

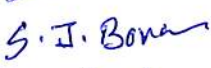





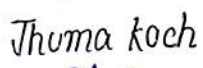



Minutes of the IQAC Meeting held on 23/03/2021

Venue: IQAC Room

Time: 10.30 AM

Members present

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)
2. Sarat Hazarika 
3. Deepak Sarma 
4. Sankar Jyoti Bora 
5. Dr. Kishore Kumar Sarmah 
6. Binod Goswami 
7. Dr. Uday Bhan Bhagat 
8. Dr. Smarajit Ojah 
9. Dr. Nazneen Akhtar 
10. Jhuma Koch 
11. Ranjit Barua, Coordinator 

 23/03/21

Agenda:

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

Minutes of the meeting

The IQAC meeting was held in the IQAC Room. The meeting started with the Principal and Chairperson Dr. Balin Kumar Bhuyan taking the chair. The coordinator Ranjit Barua explained the purpose of the meeting. He read out the proceeding of the last meeting and it was confirmed.

The members were apprised that the draft of the AQAR for the session 2018-19 is ready and open for review. Preparation for IIQA is also started. Prof. Deepak Sarma emphasised on the need of conformity of data collected from various sources. The Principal informed that most of the members of teaching and non-teaching staff including several members of IQAC are already engaged in Assam Legislative Assembly Election 2021 duties in different capacities. He emphasised on the need to accelerate the pace of work regarding preparation of the SSR to be submitted to NAAC.

The coordinator apprised that the preparation of AQAR for the session 2019-20 is also going on and it is expected to be completed soon. Prof. Binod Goswami stressed on the need of proper coordination between the cells, clubs and the committees to avoid nonconformity of data.

Some of the resolutions taken are the following:

1. Review of the AQARs for 2018-19 and 2019-20 to be made for final submission to NAAC.
2. IIQA to be prepared at the earliest.
3. The AQAR for 2018-19 to be submitted by the end of March, 2021.
4. Approval of Governing Body to be sought for submission of AQARs (session 2018-19 and 2019-20) and IIQA.

The meeting ended with comment of the Principal and light refreshment.













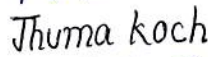


Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC Meeting held on 12/02/2021

Venue: IQAC Room

Time: 12.30 PM

Members present

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)
2. Rajen Debnath (Vice Principal) 
3. Sarat Hazarika 
4. Deepak Sarma 
5. Sankar Jyoti Bora 
6. Dr. Kishore Kumar Sarmah 
7. Binod Goswami 
8. Dr. Uday Bhan Bhagat 
9. Dr. Smarajit Ojah 
10. Dr. Nazneen Akhtar 
11. Nava Kumar Gogoi 
12. Jhuma Koch 
Thuma koch
13. Ranjit Barua, Coordinator 


12/02/21

Agenda:

1. President takes chair
2. Purpose of the meeting
3. Confirmation of proceeding of last meeting
4. Review of activities done
5. Discussion on preparation of AQARs and SSR
5. Any other
6. Comment from the Chair

Minutes of the meeting

The IQAC meeting was held in the IQAC Room. The meeting started with the Principal and Chairperson Dr. Balin Kumar Bhuyan taking the chair. The coordinator explained the purpose of the meeting and read out the proceeding of the last meeting.

The progress of activities of the criteria-wise committees for preparation of SSR were placed by the coordinator before the members. The members applauded the works of the sub-committees and emphasised on the need of early completion of data collection and the compilation work.

The Principal pointed out that the institution has to submit AQAR for two years and therefore the process of preparation of AQAR has to be expedited. Dr. Smarajit Ojah emphasised on early completion and analysis of student survey and feedback. Prof. Rajen Debnath urged for completion of drafting of the matrices as per requirement of NAAC.

Some important resolutions taken were:

1. Data collection and compilation work of AQARs for the sessions 2018-19 and 2019-20 to be completed as early as possible.
2. Student survey to be completed and feedback of stakeholders to be analysed for incorporation in the AQARs as well as SSR.
3. Matrix-wise compilation of data and reporting to be started immediately.
4. Sub-committees for preparation of SSR are to expedite their works so that IQA and SSR can be submitted within stipulated time.
5. The website of the college should be further upgraded to accommodate all requirements as per Self-Study Report to be submitted to NAAC.




