( Students' Representative)
- 34.Mr. Lekhraj Mugali ( Students' Representative)

### Minutes

An online meeting of the IQAC with the teachers of the college was held on 22-06-2021 under the chairmanship of Dr. Ajit Hazarika, Chairperson, IQAC and Principal. Stating the objectives of the meeting Mr. Sumanta Rajbanshi, Coordinator of the IQAC told that the online meeting was organized to discuss the academic issues pertaining to the interest of the students and the role the teachers can play during the ongoing crisis created by the Covid-19 pandemic. Dr. Ajit Hazarika, from his chair told that the students have suffered much due the disruption of the normal teaching learning process for the Lockdown imposed by the government consecutively for two years and the teachers must resort to various online modes to compensate the loss. He called upon all to offer their suggestions in this regard. Mr. Arun Sarmah, Academic officer of the college told that our students are mostly from the underprivileged families of the rural areas and they are facing the brunt of the pandemic most. It is not possible for them to maintain their studies at home without assistance and guidance from the teachers. So while taking initiatives we must seriously think about these students. Dr. Dinesh Ch. Das told that the students have suffered greatly being cut off from the normal teaching-learning process. Hence we must carry out the mentoring system more intensively during and after Lockdown 2 and the teachers must keep constant touch with the students. Dr. Anju Chhetri put stress on offering of online counseling to the students to mitigate the damage the pandemic and the lockdown have caused.

Dr. Mukut Kumr Sonowal, Dr. Jyanta Baruah, Dr. Jitu Tamuli, Dr. Junali Hazarika and Dr. Nava Jyoti Hazarika also spoke on the issues concerning the students and measures that may be taken.

The following decisions were consensually agreed upon after thorough discussion.

1. Online classes for the students to be continued in effective ways with participation of more students.
2. Online platforms like Google Duo/ Zoom / Whatsapp /Google classroom/ to be used for online classes, sharing of notes, question papers etc.
3. Online platforms to be used for offering counseling to the students to maintain the mental strength of the students and help the students combat depression arising out of the ongoing pandemic situation.
4. Students to be encouraged to attend webinars/workshops for best utilization of their time and academic benefits.
5. All departments to be asked to organized webinars, online lectures, workshop etc. on issues picked up from curriculum for benefit of the students.



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6. Faculty members be asked to participate in webinars, workshops, conferences and pursue research activities for their professional growth reaping the benefit of being away from their normal academic schedule.

In his presidential remarks Dr. Ajit Hazarika thanked all for their cooperation and suggestion. He also said that we are undergoing the most complex phase in the recent history of human civilization and as the torch bearers of the society the teachers must play a very important and responsible role in this context.

Regards,

( Dr. Ajit Hazarika )  
Chairperson, IQAC

**Principal**  
**T. H. B. College, Jamugurihat**

(Sumanta Rajbanshi)  
Coordinator, IQAC,

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### **IQAC Meeting, Tyagbir Hem Baruah College Joint with the Core Committees of the IQAC**

**Date: 28-09-2021**

**Time: 1.00 pm onwards, Venue: IQAC Room**

#### **AGENDA**

1. Assumption of the chair by the Chairman
2. Objectives of the meeting
3. Presentation of the minutes of the previous meeting and approval.
4. Review of the NAAC Peer Team report of the 3<sup>rd</sup> Cycle assessment.
5. Discussion on the Action Plan for the year 2021-2022.
6. Other relevant issues
  - i. Selection of members for IQAC.
  - ii. Selection of members for the Academic and Administrative Audit Committee.

#### **Members present:**

1. Dr. Ajit Hazarika
2. Dr. Anju Chhetri
3. Dr. Amal Saikia
4. Dr. Khanjan Kumar Das
5. Dr. Dinesh Ch. Das
6. Dr. Jayanta Baruah
7. Dr. Jitu Tamuli
8. Dr. Rasna Rajkhowa
9. Dr. Tulsi Upadhaya
10. Mr. Bipul Saikia
11. Dr. Nava Jyoti Hazarika
12. Ms. Purabi Gogoi
13. Dr. Junali Hazarika
14. Mr. Plavan Bhuyan
15. Mr. Mukut Bhuyan
16. Dr. Rumi Das
17. Mr. Aswini Kumar Deka, Alumni Representative
18. Mr. Sumanta Rajbanshi
19. Mr. Pratyush Plaban
20. Mr. Lekhraj Mugali, Students' Representative

#### **Minutes**

A joint meeting of the IQAC and the Core Committee of the IQAC was held on 28-09-2021 under the chairmanship of Dr. Ajit Hazarika, Chairperson, IQAC and





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Principal .Stating the objectives of the meeting Mr. Sumanta Rajbanshi, Coordinator of the IQAC told that the meeting was organized to prepare the Action Plan for the year 2020-2021 and adopting a comprehensive agenda for the overall progress of the college in view of the fourth cycle assessment of the college by the NAAC in 2026.

