

## **Proceedings of the IQAC meeting held on 10.08.2016**

IQAC coordinator welcomed all the members and briefed about the agenda of the meeting and requested the Principal to Chair the meeting. The meeting held on 10.08.2016 at 11.00 a.m. in the room of IQAC.

The minutes of the meeting are as follows:-

### **Agenda 1 : Regarding minutes of the previous meeting and implementations.**

**Resolution:** Coordinator explained on the activities held according to the resolutions of the last meeting.

- Annual report prepared and submitted to NAAC.
- Academic calendar prepared on 08.06.2016 for the session 2016-17.

### **Agenda 2: Regarding formation of organizing committee for Silver Jubilee celebration.**

**Resolution:** Meeting discussed on the matter and coordinator let the meeting know that with 20 members organizing committee for silver jubilee celebration is formed. Meeting again agreed to celebrate Silver Jubilee in following phases throughout the year as per different programme schedule.

- (i) In 1<sup>st</sup> Phase inaugural program with cultural rally with the open meeting.
- (ii) In the 2<sup>nd</sup> phase unveiling of statue of Radhakrishnan in the college campus.
- (iii) In the 3<sup>rd</sup> phase motivational talk programme.
- (iv) In the final phase closing ceremony with open meeting.

### **Agenda 3: Regarding preparing a souvenir as part of Silver Jubilee program.**

**Resolution:** Meeting discussed on the matter and decided to publish a souvenir and formed a magazine committee with the following members:

- Kunjamohan Bora (member governing body), president
- Dr. Sewali Bora (Lecturer), editor
- Sri Birendra Kr. Bora (Secretary college society ), Vice president
- Sri Sahajananda Ojah (President GB), Member
- Dr. Manoshikha Baruah (Principal), Member
- Sri Anupama Gayan (lecturer), member
- Sri Hima Moni Sarma (ex- student), member
- Mahbobur Rahman (student), member

Meeting also decided that the name of the souvenir will be RUPALI SUBASH and cover page artist will be Sri Deep jyoti Talukadar.

**Agenda 4 : Regarding community service.**

**Resolution:** Community service is always given preference by the college. In today's meeting also all the members took part in the discussion and decided to organize community service programme by organising an awareness programme on "Girl Education" in rural area of Rupahi. The objective of the programme will be to spread awareness the importance of Girl's Education among illiterate parents of Rupahi minority area.

**Agenda 5: Date of the next meeting.**

**Resolution :** It was decided that the next meeting will be held on January, 2017

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## **Proceedings of the IQAC meeting held on 03.01.2017**

IQAC coordinator welcomed all the members and briefed about the agenda of the meeting and requested the Principal to Chair the meeting. The meeting held on 03.01.2017 at 11.00 a.m. in the room of IQAC.

The minutes of the meeting are as follows:-

### **Agenda 1 : Regarding minutes of the previous meeting and implementations.**

**Resolution:** Coordinator explained on different activities and programmes held as per the resolutions of the last meeting.

- Preparation for silver jubilee celebration is going on by the help of different sub-committees.
- Articles, other important materials, college history, important college documents were collected from the faculties, founder members and teacher – students from the very beginning session of the college for publication of the souvenir as a part of silver jubilee celebration.
- College organized an awareness programme on girl education among the parents of the minority area of Rupahi on 18.12.16. It was a successful programme organized by the college. Number of participant 20.

### **Agenda 2: Regarding National Conference with Professors and Students of Jawaharlal Nehru University.**

**Resolution:** Meeting discussed regarding national conference with the Professors and Students of J.N.U. Meeting decided to held the programme on 11<sup>th</sup> January,2017 as per a letter received from Prof. Nandita Saikia of J.N.U. The Resource persons for the programme will be Dr. Nandita Saikia, Assistant Professor, Department of Statistics and Dr. Kushal Sharma, Assistant Prof. Department of Statistics and total 20 students of statistics department of J.N.U.

### **Agenda 3: Regarding silver jubilee celebration.**

**Resolution :** Meeting agreed that as per the resolution of the meeting held on 10.11.2016 silver jubilee will be celebrated with different activities throughout the year 2017.

