

**INTERNAL QUALITY ASSURANCE CELL**  
**NOWGONG GIRLS' COLLEGE**  
**Nagaon, Assam**

**Minutes of the Meeting of IQAC held on 03-07-2017**

**Agenda:**

1. Discussion regarding UGC sponsored National Seminars
2. Celebration of Birth Centenary of Founder Principal Mahesh Chandra Dev Goswami
3. Review of progress regarding opening of Science stream
4. Programme with Sangeet Natak Akademi
5. Miscellaneous

**Members present:**

1. Dr. Balin Kumar Bhuyan, Principal
2. Rita Kalita
3. Deepak Sarma
4. Dr. Biswajit Das
5. Ranjit Barua
6. Dr. Sanchita Bora
7. Binod Goswami
8. Dr. Smarajit Ojah
9. Shanti Priya Dey

## Minutes of the Meeting

A meeting of the IQAC was held on 3<sup>rd</sup> July, 2017 under the chairmanship of the Principal Dr. Balin Kumar Bhuyan at the IQAC room at 12.30 PM. Dr. Biswajit Das, Coordinator, read out the proceeding of the last meeting and it was confirmed.

After detailed discussion on different items of the agenda, the following resolutions were taken:

### Resolution 1:

Sanction letters for two national seminars are received from UGC. It was decided that the seminar to be conducted by Department of Bengali will be held before Puja vacation while the seminar of Department of Political Science will be conducted during even semester.

### Resolution 2:

Celebration of birth centenary of founder Principal Mahesh Chandra Dev Goswami was discussed and it was decided that the bust of the founder Principal will be completed before the College Foundation Day. Moreover the closing programme will be conducted in association with Alumnae Association.

### Resolution 3:

The meeting discussed the progress regarding the opening of science stream. The proposal was finalized and it was decided that the proposal should be sent for approval of Gauhati University.


### Resolution 4:

The Time Table for the session 2017-18 was discussed and necessary modifications were suggested. It was to be finalized by the concerned committee.

### Resolution 5:

The meeting discussed the proposal of Assamese Department to organize a programme with Sangeet Natak Akademi. The Department was authorized to organise the event as per consultation with the Akademi.

The meeting ended with light refreshment.

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



  
Principal  
Nowgong Girls' College  
Nagaon (Assam)


## ACTION TAKEN REPORT

### INTERNAL QUALITY ASSURANCE CELL NOWGONG GIRLS' COLLEGE Nagaon, Assam

#### Action Taken Report on the resolutions of the meeting held on 03-07-2017

- 1: UGC sponsored National Seminar on 'Swami Vivekananda: Life and Teachings' was conducted by Department of Bengali on 6-7 September, 2017.
2. Another National Seminar on Migration and Demographic Transformation' sponsored by the UGC was conducted by the Department of Political Science on March 15-16, 2018.
3. The bust of the founder Principal Mahesh Chandra Dev Goswami donated by the Alumnae Association was unveiled on the College Foundation Day on 12<sup>th</sup> September, 2017.
4. On the closing day of the Centenary celebration of Founder Principal on 3<sup>rd</sup> December, 2017, a lecture programme on 'Life and Works of Mahesh Chandra Dev Goswami' was organized with the Alumnae Association. A book was also released on the occasion.
- 3: Works on opening of science stream progressed as decided.
- 4: The Time Table for the session 2017-18 was finalized and circulated among the college fraternity.
- 5: A seminar on 'Theatre of North East' was organized by Assamese Department in collaboration with Sangeet Natak Academy from 29<sup>th</sup> to 31<sup>st</sup> August, 2017.



  
Principal  
Nowgong Girls' College  
Nagaon (Assam)

  
Co-ordinator  
Internal Quality Assurance Cell  
Nowgong Girls' College  
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**INTERNAL QUALITY ASSURANCE CELL**  
**NOWGONG GIRLS' COLLEGE**  
**Nagaon, Assam**

**Minutes of the Meeting of IQAC held on 01-08-2017**

**Agenda:**

1. Discussion about collaborative activities
2. Foundation Day Lecture Programme
3. Review of NGCSU Constitution
4. Improvement of academic facilities

**Members present:**

1. Dr. Balin Kumar Bhuyan, Principal
2. Rita Kalita
3. Deepak Sarma
4. Dr. Biswajit Das
5. Ranjit Barua
6. Dr. Sanchita Bora
7. Binod Goswami
8. Dr. Smarajit Ojah

**Minutes of the Meeting**

A meeting of the IQAC was held on 01-08-2017 under the chairmanship of the Principal Dr. Balin Kumar Bhuyan at the IQAC room at 1.30 PM. The coordinator read out the proceeding of the last meeting. It was confirmed unanimously.