Then the Coordinator placed before the members the minutes of the meeting held on 09/04/2021 and it was unanimously approved by the committee.

As per the decisions of the meeting held on 09/04/2021 different committees like Teaching- learning and Evaluation, Research, Innovation, Extension Activities, Infrastructure, Institutional Values and Best Practices, Student Support and Progression were constituted to design out plans for accelerating desirable progress on various fronts .The coordinators of the committees Dr.Tulsi Upadhaya, Dr. Rasna Rajkhowa, Dr. Dinesh Ch. Das, Dr. Jayanta Baruah and Mr. Arun Sarmah as being called upon by the Chairperson presented their draft plans for the IQAC and were approved after thorough discussion. Accordingly the following decisions were unanimously held for the year 2021-2022:

1. During the pandemic online programmes like webinars, Popular Talkas, Lecture Series etc. to be organized on issues of academic importance for the students.
2. Workshops/seminars to be held for the students to promote their skill and proficiency in areas like language, literature, drama, music etc.
3. Important national and international days to be observed in the college for cultivation of different values and ideals, and sensitizing the students towards various local and global issues.
4. Training programmes for the teaching and non-teaching staff to be organized for enhancing their knowledge and skill in use of computers for performing their routine works like admission, office management, teaching–learning, evaluation etc.
5. Further initiatives to be taken for use of the land resources of the college for generation of income.
6. Students mentoring should be introduced in a more effective way from this academic session to address various problems of the students and ensuring their overall development.
7. Programmes like workshops/seminars to be organized on different competitive examinations for motivating the students and enhancing their competence to appear in such examinations.



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8. A workshop on Intellectual Property Rights (IPR) to be held for the students and teachers.
9. New washrooms to be constructed considering the rising number of students.
10. The old hostel to be renovated.
11. New classrooms to be constructed considering the increasing number of students and introduction of new CBCS syllabus at the UG level.
12. Initiatives to be taken for further development of the sports infrastructure of the college and for conduct of training programmes.
13. Feedback to be collected from the students and other stakeholders and get them analyzed. After analysis required remedial measures to be taken for further progress of the college.
14. New initiatives to be taken for beautification of the college, construction of a new canteen and development of parking facilities.
15. The following Extension activities with the local communities to be organized :
  - i. Adoption of villages in the vicinity of the college.
  - ii. Classes by the teachers of the college to be held in the neighbouring schools.
  - iii. Counseling/sensitization programmes to be organized in the schools.
  - iv. Organization of awareness programmes on issues like witch hunting, pollution, domestic violence, legal provisions for women etc. to be held in the villages.
  - v. Programmes like plantation of trees, cleanliness drive to be organized with the communities.
16. Considering the requirements of the present education system interdisciplinary /interdepartmental talks to be organised.
17. Installation of software like Linux operating system, Computer Programming (C<sup>++</sup>), MATLAB, Mathematica and R-Programming in the computer lab of the college for use of the students and staff members.
18. Programmes on students' code of conduct and professional ethics for the teachers to be conducted.



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19. Initiatives towards introduction of Vocational Education in addition to this decision the members accepted the draft plan for implementation in the next four years .

The meeting also unanimously selected the following members for different committees:

Members for the IQAC:

1. Mr. Padma Hazarika, local M.L.A, Entrepreneur, Alumni of the college
2. Dr. Aswini Deka, Alumni
3. The Commanding Officer. 12<sup>th</sup> Assam Police Battalion, Jamugurihat
4. General Secretary and President, Students' Union , T.H.B. College

Members of the Academic and Administrative Audit Committee:

1. Dr. Bipul Kr. Bora, President, Governing Body, Tyagbir Hem Baruah College
2. Dr. Sukdev Adhikari, Principal, L.O.K.D. College, Dhekiajuli, Sonitpur, Assam
3. Mr. Ganesh Pathak, Former Principal and President, G.B., Tyagbir Hem Baruah College, Sonitpur, Assam

In his remarks Dr. Ajit Hazarika, Chairperson, IQAC insisted on execution of the decisions of the meeting sincerely and within stipulated time. He also told that we have to keep in view the needs of the students while planning different activities and stressed that the resources of the college should be properly mobilized for benefits of the community so that community can progress further with knowledge, skill and expertise of the faculties of the college.

Regards,

( Dr. Ajit Hazarika )  
Chairperson, IQAC

**Principal**  
T. H. B. College, Jamugurihat

(Sumanta Rajbanshi)  
Coordinator, IQAC,

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Internal Quality Assurance Cell  
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**IQAC Meeting, Tyagbir Hem Baruah College**

**Date: 21-01-2022**

**Time: 1.00pm onwards, Venue: IQAC Room**

### **AGENDA**

1. Assumption of the chair by the Chairperson
2. Objectives of the meeting
3. Presentation of the minutes of the previous meeting and approval.
4. Discussion on the activities of IQAC
5. Other relevant issues

### **Members present:**

1. Dr. Ajit Hazarika
2. Mr. Arun Sarmah
3. Dr. Aswini Deka, (Alumni)
4. Dr. Jayanta Baruah
5. Ms. Nibedita Bharali
6. Dr. Jitu Tamuli
7. Dr. Rasna Rajkhowa
8. Dr. Mukut Kumar Sonowal
9. Dr. Tulsi Upadhaya
10. Dr. Nava Jyoti Hazarika
11. Mr. Dipjyoti Bhuyan
12. Ms. Purabi Gogoi
13. Mr. Pratyush Plaban Neog ( Students' Representative)
14. Mr. Lekhraj Mugali ( Students' Representative)
15. Mr. Sumanta Rajbanshi

### **Minutes**

A meeting of the IQAC was held on 21-01-2022 under the chairmanship of Dr. Ajit Hazarika, Chairperson, IQAC and Principal. Stating the objectives of the meeting Mr. Sumanta Rajbanshi, Coordinator of the IQAC told that the meeting was held to select the activities to be carried out and other relevant decisions to be taken for further enhancement of the academic environment of the college and for mobilizing the resources of the college for community welfare.

Thereafter the Coordinator placed before the members the minutes of the meeting held on 28/09/2021 and it was unanimously approved. The coordinator also apprised the members of the actions taken so far for implementation of the decisions of the last meeting.

Opening up the discussion Dr. Ajit Hazarika from his chair told that attempts must be made constantly by the faculty members towards academic growth of the institution; in addition to that different activities to be organized by the college in view of the changing global and local situations and called upon all to put forward their opinions on issues concerning the college and the other stakeholders.

Dr. Tulsi Upadhaya talked about holding of separate alumni and parents meeting for collecting feedback for updating the departmental profile. Dr. Jayanta Baruah stressed on organization of some important events by the college community which are capable of creating a healthy and competitive environment in the college for the students. He suggested that some programmes may be organised for utilizing the resources of the college for the benefit of the community. Dr. Rasna Rajkhowa presented a brief report on the extension activities conducted by the college. She also informed the members about the plan of the Extension Cell to carry out teaching



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**Coordinator, IQAC**  
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activities by the teachers of the college in the nearby schools and to conduct awareness programmes for the students and the community.

After thorough discussion the following decisions were held unanimously:

1. For enhancement of the academic atmosphere of the college faculty exchange programmes to be introduced besides holding of interdepartmental talks/lectures.
2. A parent meeting to be convened for collecting their feedback/suggestion regarding the education attained by their children and for discussion on the issues raised by them. A Parents' Forum to be constituted for conducting the necessary activities in this regard.
3. Events like state level debate/volley ball competitions to be organized annually in the college mandatorily every year on special occasions or fixed dates.
4. Programmes like Blood Donation Camp or Health Checkup Camps to be organized as social responsibility of the college community.
5. Necessary steps to be taken for adoption of villages by the college.
6. Workshop on sports, drama, culture, music etc. to be held for the students.

In his remarks Dr. Ajit Hazarika, Chairperson of the meeting called upon all to make proper plans and efforts, and also to work unitedly to implement the decisions. The meeting came to closure with his words.

Regards,

( Dr.Ajit Hazarika )  
Chairperson, IQAC

**Principal**  
**T. H. B. College, Jamugurihat**

(Sumanta Rajbanshi)  
Coordinator, IQAC,

Coordinator  
Internal Quality Assurance Cell  
THB College, Jamugurihat



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## Tyagbir Hem Baruah College

Karchantola, Jamugurihat, Sonitpur, Assam-784189

Website: [www.thbcollege.in](http://www.thbcollege.in)

Email: [tyagabirhbcollege1963@gmail.com](mailto:tyagabirhbcollege1963@gmail.com)

*Dr. Ajit Hazarika*  
*Chairman, IQAC/Principal*  
*Ph.-7002186618*

*Mr. Sumanta Rajbanshi*  
*Coordinator, IQAC*  
*Ph.-9859185457*

**IQAC Meeting, Tyagbir Hem Baruah College**

**Date: 30-05-2022**

**Time: 1.30 pm onwards, Venue: IQAC Room**

### **AGENDA**

1. Assumption of chair by the Chairman
2. Objectives of the meeting
3. Presentation of the minutes of the previous meeting
4. Discussion on future activities
5. Other relevant issues

### **Members present:**

1. Dr. Ajit Hazarika
2. Dr. Anju Chhetri
3. Dr. Aswini Deka, (Alumni)
4. Dr. Jayanta Baruah
5. Dr. Jitu Tamuli
6. Dr. Rasna Rajkhowa
7. Dr. Tulsi Upadhaya
8. Dr. Rumi Das
9. Dr. Nava Jyoti Hazarika
10. Ms. Purabi Gogoi
11. Mr. Plavan Bhuyan
12. Dr. Junali Hazarika
13. Mr. Pratyush Plaban Neog ( Students' Representative)
14. Mr. Lekhraj Mugali ( Students' Representative)
15. Ms. Poonam Devi ( Students' Representative)
16. Mr. Sumanta Rajbanshi

### **Minutes**

A meeting of the IQAC was held on 30-05-2022 under the chairmanship of Dr. Ajit Hazarika, Chairperson, IQAC and Principal. Stating the objectives of the meeting Mr. Sumanta Rajbanshi, Coordinator of the IQAC told that the meeting was organized to make a revision of the ongoing activities and chart out new ones especially for catering to the academic and non academic needs of the students and the college at large.

Then the Coordinator placed before the members the minutes of the meeting held on 21/02/2022 and it was unanimously approved. The coordinator also apprised the members of the actions taken so far for implementation of the decisions of the last meeting.

From his chair Dr. Ajit Hazarika called upon the members to express their views on the further initiatives to be taken by the IQAC or the college for fulfillment of the requirement of the students for their all round development, scholastic and non-scholastic. He also asked them to offer their opinions regarding celebration of the World Environment Day, June 5 and International Yoga Day, June 21 in the college.

From among the members Dr. Tulsi Upadhayaya, Dr. Nava Jyoti Hazarika and Mr. Lekhraj Mugali offered suggestions regarding conduct of programs like interdepartmental classes, workshop on Football, celebration of Yoga Day etc. and after thorough discussion the following decisions were agreed to unanimously:



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- i. Conduct of Interdepartmental talks/classes to be made a regular practice and in this regard different departments may chalk out plans in a collaborative way. For example departments of Chemistry and Botany, Economics and Statistics, History and English can carry out activities in collaboration.
- ii. A Parents–Teacher Meet to be held tentatively on 14/06/2022 for an open discussion on the opinions/suggestions from the parents regarding the teaching learning activities in the college and the facilities available for the students.
- iii. Reports to be collected from the Mentors before June 20, 2022 regarding their activities with the mentees and the issues discussed and resolved during their mentorship.
- iv. An interactive programme to be held with the Students’ representatives in the month of June, 2022 for a discussion on the issues concerning the students and the college at large.
- v. A book fair to be held in the college for creating a conducive ambience in the college to motivate the students towards books and to form the habit of reading books.
- vi. Initiatives to be taken for organizing a training programme for the students and teachers in association with the Department of Disaster Management regarding awareness and preparedness for emergencies and disasters.
- vii. A workshop to be organized with the defense personnels for offering counseling and physical training to the students for recruitment in the Army, Air Force, Navy and others.
- viii. Keeping in view the talent and aptitude demonstrated by a good number of students in football, a workshop on football to be held in the college for further advancement of their knowledge and skill.
- ix. World Environment Day to be observed in the college with activities like plantation of trees and cleaning of the college premises.
- x. International Yoga Day to be celebrated in the college on 21<sup>st</sup> June in a befitting manner with students of the college and the neighboring schools.

