

IQAC Meeting

Date: 24.07.2018

Place: IQAC Room

Time: 12:00 Noon

Agenda:

1. Discussion on Prospectus and Academic Calendar
2. Regarding Admission of odd Semester
3. Regarding holistic academic excellence and class routine
4. Regarding innovation and best practice
5. Preparation of future plan of the year
6. Others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting approves the prospectus for printing for the academic session 2018-19 and decides to publish the academic calendar in the college website for circulation after publishing the academic calendar by affiliating University.
2. The meeting decides to form an admission committee to run the admission process smoothly.
3. The meeting unanimously decides to create conducive educational atmosphere for holistic academic performance from the beginning of the year through a systematic daily class routine.
4. The meeting decides to introduce innovative teaching learning method and best practice to enhance the internal quality of the institution.
5. Regarding future plan for the session 2018-19, the meeting entrusted the same with the planning board of the college.

Action Taken Report:

1. Prospectus is published in due course of time and distributed among the students. Academic calendar is prepared and uploaded in the website for circulation.
2. Admission committee is formed and instruction is given to all HODs for allowing major subjects on the basis of merit.
3. Effective daily class routine is prepared and circulated for review if any.
4. Best practice will be performed in every criterion in due course of time making it relevant to the student level and local need base.
5. Formal letter has been forwarded to planning board for preparation of future plan of the institution for the year 2019-20 and the same must be submitted to IQAC within one week for quick initiating function thereon.

IQAC Meeting

Date: 03.08.2018
Place: IQAC Room
Time: 1:30 PM

Agenda:

1. Discussion on teaching learning process
2. Deliberations on NAAC cycle-3
3. Discussion on Annual Report
4. Discussion on activities of various Cells
5. Discussion of Structured Feedback
6. Parent-Teacher and Alumni Meet

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting decides to provide quality teaching learning to the students using ICT enabled classrooms, innovative teaching method, field project, time bound internal evaluation, departmental seminar etc.
2. The meeting decides to have continuity of validity of NAAC proper measures are to be undertaken seriously
3. The meeting decides to submit the AQAR for the session 2017-18 before December and to collect the inputs for the AQAR 2018-19.
4. The meeting decides to perform various activities through the respective cells like extension activities, student support service, awareness programmes, intellectual property rights, incubation centre, career counseling, eco sensitive issues, gender issues etc. and the same are to be submitted to IQAC with documentary proof.
5. The meeting decides to collect structured feedback from various stakeholders in due course of time
6. The meeting unanimously resolves to organize Parent-Teacher Meet and Alumni Meet Jointly in the month of November/2018 to strengthening relation among us.

Action Taken Report:

1. ICT enabled classes is doing in some departments. Innovative teaching method is introduced, internal evaluation is to be done as per academic calendar, and field project and departmental seminar will organize in due course of time.
2. AQAR of preceding year has been prepared and it will be submitted in December
3. Various Cells of the College are working in their respective fields actively.
4. The cells are maintaining documents of their activities properly
5. Necessary arrangements have been made to collect structured feedback from stakeholders in due course of time.

IQAC Meeting for Organizing GU Inter College Kabaddi Tournament

Date: 28.01.2019
Place: Principal Chamber
Time: 03:00 PM

Agenda:

1. Deliberation on Committees and Sub-Committees
2. Discussion of Arrangement of the event
3. Discussion on Visit the colleges of Nagaon-Morigaon Zone
4. Others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting decides to form various committees and sub-committees like reception committee, accommodation committee, technical committee, registration committee, food committee, medical cell, security cell etc. for smooth organizing the event.
2. The meeting unanimously decided to organize the event on 07.02.2019 to 10.02.2019 and the same shall be communicated to the director of student welfare, Gauhati University.
3. The meeting resolves to visit the Forum of Rural Colleges of Nagaon-Morigaon Zone seeking their active involvement in the event.
4. The meeting resolves to invite the Referees from All Assam Kabaddi Association

Action Taken Report:

1. Various committees are formed involving all stakeholders of the college.
2. Forum of Rural Colleges of Nagaon-Morigaon are actively involved in the event.
3. 40 referees and 6 technical staff from All Assam Kabaddi Association are invited.
4. GU Inter College Kabaddi Tournament is successfully organized in the college on the stipulated dates mentioned above.

IQAC Meeting

Date: 18.02.2019

Place: IQAC Room

Time: 1:30 PM

Agenda:

1. Discussion on academic area
2. Deliberation on Research Promotion
3. Discussion of Upgradation of college website
4. Discussion on digitalization of Account
5. others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting decides to create holistic performance of quality education for the students of even semester. Time bound internal evaluation and innovative activities are resolved to be done sincerely.
2. The meeting resolves to generate research fund from the contribution of faculty, college and student for healthy ambiance of research culture and the same is entrusted with the convener of research and publication cell of the college.
3. The meeting resolves to develop the college website convenient to latest requirement of NAAC and to update it regularly.
4. The meeting unanimously decides to make the entire account digitalize for transparent transactions and for this, the principal of the college will arrange a training programme for non-teaching staff as soon as possible.

Action Taken Report:

1. Necessary instruction has been given to the HODs from the office of the principal for a conducive educational environment
2. Four research proposals have been submitted to NCPUL, ICSSR, ICSIR and MAAKAIS. Student project will be undertaken in due course of time. Steps have been taken to generate research fund.
3. Process has been initiated to develop and update the website
4. Initiative has been taken to digitalize the account of the college

IQAC Meeting

Date: 24.04.2019

Place: IQAC Room

Time: 12:00 Noon

Agenda:

1. Deliberation on online Submission of AQAR
2. Discussion on Vision and Mission of IQAC
3. Discussion on NAAC Sponsored Workshop
4. Others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting resolves to enhance the quality of AQAR 2018-19 through time bound activities with records and to submit it in due time.
2. The meeting resolves to redraft the vision and mission of IQAC in tune with the present higher education scenario and local issues and the same is entrusted with the chairman and coordinator of IQAC.
3. The meeting resolves to organize NAAC Sponsored Two Day National Workshop on Revised NAAC Process on 25th & 26th Nov/2019 and for this necessary committee is decided to be formed in the staff meeting.

Action Taken Report:

1. Various Cells of the college are made active for performing various activities and documentation.
2. Vision and Mission of IQAC is redrafted in tune with the local issues and present need.
3. Various committees and sub-committees are formed in staff meeting to organize the workshop and its publicity is going on.

IQAC Meeting

Date: 28.05.2019

Place: IQAC Room

Time: 12:00 Noon

Agenda:

1. Discussion on Conducting TET Coaching
2. Discussion on Creating awareness for competitive Examination among students
3. Discussion on monitoring TET coaching
4. Others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting resolves to organize Teachers Eligibility Test (TET) coaching at Rupahi College which will be conducted by the Assam Government to fill the vacancy in LP Schools and ME Schools within the territory.
2. The meeting resolves to make wide publicity among the students and alumni of its catchment area and the same is entrusted with the Alumni Association of the College.
3. The meeting decides to form a monitoring committee to conduct the coaching and the same is entrusted with the Career Counseling and Guidance Cell of the college headed by Dr. Abdul Jalil along with Ikbal Hussain, and Asif Iqbal to take necessary measures for smooth conducting the TET Coaching.

Action Taken Report:

1. TET coaching will be started from 07.07.2019 for a period of three months.
2. Necessary arrangement has been going on
3. Career Counseling and Guidance Cell of the College doing publicity to the beneficiaries and resource persons have been communicated.