The following resolutions were taken after detailed discussion:

**Resolution 1:**

The meeting resolved to strengthen linkages with various external agencies for collaborative activities. It further resolved that MOUs should be signed with other institutions for academic, research and extension activities.

**Resolution 2:**

The 66<sup>th</sup> Foundation Day will be held on 12<sup>th</sup> September, 2017. It was resolved that Green Oscar Awardee and conservationist Purnima Devi Barman will be invited to deliver the Foundation Day Lecture.

**Resolution 3:**

Decision was taken to review and redraft the Constitution of Nowgong Girls' College Students' Union (NGCSU). It was decided that the Lyngdoh Committee guidelines should be properly incorporated in the redrafted Constitution.

**Resolution 4:**

The meeting resolved to enhance and upgrade academic facilities of the college including classrooms and existing laboratories.


**Resolution 5:**

Augmentation of facilities was suggested for introduction of science stream.

The meeting ended with light refreshment.

  
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Internal Quality Assurance Cell  
Nowgong Girls' College  
Nagaon : Assam



  
Principal  
Nowgong Girls' College  
Nagaon (Assam)

## ACTION TAKEN REPORT

### INTERNAL QUALITY ASSURANCE CELL NOWGONG GIRLS' COLLEGE Nagaon, Assam

Action Taken Report on the resolutions of the meeting held on 01-08-2017

1. Initiatives were taken for strengthening collaborative linkage and signing of MOUs with different institutes.
2. The 66<sup>th</sup> Foundation Day was celebrated on 12<sup>th</sup> September, 2017 with Green Oscar Awardee and conservationist Purnima Devi Barman as resource person.
3. The Constitution of Nowgong Girls' College Students' Union (NGCSU) was redrafted and approved by the general meeting of the students.
4. Steps were taken to improve the existing laboratories.
5. Construction of new classrooms started including facilities for introduction of science stream.

  
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**Minutes of the Meeting of IQAC held on 11-11-2017**

**Agenda:**

1. Institution of Green Hero Award
2. Discussion regarding student support facilities
3. Strengthening of ICT facilities
4. Misc.

**Members present:**

1. Dr. Balin Kumar Bhuyan, Principal
2. Rita Kalita
3. Deepak Sarma
4. Dr. Biswajit Das
5. Ranjit Barua
6. Dr. Sanchita Bora
7. Binod Goswami
8. Uday Bhan Bhagat
9. Dr. Smarajit Ojah
10. Himashree Borah

**Minutes of the Meeting**

A meeting of the IQAC was held on November 11, 2017 under the chairmanship of the Principal Dr. Balin Kumar Bhuyan at 12.30 PM. Dr. Biswajit Das, Coordinator, IQAC, read out the proceeding of the last meeting and it was approved by the house.

Discussion on different items of the agenda took place. The following resolutions were taken:

**Resolution 1:**

Decision was taken to introduce NGC Green Hero Award as recognition to those working at the grass root level for conservation of nature and biodiversity as well as protection of environment. The award shall include a citation, a memento and a cash award.

**Resolution 2:**

After discussion on improvement of student support facilities, it was resolved that drinking water and washroom facilities should be renovated. Augmentation of hostel facilities also to be ensured.

**Resolution 3:**

Decision was taken to upgrade the existing ICT facilities. The computers in the computer centre were to be upgraded and the disturbing ones to be repaired.

**Resolution 4:**

A lecture programme on Right to Health was to be conducted as it has become a crucial issue in present day world.

**Resolution 5:**

Decision was taken to increase learning resources in the library with new procurements.

The meeting ended with comment from the chairman.

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



  
Principal  
Nowgong Girls' College  
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## ACTION TAKEN REPORT

### INTERNAL QUALITY ASSURANCE CELL NOWGONG GIRLS' COLLEGE Nagaon, Assam

Action taken on the resolutions of the meeting held on 11-11-2017

1. Nowgong Girls' College Green Hero Award was constituted accordingly. It was decided to deliver the award on the occasion of World Environment Day every year.
2. Drinking water facilities and washrooms were renovated. Some new facilities were also created.
3. Renovation work in hostel started.
4. Process of upgradation of ICT facilities initiated. Non-functional hardware was repaired and facilities in the Computer Centre were improved.
5. A lecture programme on 'Right to Health as Fundamental Rights' was organized on 3<sup>rd</sup> February, 2018.
6. New books were procured and journals subscribed in the library.



