

## Minutes of IQAC meeting held on 05-05-2019

Venue: IQAC Room

Time: 11.00 AM

### **Members present**

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)
2. Rajen Debnath(Vice Principal)
3. Sarat Hazarika
4. Deepak Sarma
5. Dr. Sanjita Singha
6. Sankar Jyoti Bora
7. Binod Goswami
8. Dr. Smarajit Ojah
9. Nava Kumar Gogoi
10. Trisha Trishna Borah
11. Ranjit Barua, Coordinator

### **Signature**

 05/5/19







S. J. Bora





  
T.T. Borah



### **Agenda of the Meeting:**

1. President takes chair
2. Purpose of the meeting
3. Confirmation of proceeding of last meeting
4. Appraisal of activities done
5. Identification of new activities
6. Any other
7. President's comment

## Minutes of the meeting

The meeting started with the Principal Dr. Balin Kumar Bhuyan taking the chair. The coordinator Ranjit Barua read out the proceeding of the last meeting and it was confirmed by the house. The coordinator informed that due to his involvement in the updation of NRC process for a long period, some difficulties have been encountered. He informed that analysis of feedback has been completed and the report is handed over to the Principal for further action. The meeting discussed strategies and activities to be adopted for coming period.

### Resolutions taken in the meeting:

1. The meeting decided to revamp Parent Teacher Association and its activities.
2. Initiation and encouragement of online admission process.
3. More add-on courses to be introduced in near future.
4. Plan for next session to be prepared beforehand so that it can be properly implemented from the beginning of new academic session.



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Principal  
Nowgong Girls' College  
Nagaon : Assam

**INTERNAL QUALITY ASSURANCE CELL**

**NOWGONG GIRLS' COLLEGE**

Nagaon, Assam

**Action Taken Report on the resolutions taken in the IQAC metting held on**  
**05-05-2019**

1. Plan of action for the next session prepared accordingly.
2. Parent Teacher Association was reactivated and PTA meeting was held.
3. Several new add on courses were proposed.
4. Online admission process was started.



Ranjit Barua  
Coordinator, IQAC  
Nowgong Girls' College  
**Co-ordinator**  
**Internal Quality Assurance Cell**  
**Nowgong Girls' College**  
**Nagaon : Assam**



Dr. Balin Kr. Bhuyan  
Principal  
Nowgong Girls' College  
**Principal**  
**Nowgong Girls' College**  
**Nagaon : Assam**

## Minutes of IQAC meeting held on 29-01-2019












Venue: IQAC Room

Time: 1.30 PM

### **Members Present**

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)
2. Rita Kalita (Vice Principal)
3. Rajen Debnath
4. Sarat Hazarika
5. Deepak Sarma
6. Dr. Sanjita Singha
7. Sankar Jyoti Bora
8. Dr. Gayatri Devi
9. Binod Goswami
10. Dr. Smarajit Ojah
11. Nazneen Akhtar
12. Ranjit Barua, Coordinator

### **Signature**

  
29/01/19  
  
  
  
  
  
S. J. Bora  
  
  
  
  


### **Agenda:**

1. President takes chair
2. Purpose of the meeting
3. Confirmation of proceeding of last meeting
4. New Plans
5. Any other
6. President's comment



## Minutes of the meeting

The meeting was held under the chairmanship of the Principal Dr. Balin Kumar Bhuyan. The coordinator Ranjit Barua explained the purpose of the meeting. He read out the proceedings of the last meeting and it was confirmed. The coordinator informed that AQARs for the session 2015-16, 2016-17 and 2017-18 have been submitted to the NAAC. There was discussion on the feedback mechanism and the Principal stressed on the need of completion of feedback analysis at the earliest. For better academic environment for the students, augmentation of hostel facilities was emphasised. Emphasis on conduct and completion of academic audit is made. Revamping of various cells and clubs was discussed.

### Resolutions taken in the meeting were :

1. Collection and analysis of feedback to be completed immediately.
2. Hostel facilities to be augmented to provide better service to the students.
3. Academic Audit to be conducted at the earliest.
4. Activities of various cells, clubs, bodies to be strengthened.

The Principal thanked the members for their works and the meeting ended with a positive note.



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Principal  
Nowgong Girls' College  
Nagaon : Assam


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Nagaon, Assam

**Action Taken Report on the resolutions taken in the IQAC meeting held on 29-01-2019**

1. Academic audit conducted and completed accordingly.
2. Feedback from stakeholders taken and analysed. Findings shared with the Principal.
3. New clubs and societies formed.
4. Improvement in the hostel facilities including renovation of rooms, dining hall, washrooms, new washrooms created, drainage system improved.

