



NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the
National Assessment and Accreditation Council



CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1.1: The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance



Submitted to
The NAAC for 3rd Cycle of Assessment and Accreditation

IQAC MEETING MINUTES

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



NOWGONG GIRLS' COLLEGE

Re-accredited at A Grade by the NAAC (2nd Cycle)

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





 N. K. Gogoi
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.



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

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























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.



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

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 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

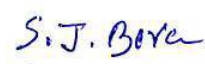
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Agenda:

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

INTERNAL QUALITY ASSURANCE CELL

NOWGONG GIRLS' COLLEGE

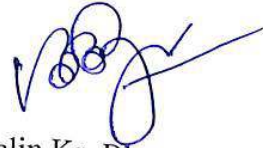
Nagaon, Assam

**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 26th 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









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 "BBG" followed by a flourish.

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 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

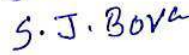
Minutes of the IQAC Web Meet held on 04/05/2020

Time: 3.30 PM

Members Present

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










Minutes of the meeting

A web meet of the IQAC was held with the Principal and Chairperson Dr. Balin Kumar Bhuyan on the chair. He expressed his concern over the unprecedented crisis created by Covid-19 and lauded the efforts of the teaching fraternity in conducting online classes during Covid-19 lockdown. The coordinator informed that the process of preparation of AQARs and SSR has come to a halt due to the pandemic and subsequent lockdown. However the teachers of the college are conducting online classes for the benefit of the students. The members reviewed the academic progress made by different departments.

The following resolutions were adopted:

1. Online classes should continue and attempt should be made to involve as much students as possible.
2. Study materials should be uploaded through departmental WhatsApp groups.
3. Preparation of AQARs and SSR should begin after reopening of the college.




Principal
Nowgong Girls' College
Nagaon : Assam

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

Action Taken on the resolutions taken in the IQAC Web Meet held on 04/05/2020

1. The teachers were encouraged to conduct online classes.
2. Study materials were uploaded in the college website as well as in departmental WhatsApp groups.
3. Teachers were encouraged to upload Class videos in the college website and also in You Tube for the benefit of the students.
4. Dos and don'ts during pandemic were displayed in the college website to generate awareness among students.


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 25-01-2020

Venue: IQAC Room

Time: 2.00 PM

Members Present

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

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25/01/20

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S. J. Borah

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Uday Bhan

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Agendas of the Meeting :

1. President takes chair
2. Confirmation of proceeding of last meeting
3. Discussion on the coming Industry Academia Meet
4. Discussion Time Table of the college
5. Discussion on Preparation Academic Calendar of the college
6. Discussion on lesson plan
7. Any other issue
8. President's Comment

Minutes of the meeting

The Principal Dr. Balin Kumar Bhuyan presided over the meeting. The coordinator of IQAC Mr Ranjit Barua placed the agenda of the meeting at the outset and it was accepted by the house. Thereafter the coordinator read out the proceedings of the last meeting and after a short discussion it was accepted.

As per agenda IQAC member Binod Goswami briefed the house about the Coming Industry Academia Meet scheduled to be held on 13-02-2020. The meeting also discussed to revise time table of the college. The coordinator of IQAC raised the issue of existing time table and he stress to revise the same. He also stressed preparation of Academic Calendar of the college for the current session. Dr Uday Bhan Bhagat raised the issue of preparation of lesson plans for each department. Dr Kishore Kr Sarmah told the house that one FDP programme on ICT should be arranged for faculty members as well as for non-teaching staffs. The members readily agreed on the proposal of Dr Sarmah.

The resolutions taken in the meeting were –

1. Resolutions was taken to invite some prominent Nagaon based Industrialist, Businessmen as well as academicians in the Industry -Academia meet.
2. For revising time table a new committee to be formed.
3. It was decided to prepare the academic calendar of the college in consultation with the academic calendar Gauhati University
4. It was decided to inform all faculty members through HoDs for preparation of Lesson Plans and the same to submit at IQAC.
5. Resolution was taken to contact ICT Academy of organising FDP on ICT.

The meeting came to an end with the president's comments.




Principal
Nowgong Girls' College
Nagaon : Assam

ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
NAGAON, ASSAM
Date: 22-02-2020

Action Taken Report on the resolutions taken in the IQAC Meeting held on 25-01-2020

1. The Industry-Academia Meet was held on 13-02-2020 in which prominent Industrialist, Businessmen as well as Academician were participated.
2. The college Time Table was thoroughly revised and circulated among the departments and also displayed on the Time Table Board.
3. The draft of Academic Calendar for the session 2020-21 was prepared by the Academic Calendar Preparation committee and was submitted to IQAC for approval.
4. The department of Education, Hindi, Geography, English, Bengali, Sanskrit, Home Science, Statistics and Mathematics submitted their lesson plans to IQAC.
5. ICT Academy was contacted for organising FDP and the same was held from 17th February to 19th February, 2020..


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 09-12-2019

Venue: IQAC Room

Time: 12.30 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 Sinha
7. Sankar Jyoti Bora
8. Dr. Bipul Malakar
9. Dr Uday Bhan Bhagat
10. Binod Goswami
11. Dr. Smarajit Ojah
12. Nazneen Akhtar
13. Ranjit Barua, Coordinator

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Handwritten signature: Uday Bhan Bhagat

Handwritten signature: Binod

Handwritten signature: Smarajit

Handwritten signature: Nazneen

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Agenda:

1. President takes chair
2. Confirmation of proceeding of last meeting
3. Discussion on the progress of draft of AQAR for the session 2018-19
4. College Website update
5. Online students attendance
6. Activities in adopted villages
7. Discussion on Remedial classes in the next session
8. President's Comment

Minutes of the meeting

The Principal of the college Dr. Balin Kumar Bhuyan presided over the meeting. As per second agenda the coordinator Ranjit Barua read out the proceeding of the last meeting and after a brief discussion it was unanimously approved by the members of IQAC. Regarding the progress of drafting AQAR for the session 2018-19, the coordinator informed that data from various cells, departments and committees are awaited. He requested the principal to call a joint meeting of IQAC with the HoDs of different departments. The members took up the issue of updating college website. Another IQAC member Dr. Bipul Malakar gave stress on online attendance of students and said that the IQAC should take necessary steps in this regard. Dr. Uday Bhan Bhagat proposed to undertake some activities in the adopted village. The meeting also discussed about the progress and outcome of remedial classes.

Some of the resolutions taken in the meeting were-

1. A joint meeting of various cells, committees and departments to be held.
2. College website is to be updated.
3. Extension Activity Cell was requested to conduct the activities taken in the adopted village.




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 09-12-2019

1. A joint meeting between HoDs of different department of the college, cell and committees were held.
2. Technical experts of S S Technology were contacted for updating of college website.
3. A committee was constituted for assessing pros and cons of online class attendance.
4. The Extension Activity Cell of the college organised a talk on women empowerment in the adopted village on 31.12.2019 and planning to organise International Women Day in 2020.
5. Departments were asked to conduct remedial classes as per the need of the students.


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 30-09-2019

Venue: IQAC Room

Time: 12.30 PM

Members Present

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

2. Rita Kalita

3. Rajen Debnath

4. Sarat Hazarika

5. Deepak Sarma

6. Dr. Sanjita Sinha

7. Sankar Jyoti Bora

8. Dr. Uday Bhan Bhagat

9. Binod Goswami

10. Dr. Smarajit Ojah

11. Nazneen Akhtar

12. Ranjit Barua, Coordinator

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20/9/19

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S. J. Bora

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RLE

Agenda:

1. President takes chair
2. Confirmation of proceeding of last meeting
3. Discussion on Preparation of the AQAR for the session 2018-19
4. Discussion of Sessional Examination
5. Conducting Academic and Administrative Audit
6. Organisation of Industry –Academia Meet
7. Any other issue
8. 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 explained the necessity of preparing AQAR of the session 2018-19 and its timely submission. He also mentioned that for timely preparation of AQAR, different criterion of it should be distributed among IQAC members. IQAC member Dr. Uday Bhan Bhagat raised the issue of holding first, third and fifth semester sessional examination and the same was thoroughly discussed in the meeting. The meeting also discussed the upcoming Industry-academia Meet. Dr. Smarajit Ojah raised the issue of conducting Academic and Administrative Audit of the college for the current session. The meeting also discussed the proposal of Kitchen Garden. Some of the resolutions taken in the meeting were-

1. IQAC members were to be distributed different criterion of AQAR.
2. Sessional Examinations to be conducted in the month of October before Puja vacation.
3. Industry- Academia Meet to be organised in the college.
4. Academic and Administrative Audit to be conducted by the institution.




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 30-09-2019

1. A committee for drafting AQAR for the session 2018-19 was constituted.
2. A committee for holding Semester examination was constituted and the same was successfully conducted in the month of October, 2019.
3. A Committee for conducting Industry-Academia Meet was constituted and the committee is performing different activities for organising the same.
4. Academic and Administrative Audit was conducted.


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 01-08-2019

Venue: IQAC Room

Time: 11.00 AM

Members present

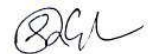
1. Dr. Balin Kumar Bhuyan, Principal & Chairman
2. Rajen Debnath
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5. Dr. Sanjita Singha
6. Sankar Jyoti Bora
7. Binod Goswami
8. Dr. Smarajit Ojah
9. Nava Kumar Gogoi
10. Trisha Trishna Bora
11. Ranjit Barua, Coordinator

1/8/19









S. J. Bora









Agenda:

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

After taking the chair of President by the Principal Dr Balin Kr Bhuyan, the coordinator of IQAC Ranjit Barua read out the objective and agendas of the meeting. After confirmation of the agenda by the IQAC members, the coordinator Ranjit Barua read out the proceeding of the last meeting. It was approved. After that the meeting proceed as per agenda. Some of the important decisions taken in the meeting were

1. With little modification, the Academic Calendar prepared by Academic Calendar Committee was approved and decided to implement the same from 1st August 2019.
2. The meeting decided to arrange Independence Day Speech Competition among the students as a part of celebration of upcoming Independence Day.
3. As a part of ICT Infrastructure development of the IQAC room, it was decided to replace projector and screen with a 50 inch TV as it more user friendly.
4. It was decided to increase the number of Memorandum of Understanding with colleges along with other institutions.
5. In order to upload audio-video classes in college website it was decided to record classes of some teachers and for the same a resolution was taken to procure audio video aids.




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 01-08-2019

1. Academic Calendar was strictly followed from 1st August 2019.
2. Independence Day Speech Competition was held on 15th August 2019 after the hosting of National Flag.
3. One 50 inch TV was purchased for IQAC room.
4. MOUs were signed with several institutions including Lanka Mahavidyalaya, Assam Start Up NEST, Wilkins Classes, Morgen Biologics etc.
5. Audio-video aids were procured for recording classes.


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



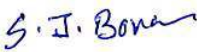
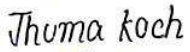

Dr. BalinKumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam

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.



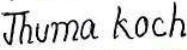

Principal
Nowgong Girls' College
Nagaon : Assam

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 
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

 19/01/21











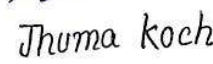














Agenda:

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, Scifesta, 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



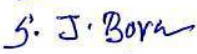
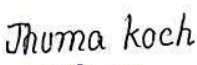

Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam

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
Internal Quality Assurance Cell
Nowgong Girls' College
Nagaon : Assam



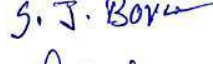
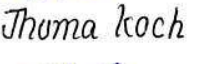
Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC Meeting held on 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