Principal
Nowgong Girls' College
Nagaon : Assam


ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam

Action Taken Report on the resolutions taken in the IQAC meeting held on 12/02/2021

1. Data collection for AQARs for the sessions 2018-19 and 2019-20 completed.
2. Preparation of AQAR for the session 2018-19 started.
3. Student survey was completed.
3. Feedback from stakeholders completed, analysed and shared with the Principal.
4. The college website was modified and upgraded with new modules and features.
5. The sub-committees were asked to expedite their work on compilation of data and report writing.


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




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

Minutes of the IQAC Meeting held on 19/01/2021

Venue: IQAC Room

Time: 1.30 PM

Members present

1. Dr. Balin Kumar Bhuyan, Principal & Chairman

2. Sarat Hazarika

3. Deepak Sarma

4. Sankar Jyoti Bora

5. Dr. Kishore Kumar Sarmah

6. Binod Goswami

7. Dr. Uday Bhan Bhagat

8. Dr. Smarajit Ojah

9. Dr. Nazneen Akhtar

10. Dr. Gayatri Devi

11. Nava Kumar Gogoi

12. Jhuma Koch

13. Ranjit Barua, Coordinator

[Signature]
19/01/21

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S. J. Bora

[Signature]

[Signature]

[Signature]

[Signature]

G. Devi

N. K. Gogoi

Jhuma Koch

[Signature]

Agenda:

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

Minutes of the meeting


The IQAC meeting was held in the IQAC Room. The meeting was presided over by the Principal and Chairperson Dr. Balin Kumar Bhuyan. The coordinator explained the purpose of the meeting. He read out the proceeding of the last meeting and it was confirmed.

The members were apprised about the progress made in matters related to AQARs and SSR by the coordinator. He informed that data collection is going on in full swing and compilation of collected data is also going on simultaneously. The AQARs are expected to be ready within one and half month. Prof. Deepak Sarma pointed out the need to generate awareness among the students about student satisfaction survey. It is considered as a matter of utmost importance. Observation of National Science Day was discussed. Academic and student facilities need to be augmented further.

Some of the important resolutions adopted in the meeting were:

1. Documentation of all departmental activities should be completed as soon as possible.
2. Data collected should be subject to rigorous scrutiny to avoid repetition and other types of errors.
3. Office data collection should be expedited.
4. A weeklong programme to generate awareness among the students of UG and 10+ level on the occasion of National Science Day to be organised.




Principal
Nowgong Girls' College
Nagaon : Assam


ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam

Action Taken Report on the resolutions adopted in the IQAC meeting held on 19/01/2021

1. A week long programme, namely, Scifiesta, to be conducted to commemorate National Science Day.
2. Documentation of departmental activities going on.
3. A meeting with all the Head of the Departments was held to apprise them about the activities done and to identify the aspects where thorough scrutiny and verification at departmental level is necessary.
4. Cross verification and filtering of data for both AQARs and SSR continued.
5. Display of student support facilities on prominent places within the campus was ensured.
6. Student support services were incorporated the college website.
7. In-situ online grievance reporting mechanism introduced in the college. A desktop is installed in the administrative block for the purpose.


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






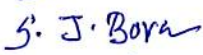







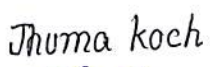


Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC Meeting held on 25/11/2020

Venue: IQAC Room

Time: 1.30 PM

Members present

1. Dr. Balin Kumar Bhuyan, (Principal & Chairman)
2. Rajen Debnath (Vice Principal) 
3. Sarat Hazarika 
4. Deepak Sarma 
5. Sankar Jyoti Bora 
6. Dr. Kishor Kumar Sarmah 
7. Binod Goswami 
8. Dr. Uday Bhan Bhagat 
9. Dr. Smarajit Ojah 
10. Dr. Nazneen Akhtar 
11. Dr. Gayatri Devi 
12. Dr. Bipul Malakar 
13. Jhuma Koch 
14. Ranjit Barua, Coordinator 

 25/11/20

Agenda:

1. President takes chair
2. Purpose of the meeting
3. Confirmation of proceeding of last meeting
4. Discussion on activities completed
5. Strategies for future
5. Any other
6. President's comment

Minutes of the meeting

The IQAC meeting was held in the IQAC Room with the Principal and Chairperson Dr. Balin Kumar Bhuyan on the chair. The coordinator Ranjit Barua explained the purpose of the meeting. The proceedings of the last meeting was read and confirmed. The Principal Dr. Balin Kumar Bhuyan requested the members to promote and facilitate student and faculty exchange programme once regular classes start. Prof. Rajen Debnath emphasised on the need of online data collection from the teachers and different departments to speed up the work of preparation of AQARs and SSR. The coordinator pointed out that in the absence of students due to pandemic restrictions; works of data collection and feedback have remained an issue. The Principal suggested to move forward with the available resources and opportunities and to speed up the activities when the college reopens on regular basis.

