



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

Rg/No./MC/

Date: 25/01/2021

NOTICE

A Staff Meeting is scheduled on 27/01/2021 at 2:00 pm to discuss the following matters:

1. Regarding submission of Departmental Profiles
2. Regarding submission of self-appraisal /performance appraisal
3. Regarding submission of AQAR
4. Regarding college's web portal

Principal
Mariani College

Coordinator,
IQAC, Mariani College

COORDINATOR, IQAC CELL
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.

H. Saikia

[Signature]

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Signature Sheet: Meeting on 27.01.2021

Serial No	Name Of Attendee	Designation	Signature
1	Dr. Baral Borah	Associate Professor	
2	Dr. Manabi Gogoi	Do	Manabi Gogoi
3	Dr. Haren Guinda	Do	Haren Guinda
4	Lachit Gogoi	Do	
5	Kundan Harbanga	Assistant Professor	
6	Dr. J. N. Das	Associate Professor	J. N. Das
7	Udayana Tai	Assistant Professor	
8	Arise Sharma	Do	Arise Sharma
9	Karishma Bortha	Do	
10	Bonamali Bori	Do	Bonamali Bori
11	Minati Borjua	Associate Professor	Minati Borjua
12	Nivedita Sharma	Assistant Professor	Nivedita Sharma
13	Rupeswar Sonowal	Do	Rupeswar Sonowal
14	Dr. Mukim Chelita	Do	Dr. Mukim Chelita
15	Basanta K. Borah	Do	
16	Dr. Gaurav Deb	Do	
17	Dhananjay Brahma	Do	Dhananjay Brahma
18	Rajib Lakshmi Bortha	Do	
19	Dr. Bhupendra Bortha	Do	
20	Sauvika Nayak	Grade IV	
21	Bhabin Chelita	Do	
22	Brijan Gopi	Office Assistant	

Principal
Mariani College

[Signature]

[Signature]
Coordinator, IQAC
Mariani College

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NOTICE

Date : 27/01/2021

A meeting of Teaching Staff is scheduled on 30/01/2021 at 2:00 pm to have a discussion on the upcoming Student Seminar to be conducted on second week of February.

Everyone is requested to attend the meeting.

Venue: Conference Hall

Principal,
Mariani College

Co-ordinator
IQAC, Mariani College

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Mariani College, Mariani



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 13th 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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Signature Sheet: Meeting on 30-01-2021

Serial No	Name Of Attendee	Designation	Signature
1	Hansen Saikia	Associate Professor	
2	Dr. Mukhori Chitra	Do	
3	Kanjana Dutta	Associate Professor	
4	Bibila Phulay	Asstt. Professor	
5	Moushita Dutta	Do	
6	Rupakumar Boruah	Do	
7	Dr. Hem Mani Bor	Do	
8	Minati Borah	Associate Professor	
9	Lachit Gogoi	Do	
10	Dr. Heran Goswami	Do	
11	Dr. Bani Bor	Do	
12	Dr. Manabi Gogoi	Do	
13	Archana Saikia	Assistant Professor	
14	Anju Sharma	Do	
15	Dr. Gautam Das	Do	
16	Rabin Koiri	Office Assistant	
17	Rupayshi Dutta	Do	
18	Bhoban Chakraborty	Grade II	
19	Risib Barman	Do	

Principal
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Ref No.-MC/

Date:- 18/05/2021

NOTICE


A meeting of Teaching Staff is scheduled on 20/05/2021 at 2:00 pm to discuss the following matters:

1. To organize inter-departmental extempore speech competition
2. To publish wall-magazine and Students' Literary Forum
3. Any other relevant matter

Everyone is requested to attend the meeting at Conference Hall


Coordinator

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for, Principal
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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 Salkia. 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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Signature Sheet: Meeting on 20.05.2021

Serial No	Name Of Attendee	Designation	Signature
1	Monalisha Borkar	Assistant Professor	
2	Dr. Chinmayee Borkar	DO	
3	Jyoti M. Goswami	DO	
4	Dr. Sumit Goswami	DO	
5	Dr. Bani Bora	Assistant Professor	
6	Indrani Bora	DO	
7	Dr. Suparna Das	Assistant Professor	
8	Bruna K. Bora	DO	
9	Ishani Bora	DO	
10	Nivedita Sharma	DO	
11	Anshu Bora	DO	
12	Kundan Borah	DO	
13	Bonamali Bori	DO	
14	L. Mohit Goswami	Assistant Professor	
15	Dr. Hovan Gungla	DO	
16	Karuna Kalita	Assistant Professor	
17	Mahendra Bora	Grade II	
18	Sikanda Bora	DO	
19	Brijen Gogoi	Office Assistant	
20	S. Anil Kumar	DO	
21	Flora Lykakis	Asst. Prof.	

Principal
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Ref No./MC/

Date:- 08/06/2021

NOTICE

A Staff Meeting is scheduled on 10/06/2021 at 2:00 pm to discuss the following:

1. Regarding Covid-19
2. Regarding Green Campus
3. Regarding Online classes
4. Regarding Practice of e-learning
5. Regarding Yoga practices

Co-ordinator

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Mariani College, Mariani

Principal
Mariani College, Mariani



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
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Coordinator
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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

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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	
5	Chinmayee Borthome	Asst. Professor	[Signature]
6	Rupali Malakar	Do	
7	P. P. Rishikanta	Do	
8	Hrasen Saha	Do	
9	Dr. Madhum Chandra	Do	[Signature]
10	Ranjana Datta	Associate Professor	
11	Dr. Haren Goswami	Do	[Signature]
12	D. J. Naag	Do	[Signature]
13	Bijanta K. Bora	Assistant Professor	
14	Bikash Datta	Do	
15	Udeshna Tri	Do	
16	Anupama Bora	Do	[Signature]
17	Hiranjit Hazari	Do	[Signature]
18	Rajeshwar Sarma	Do	[Signature]
19	Dr. Gaurav Das	Do	
20	Hiradita Sharma	Do	[Signature]
21	Ratan Kanti	Office Assistant	
22	Lalit Borthome	Grade II	
23	Kumuda Bora	Do	
24	Lachit Gogoi	Associate Professor	

[Signature]
Principal
Mariani College

[Signature]
Coordinator, IQAC
Mariani College

COORDINATOR, IQAC I
Mariani College, Mariani