  
Ranjit Barua  
Coordinator, IQAC  
Nowgong Girls' College  
  
Co-ordinator  
Internal Quality Assurance Cell  
Nowgong Girls' College  
Nagaon : Assam



  
Dr. Balin Kr. Bhuyan  
Principal  
Nowgong Girls' College  
  
Principal  
Nowgong Girls' College  
Nagaon : Assam

## Minutes of IQAC meeting held on 27-10-2018














Venue: IQAC Room

Time: 10.30 AM

### **Members present**

1. Dr. Balin Kumar Bhuyan ( Principal & Chairman)
2. Rita Kalita(Vice Principal)
3. Rajen Debnath
4. Sarat Hazarika
5. Deepak Sarma
6. Dr. Sanjita Sinha
7. Sankar Jyoti Bora
8. Dr. Gayatri Devi
9. Nava Kumar Gogoi
10. Binod Goswami
11. Dr. Smarajit Ojah
12. Nazneen Akhtar
13. Ranjit Barua, Coordinator

### **Signature**

  
27/10/18  
  
  
  
  
  
  
  
  
  
  
  


### **Agenda:**

1. President takes chair
2. Confirmation of proceeding of last meeting
3. Report of Coordinator
4. Discussion on Handbook of Code of Conduct
5. AQAR preparation
6. Any other
7. President's comment

## Minutes of the meeting

The meeting started with the Principal Dr. Balin Kumar Bhuyan taking the chair. The coordinator read out the proceeding of the last meeting. It was approved by the house.

The coordinator informed the members about the progress made on the decisions taken in the last meeting. The members were apprised about the need of handbook of code of conduct and preparation of the pending AQARs. The members emphasised that code of conduct should be prepared for different stakeholders. The task of preparation of AQARs was to be given priority. The Principal advised to expedite the works.

The following resolutions were adopted:

1. Drafting of Handbook of Code of Conduct to be taken up
2. Preparation of AQARs to be started on priority basis.
3. Feedback process should be modified and strengthened.
4. Workshops on Research Methodology and Revised Guidelines of NAAC to be conducted.

The Principal advised the members to expedite the works for early completion and the meeting ended with comment from the Chair.



A handwritten signature in blue ink, appearing to be "Balin Kumar Bhuyan".

Principal  
Nowgong Girls' College  
Nagaon : Assam



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Nagaon, Assam

**Action Taken Report on the resolutions taken in the IQAC meeting held on  
27-10-2018**

1. Handbook of Code of Conduct was prepared and published on 26<sup>th</sup> January, 2019.
2. AQARs for the sessions 2015-16, 2016-17, 2018-19 were prepared and submitted to NAAC on 29/12/2018.
3. Provision was made for online feedback in the institutional website.
4. Workshops were conducted.

  
Ranjit Barua  
Coordinator, IQAC  
Nowgong Girls' College  
Co-ordinator  
Internal Quality Assurance Cell  
Nowgong Girls' College  
Nagaon : Assam



  
Dr. Balin Kr. Bhuyan  
Principal  
Nowgong Girls' College  
Principal  
Nowgong Girls' College  
Nagaon : Assam

## Minutes of IQAC meeting held on 21-07-2018

Venue: Conference Room

Time: 11.00 AM

### **Members present**

1. Dr. Balin Kumar Bhuyan( Principal & Chairman)

2. Rita Kalita (Vice Principal)

3. Rajen Debnath

4. Sarat Hazarika

5. Deepak Sarma

6. Sankar Jyoti Bora

7. Binod Goswami

8. Dr. Smarajit Ojah

9. Nazneen Akhtar

10. Ranjit Barua, Coordinator

### **Signature**

 21/7/18





S. J. Bora







### **Agenda:**

1. President takes chair

2. Confirmation of proceeding of last meeting

3. Activity mapping for current session

4. Any other

5. President's comment

## Minutes of the meeting

The meeting started with the Principal Dr. Balin Kumar Bhuyan taking the chair. The coordinator read out the proceeding of the last meeting. It was approved by the house.

The coordinator apprised the members about new initiatives for signing of MOUs with different institutions. Detail discussion was held on various aspects like conducting workshops, seminars, training programmes for teaching and non-teaching staff as well as students. Preparation of central time-table accommodating newly introduced science stream was also discussed.

Resolutions taken in the meeting were:

1. MOUs should be signed with different institutions including research institutes to facilitate academic and research activities.
2. Time-table Committee is to be entrusted to prepare new time-table accommodating both arts and newly introduced science stream (self-finance mode).
3. Academic facilities to be augmented to provide better opportunities for the students.
4. Orientation to be conducted for the newly admitted students of UG first semester.
5. Workshops, seminars and training programmes to be conducted.

The meeting ended with comments from the chair.



A handwritten signature in blue ink, appearing to be "B. K. Bhuyan".

Principal  
Nowgong Girls' College  
Nagaon : Assam

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#### Action Taken Report on the resolutions taken in the IQAC meeting held on 21-07-2018

1. MOUs were signed with 3 colleges, 1 autonomous body, 1 research institution, 1 society and 1 recognised private organisation.
2. Academic Calendar and new time-table was prepared and implemented accordingly.
3. Several workshops and training programmes were conducted over the year.
4. Academic facilities were improved with new books procured, digital learning resources, strengthening of ICT enabled classrooms.



Ranjit Barua  
Coordinator, IQAC  
Nowgong Girls' College

Co-ordinator  
Internal Quality Assurance Cell  
Nowgong Girls' College  
Nagaon : Assam



Dr. Balin Kr. Bhuyan  
Principal  
Nowgong Girls' College

Principal  
Nowgong Girls' College  
Nagaon : Assam