### **Agenda 4: Regarding date of the next meeting.**

**Resolution :** Next meeting will be held on May, 2017.

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## **Proceedings of the IQAC meeting held on 20.05.2017**

IQAC coordinator welcomed all the members and briefed about the agenda of the meeting and requested the Principal to Chair the meeting. The meeting held on 20.05.2017 at 11.00 a.m. in the room of IQAC.

The minutes of the meeting are as follows:-

### **Agenda 1 : Regarding minutes of the previous meeting and implementations.**

**Resolution :** Coordinator said that all the programme decided earlier was conducted successfully.

- The interaction programme with the professors and students of Jawaharlal Nehru University was held successfully on 11.01.2017. Dr. Nandita Saikia, assistant prof; Dr. Kushal Sarmah, assistant prof. and the other 20 students of department of Statistics were participated in the programme. Total participant were 120.
- In 1<sup>st</sup> Phase inaugural program with cultural rally in the morning and the open meeting in evening. Chief Guest of the open meeting was Dr. Dayanda Pathak, renowned educationist and writer of Assam on 15.02.2017.

### **Agenda 2: Regarding unvailing of the statue of Radhakrishnan**

**Resolution :** Meeting discussed on the matter and decided that unvailing of the statue of Radhakrishnen as a part of silver jubelii celebration will be held on 5<sup>th</sup> sep, 2017. For the purpose Deputy commissioner of Nagaon district will be invited.

### **Agenda 3 : Regarding a programme on motivational talk**

**Resolution :** As a part of silver jubilee celebration college want to a motivational talk programme. All the members present in the meeting agreed for the same and taken decision to organize it in the month of September, 2017.

### **Agenda 4 : Regarding a collaboration with Rupahi College to conducting a UGC sponsored National seminar.**

**Resolution :** Meeting discussed on the matter of collaboration with Rupahi college to conducting a UGC sponsored two days national seminar in the month of june, 2017. All the

members took part on the topic and decided that Principal will be the coordinator for execution of programme.

**Agenda 5: Regarding preparation of Academic Calendar.**

**Resolution:** Meeting authorized to the academic committee to prepare the Academic Calendar for the session 2017-2018.

**Agenda 6: Regarding Annual Report Preparation and submission.**

**Resolution:** Meeting discussed on the matter and authorized the co-ordinator, IQAC to prepare the Annual Report for the year 2016-17 and submit to the NAAC.

**Agenda 7 : Regarding different activities of different committees.**

**Resolution :** The list of activities of different sub-committees :

**1. Academic Committee –**

- (i) Workshop on preparation of achievement test – 06.01.2017
- (ii) Preparation of lesson plan – 11.01.2017
- (iii) Preparation of textbook and syllabus analysis – 18.01.2017
- (iv) Preparation of action research report – 20.01.2017

**2. Library Committee –**

- (i) Purchasing of books – 02.01.2017
- (ii) Library orientation programme – 05.08.2017
- (iii) Awareness programme on book reading habits – 12.08.2017

**3. Extension Service Committee –**

- (i) An extension programme on health issues among women residing in Panigaon slum area – 09.05.2017

**4. Guidance and Counseling Committee –**

(i) A counseling programme for the students of school dropout in Haiborgaon High School –  
18.02.2017

(ii) A guidance programme on personality development of students in secondary school –  
19.05.2017

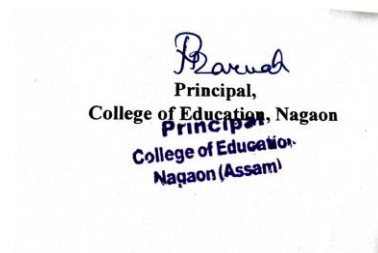
**Agenda 8: Regarding world environment day celebration.**

**Resolution :** Meeting discussed on the matter of celebration of world environment day. And meeting decided to celebrate the day on the day 5<sup>th</sup> September, 2017.

**Agenda 9 : Regarding date of next meeting.**

**Resolution:** It was decided that the next meeting will be held on September 2018.

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*Barua*  
Principal,  
College of Education, Nagaon  
Principal,  
College of Education,  
Nagaon (Assam)