

BONGAIGAON COLLEGE

Composition of the IQAC

The Internal Quality Assurance Cell (IQAC) is constituted in Bongaigaon College under the Chairmanship of Dr. Hitesh Chandra Das, Principal with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders as follows.

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| 1. Chairperson: | Dr. Hitesh Ch. Das |
| 2. Administrative officers: | Mr. Brindaban Sikdar, Supervisory Assistant |
| 3. Heads of Departments: | Dr. Bichitrananda Beuria
Mr. Om Prakash Agarwala
Dr. Sibani Bhattacharjee
Mrs. Tarulata Bhagawati
Mr. Harendra Ch. Chakraborty
Dr. Rupanjali Devi
Dr. Nur Jammal
Mrs. Mallika Khakhlary
Mr. Jyoti Basumatary |
| 4. One member from the Management: | Mrs. Renuka Das, Retd. Principal I/C, Bongaigaon College |
| 5. Two nominees from Alumni: | Mr. Praneswar Lahari
Mr. Dhruva Mukherjee |
| 6. Two nominees from stakeholders: | Dr. I. Bordoloi
Mr. R. B. Rai Sharma |
| 7. One Coordinator of the IQAC: | Dr. Tarun Kumar Bahadur |

Instructions:

1. The IQAC helps the institutions in planning and monitoring.
2. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.
3. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.
4. The membership of nominated members is for a period of two years.
5. The IQAC should meet at least once in every quarter.
6. The quorum for the meeting shall be two-third of the total number of members.
7. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

Composition of Sub-committee under IQAC for Departmental coordination:

Departmental information Officers: Dr. Jaba Thakuria, Assamese Deptt. Miss Sonia Hussain, Education Deptt. Mr. Rahin Ch. Das, Economics Deptt. Mr. Phatik Ch. Kalita, Commerce (Accy. + Mgt.+BBA) Mr. Rupnath Wary, Bodo Deptt. Mr. Ripunjoy Bezbaruah, English Deptt. Mrs. Mallika Bhattacharjee, Mathematics Deptt. Miss Manashi Das, Pol. Sc. Deptt. Mrs. Mallika Khakhary, History Deptt. Mr. Subrata Roy, Bengali Deptt. Mr. Karuna Patgiri, Hindi Deptt.	Convenors /Coordinators of Cells/activities: Dr. B. Beuria, Anti-ragging Cell & Discipline Monitoring Cell Mr. P. C. Kalita, ICGC Mr. Banajit Sharma, Scouts & Guides Mr. B. P. Sharma, NSS Dr. Rupanjali Devi, Extension Activities, Dr. Jaba Thakuria, Women Studies Cell, Mr. H. Chkraborty, Routine Cell Mrs. A. Dihingia, Cultural academy Mr. B. B. Sikdar, Office Maintenance & Accounts Mrs. Nilima Sarmah, Library & Book Bank. Mr. P. C. Kalita, Boys' Hostel mgt. Mrs. Mallika Khakhlay, Girls' Hostel Mgt. Mr. Pradip Goswami, Env. Studies Mgt.
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Instructions:

The Departmental Information Officers are to prepare and submit following documents in both hard and soft copy to the Coordinator, IQAC:

1. Teachers' Profile along with a copy of passport size photograph
2. List of Departmental publication along with year of publication, address of publishers, ISSN/ISBN numbers etc.
3. List of meritorious students of last three years along with the copies of final mark sheets
4. Strength of students of last three years as per categories (Male / female, SC/ST/OBC/MOBC/PH) class-wise.
5. Departmental achievement, if any.
6. Any other information.

Convenors /Coordinators of different Cells/sub-committees/activities are to submit their performance report and list of volunteers who participated in various activities since last three years.

(Dr. T. K. Bahadur)
Coordinator, IQAC

(Dr. H. C. Das)
Chairperson, IQAC