

INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam

Minutes of IQAC meeting held on 10-08-2021

Venue: IQAC Room

Time: 11.30 AM

Agenda:

1. Discussion regarding SSR
2. Review of online education facilities
3. Discussion on Open Text Book Examination (OTBE)
4. Miscellaneous

Members present:

1. Dr. Balin Kumar Bhuyan, Principal
2. Mrs. Kalpana Bhattacharjya
3. Deepak Sarma
4. Sankar Jyoti Bora
5. Dr. Kishore Kumar Sarmah
6. Binod Goswami
7. Dr. Uday Bhan Bhagat
8. Dr. Smarajit Ojah
10. Dr. Nazneen Akhtar
11. Ranjit Barua, Coordinator

Minutes of the Meeting

The meeting started with the Principal and Chairman taking the chair. The proceeding of the previous meeting was confirmed. The Coordinator apprised the members about the developments after submission of IIQA. He pointed out that due to COVID-19 lockdown, SSR could not be submitted even after acceptance of IIQA by the NAAC. IIQA was accepted on 07-05-2021 during lockdown and uploading of SSR could not be started as educational institutions were completely shut down as per government notification and relevant COVID-19 SOP. It was agreed that process of NAAC accreditation should be again started once restrictions are lifted and normal functioning resumes in educational institutions. Dr Uday Bhan Bhagat suggested that continuous education has to be ensured through online classes. Binod Goswami pointed out that the final semester students need orientation for the proposed Open Text Book Examination to be conducted by Gauhati University. Conduct of online seminars, talks and lecture programmes were to be encouraged as long as COVID restrictions continue.

The following resolutions were taken:

Resolution 1

Online education is to be continued and strengthened. Emphasis should be laid on covering maximum number of students through online mode.

Resolution 2

The college website should be the main platform for conduct of online education. However, use of other platforms like Google Meet, Zoom etc. are also to be utilized as per requirement and convenience.

Resolution 3

Online examination module is to be added to the college website so that tests can be conducted online.

Resolution 4

Online orientation programme for the final semester students to be conducted for Open Text Book Examination, 2021. They are to be apprised of different steps of the examination.


Resolution 5

Webinars and online lecture programmes are to be conducted covering different themes of social and academic importance.

The meeting concluded with the comment of the Chairperson.


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 10-08-2021

1. Conduct of more than 3000 online classes through the college website. Other platforms like Google Meet, Zoom etc. are also extensively used by the teachers as per requirement of students.
2. Online examination module was incorporated in the college website. Provision of MCQ test was added.
3. Orientation programme on Open Text Book Examination 2021 for final semester students were organized centrally by IQAC on 28-8-2021. Students were divided on several groups and orientation was conducted accordingly.
4. A series of webinars were conducted by various departments and cells.
5. Online admission process was initiated for the safety and security of the students. Verification of documents was done maintaining all COVID protocols.


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Minutes of IQAC Meeting held on 12-11-2021

Agenda:

1. Review of AQAR for the session 2019-20
2. Discussion regarding 66th annual conference of Assam College Teachers' Association
3. Discussion on Diamond Jubilee celebration
4. Registration in SWAYAM Portal
5. Misc.

Members present:

1. Dr. Balin Kumar Bhuyan, Principal
2. Mrs. Kalpana Bhattacharjya
3. Deepak Sarma
4. Dr. Sanjita Singha
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. Kakali Saikia
12. Ranjit Barua, Coordinator

A meeting of the IQAC was held on 12-11-2021 at the IQAC Room. It was presided over by the Principal. The proceeding of the last meeting was discussed and approved. The meeting, after thread bear discussion, resolved the following:

Resolution 1

Preparation of AQAR 2019-20 has to be completed as soon as possible. The AQAR should be submitted at an early date.

Resolution 2

The long pending 66th Annual Conference of ACTA, the organization of college teachers of Assam, to be conducted from 10th December to 13th December, 2021. All prevalent COVID protocols and relevant guidelines from government and administration are to be followed during the conference.

Resolution 3

The celebration of Diamond Jubilee of the College should be ensured through year-long activity and the memorial to commemorate the occasion to be completed by December, 2021.

Resolution 4


The college is to be registered as Local Chapter of SWAYAM, a portal of online education supported by MHRD. Students are to be encouraged to avail facilities under it. Dr. Bhargab Deka will be entrusted with the responsibility of SPOC for the same.

Resolution 5

Vaccination of students is to be encouraged through awareness campaign and organizing vaccination camp in the college.


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Action Taken Report on the resolutions of the meeting held on 12-11-2021

1. AQAR 2019-20 was submitted on 30-12-2021.
2. The 66th Annual Conference of ACTA was held from 11-12-2021 to 14-12-2021 in the college premises.
3. Diamond Jubilee memorial- Charaiveti was completed and inaugurated on 14-01-2022 virtually by the Chief Minister of Assam.
4. The college was registered as Local Chapter of SWAYAM, an initiative of Government of India.
5. Appeals were made to the students to undergo vaccination without any hesitation. Vaccination camp for the students was organized in the college with support from health department.


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Minutes of the IQAC Meeting held on 12-02-2022

Agenda:

1. Discussion on AQAR and SSR
2. Organisation of Scifesta
3. Discussion regarding College Youth Festival
4. Opening of wing of Youth Red Cross
5. Misc.

Members present:

1. Dr. Balin Kumar Bhuyan, Principal
2. Mrs. Kalpana Bhattacharjya
3. Deepak Sarma
4. Sankar Jyoti Bora
5. Dr. Kishore Kumar Sarmah
6. Binod Goswami
7. Dr. Uday Bhan Bhagat
8. Dr. Smarajit Ojah
10. Dr. Nazneen Akhtar
11. Ranjit Barua, Coordinator

Minutes of the Meeting

The meeting was held in the IQAC room under the chairmanship Principal Dr. Balin Kumar Bhuyan. The coordinator explained the purpose of the meeting. The items in agenda were discussed thoroughly one by one and the following resolutions were adopted:

Resolution 1: The AQAR for the session 2020-21 to be prepared and submitted in the new format.

Resolution 2: Scifesta 22 to be organised with different activities commemorating Diamond Jubilee of the college and also Azadi Ka Amrit Mahotsav.

Resolution 3: College Youth Festival to be organised at an appropriate time after due consideration of academic schedule and examination schedule.

Resolution 4: Branch of Youth Red Cross (YRC) to be established in the College.

Resolution 5: Preparation of SSR to be initiated with normalisation of pandemic situation.




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Action Taken Report on the resolutions of the meeting held on 12-02-2022

1. AQAR for the session 2020-21 is prepared and submitted on 27-07-2022.
2. Scifesta-22 was organised to promote science education and awareness among students and stakeholders.
3. College Youth Festival was held from 08-06-2022 to 13-06-2022.
4. Membership of Youth Red Cross was applied and student volunteers were enrolled.
5. Works of SSR preparation was resumed with gradual normalisation of situation.


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Minutes of IQAC meeting held on 31-05-2022

Agenda:

1. Discussion on preparation of AQAR and SSR
2. Registration of college as publisher in RRMRNA
3. Conduct of Academic and Administrative Audit (AAA)
4. Misc.

Members present:

1. Dr. Balin Kumar Bhuyan, Principal
2. Mrs. Kalpana Bhattacharjya
3. Deepak Sarma
4. Dr. Sanchita Bora
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. Ranjit Barua

A meeting of IQAC was held on 31-05-2022 at 1.00 PM in the IQAC room. The Principal chaired the meeting. Discussion on progress of AQAR 2020-21 and SSR preparation took place. Works already done was reviewed. The Principal emphasised on the need of early submission of AQAR 2020-21 in

the new format and put stress on speed up of SSR related works. The coordinator apprised the members about modifications in SSR format and explained the changes with effect from 01-06-2022.

The following resolutions were taken:

Resolution 1

Preparation of SSR as per revised and modified format is to be continued. Necessary changes are to be made in the already completed works as per new format.

Resolution 2

Clarification from NAAC should be sought regarding validity of earlier IIQA which was already approved.

Resolution 3

If fresh IIQA is required, it is to be submitted once compilation of SSR takes a concrete shape.

Resolution 4


Decision is taken to register the college in Raja Ram Mohan Rai National Agency for ISBN as publisher so that research publications of faculty members can be promoted and a better academic environment is ensured.

Resolution 5


The meeting resolved to conduct Academic and Administrative Audit for the session 2021-22 with external experts immediately. Internal academic audit is also to be conducted at an appropriate date.

Resolution 6

Emphasis is laid on strengthening of co-curricular and extension activities with greater involvement of the students and community.


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Action Taken Report on the resolutions of the meeting held on 31-05-2022

1. SSR related works in revised format started. Necessary modifications were made in the already prepared formats as per revised guidelines.
2. Clarification regarding validity of IIQA was sought from NAAC.
3. Clarification was sought regarding submission of fresh SSR and AQAR for the session 2021-22.
4. The college was registered in Raja Ram Mohan Rai National Agency for ISBN.
5. Academic and Administrative Audit for the session 2021-22 was conducted.
6. Extension activities were conducted by the NSS, NCC, Extension Activity Cell and various departments. Student volunteers were involved in such activities.


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