Some important decisions taken were:

1. The sub-committees for preparation of the SSR to be reconstituted to facilitate smooth functioning.
2. Reports from various departments, cells, committees and clubs to be collected session-wise.
3. Compilation of list of extension activities to be done after thorough scrutiny so that no activity done by any department or cell is left out.
4. New plantation around the college pond to be undertaken.

The meeting ended with Principal and chairperson's comment.




Principal
Nowgong Girls' College
Nagaon : Assam

ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam


Action Taken Report on the resolutions taken in the IQAC Meeting
held on 25/11/2020

1. Different sub-committees formed for preparation of SSR were modified and reconstituted to bring more dynamism.
2. Departments were asked to submit annual reports session-wise for five years in order to avoid discrepancy of any nature.
3. The cells and committees were asked to submit report session-wise.
4. Reports of extension activities done by the departments and cells were put to rigorous cross verification to avoid repetition.
5. Steps taken to improve academic facilities in the library and emphasis is laid on automation.
6. Renovation of boundary of college pond and plantation for beautification around the pond initiated.


Ranjit Barua
Coordinator, IQAC
Nowgong Girls' College
Nagaon, Assam

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




Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College
Nagaon, Assam











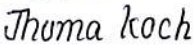

Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC Meeting held on 16/10/2020

Venue: IQAC Room

Time: 11.30 AM

Members present

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)
2. Sarat Hazarika 
3. Deepak Sarma 
4. Sankar Jyoti Bora 
5. Dr. Kishor Kumar Sarmah 
6. Binod Goswami 
7. Dr. Uday Bhan Bhagat 
8. Dr. Smarajit Ojah 
9. Dr. Nazneen Akhtar 
10. Dr. Gayatri Devi 
11. Nava Kumar Gogoi 
12. Jhuma Koch 
13. Ranjit Barua, Coordinator 

 16/10/20

Agenda:

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

Minutes of the meeting


The IQAC meeting was held in the IQAC Room. The meeting was presided over by the Principal and Chairperson Dr. Balin Kumar Bhuyan. The coordinator Ranjit Barua explained the purpose of the meeting. He read out the proceeding of the last meeting and it was confirmed by the house.

The Principal told the members that complete sensitisation of the college is to be done as opening of classes in a staggered manner in near future is a probability. Dr. Smarajit Ojah pointed out the need of further enhancement of ICT facilities in the college in post-pandemic period. The coordinator informed the members that contact numbers and mail IDs of many students are non-functional. Prof. Sarat Hazarika and Dr. Uday Bhan Bhagat laid stress on the need of collection of valid emails and contact numbers of all the students for student satisfaction survey to be conducted by NAAC.

Some important resolutions of the meeting include:

1. Work for preparation of SSR and AQARs to be restarted after end of lockdown restrictions.
2. Academic facilities with thrust on ICT should be enhanced for benefits of students, teachers and other stakeholders.
3. Records of contact numbers and mail IDs of students to be continuously updated once regular classes begin.
4. More collaboration should be explored for skill enhancement, research and academic activities.




Principal
Nowgong Girls' College
Nagaon : Assam


ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam

Action Taken Report on the resolutions taken in the IQAC Meeting held on 16/10/2020

1. Data collection for AQARs and SSR which was stopped due to Covid-19 lockdown started afresh.
2. Sub-committees on different criteria were asked to restart their work.
3. Planning Board was requested to renovate old administrative building as a heritage building and also to accommodate advanced physics laboratory and computing physics laboratory.
3. Steps were taken to enhance ICT facilities and training programme was organised for teaching and non-teaching staff on use of such facilities.
4. Collection of students' data including contact number and mail IDs started.
5. Linkages and collaborations established with several bodies and institutions like Defence Research Laboratory under DRDO, News Express24, Radio Centre, Kaliabar Nursery among others.


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




Dr. BalinKumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam