



IQAC

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(NAAC B+ ACCREDITED)

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Chairman,
IQAC,
PDUAM, Dalgaon.

Mr. Borun Kathar
Coordinator,
IQAC,
PDUAM, Dalgaon.

IQAC EXECUTIVE MEETING

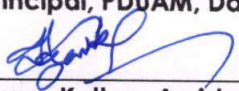
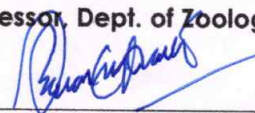
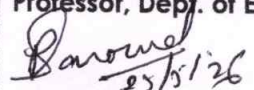
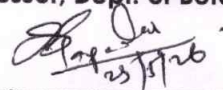
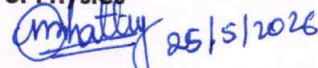
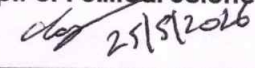
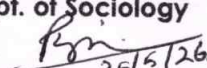
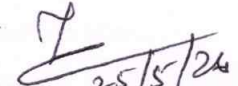
Date of Meeting: 25th May 2026

Meeting Minutes:

Opening of the Meeting:

The meeting of the IQAC Executive Meeting was held on 25th May 2026 at IQAC Office, PDUAM, Dalgaon, from 2:30 PM.

Attendees:

Sl. No.	PORTFOLIO	NAME, DESIGNATION & SIGNATURE
1.	Chairman IQAC	Dr. Lakhi Prasad Hazarika, Principal, PDUAM, Dalgaon 
2.	Coordinator IQAC	Mr. Borun Kathar, Assistant Professor, Dept. of Zoology 
3.	Joint-Coordinator IQAC	Ms. Porosha Sonowal, Assistant Professor, Dept. of English 
4.	Teacher Member IQAC	Dr. Sufian A. Tapadar, Asst. Professor, Dept. of Botany 
5.	Teacher Member IQAC	Mr. Mriganka Bastav Chakrabarty, Asst. Professor, Dept. of Physics 
6.	Teacher Member IQAC	Dr. Nandita Das, Asst. Professor, Dept. of Political Science 
7.	Teacher Member IQAC	Mr. Pranay Kr. Uzir, Asst. Professor, Dept. of Sociology 
8.	Academic Monitoring Committee Coordinator	Dr. Zaved Iqubal Ahmed, Asst. Professor, Dept. of Computer Sc. 

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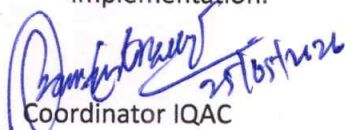
Date: the 25th day of May 2026

MEETING AGENDA

1. Proceedings of the minutes of the last meeting.
2. Review of Action Taken Report.
3. CAS promotion-related.
4. Annual Report 2025-26 preparation
5. Course Plan for Session 2026-27
6. Study Materials upload
7. All Cells & Committees Annual Report Submission
8. Mentor-Mentee Report Submission
9. Feedback Report Related
10. MoUs & Collaboration related
11. Any other

MEETING RESOLUTION

1. The coordinator clearly read out the proceedings and action taken on the agendas of the last meeting.
2. The meeting resolved to implement a new mechanism for evaluating students' examination outcomes by collecting and analysing data from each category of questions included in the question papers, as designed by the Question Paper Setter and Moderator in accordance with Bloom's Taxonomy. The IQAC will develop the mechanism and subsequently share it with all Heads of Departments (HODs) of PDUAM, Dalgaon.
3. All Cells/Committees and Departments have to submit their Action Plans and Action Taken Reports for the 2025-26 Session.
4. The meeting resolved that all applicants seeking CAS promotion must submit a hard copy of their online application form along with the relevant supporting documents for each category. A specified time period will be provided for the final submission and verification of the CAS applications. No further applications shall be received after the deadline.
5. The meeting further resolved that no applicant for CAS shall submit their application for verification and validation to the Principal/IQAC while they are on leave.
6. The meeting also resolved to give a dedicated time slot for verification and validation of CAS application documents by the IQAC Members.
7. The meeting resolved that all Departments and the Criteria-wise Coordinators and Members shall collect and submit data in the format to be provided by the IQAC for the preparation of the Annual Report for the 2025-26 session on or before **15th August 2026**.
8. The meeting resolved that all faculties should submit their Course Plan for the session 2026-27 before **15th August 2026**.
9. The meeting resolved that all Departments shall prepare class notes on important topics of their respective papers for uploading to the College Website to facilitate quick access for students.
10. The meeting resolved that all Mentors of different departments should collect the Mentor-Mentee Report of their 6th Semester students.
11. The meeting resolved that the Feedback Report of outgoing students shall be submitted to the IQAC by the Feedback Report Coordinator.
12. The reintroduction of ADD-ON Courses (**Subject Specific Skill Courses**) shall be discussed with the Board of Studies, the Academic Monitoring Committee Coordinator, and IQAC for implementation.


Coordinator IQAC


Chairman IQAC