In his presidential remarks Dr. Ajit Hazarika thanked all for their cooperation and requested all to extend active support towards execution of the chalked out plans. The meeting came to a close with his words.

Regards,

( Dr.Ajit Hazarika )  
Chairperson, IQAC

Principal  
T. H. B. College, Jamugurihat

(Sumanta Rajbanshi)  
Coordinator, IQAC,

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*Ph.-9859185457*

**IQAC Meeting, Tyagbir Hem Baruah College**

**Date: 28-06-2022**

**Time: 1.30 pm onwards, Venue: IQAC Room**

### **AGENDA**

1. Assumption of chair by the Chairperson
2. Objectives of the meeting
3. Presentation of the minutes of the previous meeting
4. Discussion on future activities
5. Other relevant issues

### **Members present:**

1. Dr. Ajit Hazarika
2. Dr. Anju Chhetri
3. Dr. Aswini Kumar Deka, (Alumni)
4. Dr. Jayanta Baruah
5. Dr. Jitu Tamuli
6. Dr. Rasna Rajkhowa
7. Dr. Tulsi Upadhaya
8. Dr. Rumi Das
9. Dr. Nava Jyoti Hazarika
10. Ms. Purabi Gogoi
11. Mr. Plavan Bhuyan
12. Dr. Junali Hazarika
13. Mr. Sumanta Rajbanshi
14. Mr. Pratyush Plaban Neog, President, Students' Union
15. Mr. Lekhraj Mugali, General Secy., Students' Union
16. Ms. Subashana Borah, Magazine Secy., Students' Union
17. Mr. Sourav Kakati, Debate and Discourse Secy., Students' Union
18. Mr. Ashish Hazarika, Asst. General Secy., Students' Union
19. Mr. Subham Bharali, Festival Secy., Students' Union
20. Mr. Sagar Ghimire, Games Secy., Students' Union
21. Ms. Sonali Narah, Secy. Girls' Commonroom, Students' Union
22. Ms. Archana Devi, Secy. Social Service, Students' Union

### **Minutes**

A special meeting of the IQAC with the students' representatives was held on 28-06-2022 for discussion on the feedback analysis and Academic and Administrative Audit report for the year 2021-2022. Placing the objective of the meeting Mr. Sumanta Rajbanshi, Coordinator of the IQAC told that the meeting was convened for presentation of the reports and to chalk out further plans. He also told that the students' representatives were also invited for their opinions on the problems and issues faced by them in the college.

Mr. Sumanta Rajbanshi, Coordinator, IQAC, placed the minutes of the previous meeting of the IQAC and with due consent it was approved.

Dr. Ajit Hazarika, Principal from his chair asked Dr. Nava Jyoti Hazarika, Asst. Coordinator, IQAC to place the Academic and Administrative Audit (AAA) reports and mentioned the areas to be given more thrust. He pointed out the following areas specially in this regard: infrastructure of the college, career counselling programmes, initiatives by the college for preparing the students for the combined entrance and recruitment tests, use of ICT and more programmes for





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the community. Dr. Ajit Hazarika from his chair called upon all to express their opinions and accordingly Dr. Tulsi Upadhyaya, Dr. Rasna Rajkhowa, Dr. Dinesh Chandra Das expressed their views and finally the following decisions were agreed upon unanimously:

1. Having gone through the reports submitted by the audit committee on the feedback and academic, administrative and infrastructural aspects of the college the members decided to forward the suggestions/recommendations to the authority for undertaking remedial measures for addressing the issues raised.
2. All the departments of the college to be called upon for initiatives to offer guidance to the students in regard to various competitive and entrance examinations.
3. Authority to be requested to enrich the library further with more books for the syllabi of the B.A., B.Sc. courses and the Competitive Examinations.
4. Faculty members to be requested to maximize the use of the available IT tools for benefit of the students.
5. Under the initiatives of the IQAC select teachers to be assigned responsibilities for conducting workshops/classes for offering guidance to students willing to appear in competitive examinations and different tests like NET, SLET, GATE etc.

The president asked the students representatives to speak on the problems faced by the students in the college and also to point out specifically the issues that need intervention from the authority. Accordingly, on behalf of the students, Mr. Pratyush Plaban Neog, Mr. Lekhraj Mugali and Ms. Subasana Borah, President, General Secretary and Magazine Secretary of the Students' Union respectively offered the following suggestions:

1. A good canteen should be opened in the college with quality food at cheaper rate. The price of different food items in the present canteen is high and the authority should take measures to reduce it.
2. Facilities for sports, especially indoor games should be stepped up and a new indoor stadium should be constructed.
3. Workshops on music, sports, drama should be organized for enhancing the talent and skill of the students in these areas so that they can perform better in the inter college competitions.
4. Number of books in the library is not adequate for the students and the college authority should take initiatives for purchasing more books in different subjects.

Dr. Ajit Hazarika, as Chairperson and Principal of the college said that the authority has already taken initiatives for further infrastructural development of the college. He told about the plan of construction of a good canteen, enrichment of the library with more books. He told about the plan for construction of more new classrooms equipped with better IT facilities. He asked all, including the students' representatives to help the college authority maintain the healthy environment of the college and orient the students towards strict adherence to the set rules of the college. He also told that the college authority has been striving for offering better opportunities and facilities to the students. With his remarks the meeting came to an end.

Regards,

( Dr.Ajit Hazarika )  
Chairperson, IQAC

Principal  
T. H. B. College, Jamugurihat

(Sumanta Rajbanshi)  
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### Internal Quality Assurance Cell, Tyagbir Hem Baruah College Report on compliance to the decisions adopted in the meetings of the IQAC

The initiatives taken in compliance to the decisions held in the IQAC meetings are as follows

**Meeting held on: 9/4/2021**

1. A research committee to be formed for creation of a conducive environment in the college for research activities.  
**Compliance:** A research Committee formed with Dr.Tulsi Upadhaya, as Coordinator.
2. A fund for encouraging engagement of the faculty members in research activities and publication of research papers to be created.  
**Compliance:** Fund generated and Research proposals invited from the faculty members.
3. Proposals for all major and minor projects to be forwarded through the IQAC.  
**Compliance:** Yes. Dr. Jitu Tamuli, HoD, Economics, has applied for a Major Project through the IQAC.
4. A workshop on publication of research papers with consideration of its commercial aspects to be held.  
**Compliance:** Programme on writing research papers and IPR held.
5. Special emphasis to be laid on Student Support and Progression keeping in view the low achievement of the institute in this criterion in the recent assessment by the NAAC which has affected the score of the college remarkably.  
**Compliance:** A number of programmes organised to boost the spirit of the students and to offer guidance for appearing in different programmes.
6. Initiatives to be taken for further development of the college library. In this regard a librarian from a different library to be invited for discussion on diverse issues concerning further advancement of the college library.  
**Compliance:** Decision has been taken for upgrading Soul 2.0 to Soul 3.0. Order has been placed in this regard.
7. More sophistication to be introduced for keeping records of the activities and events held in the college.  
**Compliance:** The IQAC has been working with the technician for collecting data from the individuals /departments through online. Online Feedback collection system has been introduced.
8. The following committees to be formed for preparing the roadmaps of their respective areas for taking initiatives towards accomplishment of various tasks for leading the institute on desirable directions:  
**Compliance:** All committees formed.



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Meeting held on: 22-06-2021

1. Online classes for the students to be continued in effective ways with participation of more students.  
**Compliance:** Online classes held during the pandemic for the Honours as well as Regular students.
2. Online platforms like Google Duo/ Zoom / WhatsApp /Google classroom/ to be used for online classes, sharing of notes, question papers etc.  
**Compliance:** Effectively diverse online platforms were used for dissemination of information and online classes.
3. Online platforms to be used for offering counseling to the students to maintain the mental strength of the students and help the students combat depression arising out of the ongoing pandemic situation.  
**Compliance:** Done it on regular basis with involvement of students from the regular and honours courses.
4. Students to be encouraged to attend webinars/workshops for best utilization of their time and academic benefits.  
**Compliance:** Two webinars and a lecture series organized with participation of a large number of students.
5. All departments to be asked to organized webinars, online lectures, workshop etc. on issues picked up from curriculum for benefit of the students.  
**Compliance:** Two webinars and a lecture series organized with participation of a large number of students. Besides the evolution process was also carried out with circulation and collection of assignments.
6. Faculty members to be asked to participate in webinars, workshops, conferences and pursue research activities for their professional growth reaping the benefit of being away from their normal academic schedule.  
**Compliance:** A good number of teachers participated during the pandemic in online lectures/webinars/ Refresher Courses/ Induction programmes and the authority offered necessary support during that time.



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Meeting held on: 28-09-2021

1. During the pandemic online programmes like webinars, Popular Talks, Lecture Series etc. to be organized on issues of academic importance for the students.

**Compliance:** Done it successfully.

2. Workshops/seminars to be held for the students to promote their skill and proficiency in areas like language, literature, drama, music etc.

**Compliance:** Workshops/webinars done on creative writing, translation, sports. etc.

3. Important national and international days to be observed in the college for cultivation of different values and ideals, and sensitizing the students towards various local and global issues.

**Compliance:** Important national/international days observed besides organization of awareness programme on Code of Conduct.

4. Training programmes for the teaching and non-teaching staff to be organized for enhancing their knowledge and skill in use of computers for performing their routine works like admission, office management, teaching-learning, evaluation etc.

**Compliance:** Training programme held on use of software, use of university website, responsibilities during fire break out.

5. Further initiatives to be taken for use of the land resources of the college for generation of income.

**Compliance:** Unused land in the college premises utilised for growing banana plantation and organic tea.

6. Students mentoring should be introduced in a more effective way from this academic session to address various problems of the students and ensuring their overall development.

**Compliance:** Mentoring system carried out successfully.

7. Programmes like workshops/seminars to be organized on different competitive examinations for motivating the students and enhancing their competence to appear in such examinations

**Compliance:** A committee has been formed with Ms. Sudha Sarmah, Associate Professor, English as Coordinator. Career Counselling and Career Guidance Cell has organized a number of programmes in this regard.

8. A workshop on Intellectual Property Rights (IPR) to be held for the students and teachers.

**Compliance:** Held it successfully with teachers and students.

9. New washrooms to be constructed considering the rising number of students.

**Compliance:** Constructed with special facilities for the people of PWD category.

10. The old hostel to be renovated.

**Compliance:** Not yet done due to lack of fund, but the government has been approached in this connection.

11. New classrooms to be constructed considering the increasing number of students and introduction of new CBCS syllabus at the UG level.

**Compliance:** Five new classrooms have been constructed.



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12. Initiatives to be taken for further development of the sports infrastructure of the college and for conduct of training programmes.

**Compliance:** Partially done due to lack of fund.

13. Feedback to be collected from the students and other stakeholders and get them analyzed. After analysis required remedial measures to be taken for further progress of the college.

**Compliance:** Feedback collected from students, alumni, teachers and employers, analysed and plan of action prepared in this regard.

14. New initiatives to be taken for beautification of the college, construction of a new canteen and development of parking facilities.

**Compliance:** Initiatives taken for face lift and dilapidated pond in front of the college has been given new look.

15. The following Extension activities with the local communities to be organized: i. Adoption of villages in the vicinity of the college. ii. Classes by the teachers of the college to be held in the neighbouring schools. iii. Counseling/sensitization programmes to be organized in the schools. iv. Organization of awareness programmes on issues like witch hunting, pollution, domestic violence, legal provisions for women etc. to be held in the villages. v. Programmes like plantation of trees, cleanliness drive to be organized with the communities.

**Compliance:** The College has registered under UBA for adoption of 5 villages and activities are being carried out in these villages. Classes/motivational are being conducted by the teachers of the college in the nearby schools.

16. Considering the requirements of the present education system interdisciplinary /interdepartmental talks to be organised.

**Compliance:** Partially done

17. Installation of software like Linux operating system, Computer Programming (C++), MATLAB, Mathematica and R-Programming in the computer lab of the college for use of the students and staff members.

**Compliance:** Programmes held with Resource Persons from the Tezpur University for the students and teachers.

18. Programmes on students' code of conduct and professional ethics for the teachers to be conducted.

**Compliance:** Held at the beginning of the session.



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Meeting held on: 21-01-2022

1. For enhancement of the academic atmosphere of the college faculty exchange programmes to be introduced besides holding of interdepartmental talks/lectures.

**Compliance:** Partially done.

2. A parent meeting to be convened for collecting their feedback/suggestion regarding the education attained by their children and for discussion on the issues raised by them. A Parents' Forum to be constituted for conducting the necessary activities in this regard.

**Compliance:** Parents' Forum constituted with Mr. Arun Sarmah, Vice- Principal of the college as Coordinator and feedback collected from parents.

3. Events like state level debate/volley ball competitions to be organized annually in the college mandatorily every year on special occasions or fixed dates.

**Compliance:** Planned to organize in the year 2021-2022. Instead Zonal Youth Festival of the Gauhati University held.

4. Programmes like Blood Donation Camp or Health Checkup Camps to be organized as social responsibility of the college community.

**Compliance:** Blood Donation Camp held in association with National Human Rights and Crime Control Bureau.

5. Necessary steps to be taken for adoption of villages by the college.

**Compliance:** Done under UBA.

6. Workshop on sports, drama, culture, music etc. to be held for the students.

**Compliance:** Workshop on Sports held.



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Meeting held on: 30-05-2022

1. Conduct of Interdepartmental talks/classes to be made a regular practice and in this regard different departments may chalk out plans in a collaborative way. For example, departments of Chemistry and Botany, Economics and Statistics, History and English can carry out activities in collaboration.  
**Compliance:** All departments have been informed about the decision and requested to take measures in this regard.
2. A Parents–Teacher Meet to be held tentatively on 14/06/2022 for an open discussion on the opinions/suggestions from the parents regarding the teaching learning activities in the college and the facilities available for the students.  
**Compliance:** Held successfully.
3. Reports to be collected from the Mentors before June 20, 2022 regarding their activities with the mentees and the issues discussed and resolved during their mentorship.  
**Compliance:** Reports collected on their activities and problems encountered.
4. An interactive programme to be held with the Students’ representatives in the month of June, 2022 for a discussion on the issues concerning the students and the college at large.  
**Compliance:** Done it with participation of the Students’ Representatives in the Students’ Union.
5. A book fair to be held in the college for creating a conducive ambience in the college to motivate the students towards books and to form the habit of reading books.  
**Compliance:** Held it in association with Satirtha Bookfair, Guwahati.
6. Initiatives to be taken for organizing a training programme for the students and teachers in association with the Department of Disaster Management regarding awareness and preparedness for emergencies and disasters.  
**Compliance:** Partially done. A special programme on Self Defense for Girls was held with Resource persons from 12<sup>th</sup> Assam Police Battalion.
7. A workshop to be organized with the defense personnels for offering counseling and physical training to the students for recruitment in the Army, Air Force, Navy and others.  
**Compliance:** Concerned authorities of the Army has been approached in this regard.
8. Keeping in view the talent and aptitude demonstrated by a good number of students in football, a workshop on football to be held in the college for further advancement of their knowledge and skill.  
**Compliance:** Four-day Workshop on Volley ball held.
9. World Environment Day to be observed in the college with activities like plantation of trees and cleaning of the college premises.  
**Compliance:** Done it with active role played by the N.S.S.
10. International Yoga Day to be celebrated in the college on 21st June in a befitting manner with students of the college and the neighboring schools.  
**Compliance:** Held it successfully by the NSS, NCC, Students’ Union with participation of students and teachers from the college and the schools from the neighbouring schools.



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Meeting held on: 28-06-2022

1. A good canteen should be opened in the college with quality food at cheaper rate. The price of different food items in the present canteen is high and the authority should take measures to reduce it.  
**Compliance:** Foundation stone has been laid on 08/12/2022.
2. Facilities for sports, especially indoor games should be stepped up and a new indoor stadium should be constructed.  
**Compliance:** Initiative yet to be taken.
3. Workshops on music, sports, drama should be organized for enhancing the talent and skill of the students in these areas so that they can perform better in the inter college competitions.  
**Compliance:** Concerned authorities have been approached but the programmes to be held only after the semester examinations.
4. Number of books in the library is not adequate for the students and the college authority should take initiatives for purchasing more books in different subjects.  
**Compliance:** The issue has been raised in the meeting of the Library Committee and decision has been taken for collecting list of books from all the departments of the college for procuring new books.

**Principal**  
**T. H. B. College, Jamugurihat**

**Coordinator**  
**Internal Quality Assurance Cell**  
**THB College, Jamugurihat**