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**Minutes of the Meeting of IQAC held on 08-02-2018**

**Agenda:**

1. Discussion on preparation of AQAR
2. UGC sponsored National Seminar on Migration
3. Review of progress regarding Student Utility Centre cum Cafeteria
4. Miscellaneous

**Members present:**

1. Dr. Balin Kumar Bhuyan, Principal
2. Deepak Sarma
3. Dr. Biswajit Das
4. Ranjit Barua
5. Dr. Sanchita Bora
6. Binod Goswami
7. Uday Bhan Bhagat
8. Dr. Smarajit Ojah
9. Himashree Borah

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**Minutes of the Meeting**

A meeting of the IQAC was held on 8<sup>th</sup> February, 2018 with the Principal Dr. Balin Kumar Bhuyan on Chair at the IQAC room at 1.00 PM. The coordinator Dr. Biswajit Das read out the proceeding of the last meeting and it was confirmed.

After detailed discussion, the following resolutions were taken:

**Resolution 1:**

It was resolved that necessary steps should be taken immediately for preparation of AQARs of the preceding years.

**Resolution 2:**

It was decided that the UGC sponsored National Seminar on Migration and Demographic Transformation to be organized by Department of Political Science should be held on 15-16 March, 2018. The key-note speaker should be finalized by the Department.

**Resolution 3:**

The progress of construction of Student Utility Centre cum Cafeteria was discussed. It was decided that the works should be speed up so that the facility can be delivered to the students at the earliest.

**Resolution 4:**

A group of students along with teacher-in-charge were to be sent to Brahmaputra Literary Festival to be held in Guwahati.

The meeting ended with comment from the Principal.

  
Co-ordinator  
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Principal  
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## ACTION TAKEN REPORT

### INTERNAL QUALITY ASSURANCE CELL NOWGONG GIRLS' COLLEGE Nagaon, Assam

Action taken on the resolutions of IQAC meeting held on 08-02-2018:

1. Data collection for the preparation of AQARs of the preceding years initiated.
2. National Seminar on 'Migration and Demographic Transformation' was organized.
3. Construction of the cafeteria expedited as per resolution.
4. A group of students along with teachers-in-charge were sent to Brahmaputra Literary Festival held in Guwahati.

  
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**Minutes of the Meeting of IQAC held on 18-05-2018**

**Agenda:**

1. Discussion on new admission
2. Opening of science stream
3. Conduct of Academic and Administrative Audit
4. Preparation of Academic Calendar and Time Table
5. Miscellaneous

**Members present:**

1. Dr. Balin Kumar Bhuyan, Principal
2. Rita Kalita
3. Deepak Sarma
4. Dr. Biswajit Das
5. Ranjit Barua
6. Dr. Sanchita Bora
7. Binod Goswami
8. Uday Bhan Bhagat
9. Dr. Smarajit Ojah
10. Himashree Borah



## Minutes of the Meeting

A meeting of the newly constituted IQAC was held on 18-05-2018 with Principal Dr. Balin Kumar Bhuyan on chair at the IQAC room at 2.00 PM. The proceeding of the last meeting was read out and it was confirmed.

After detailed discussion on different items of the agenda, the following resolutions were taken:

### Resolution 1:

The meeting decided that admission to the science stream at the UG level should be started for the session 2018-19. All necessary arrangements should be completed at the earliest.

### Resolution 2:

It was decided that the advertisement for admission into Higher Secondary, BA and BSc programmes to be published immediately after declaration of board results. The meeting resolved that along with offline admission, provision of online admission to be arranged.

### Resolution 3:

The meeting decided to conduct Academic and Administrative Audit of the college for the session 2017-18 internally by a Committee consisting of the Principal and the IQAC Coordinator.


### Resolution 4:

The new Academic Calendar for the forthcoming session was finalized. The time table preparation work was to be monitored by the Vice-Principal.

### Resolution 5:

It was decided that signage and boards indicating various facilities to be prominently displayed at different parts of the college for convenience of all concerned.

The Principal in his concluding remarks hoped that the new committee will be in a position to ensure the sustenance and improvement in the quality assurance mechanism of the institution.

  
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**ACTION TAKEN REPORT**  
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**Action Taken Report on the resolutions of the meeting held on 18-5-2018**

1. Admission to the first batch of BSc programme took place on self-finance mode.
2. Advertisement for admission into the HS, BA and BSc programmes were published in reputed newspapers and admission conducted.
3. Academic and Administrative Audit for the session 2017-18 was conducted internally by a Committee consisting of the Principal and the IQAC Coordinator.
4. Academic Calendar was prepared.
5. Time table was finalized and adhered to from the beginning of the new session.
6. New signage and boards were prepared and displayed at different places of the college.

  
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