

Proceedings of the IQAC meeting held on 28.09.2017

Members present :

Sl. No.	Name	Designation	Signature
1.	Dr. Manoshikha Baruah	Chairperson	Baruah
2.	Sri Sahajananda Ojah	G.B. member	Sahajananda Ojah
3.	Sri Atul Ch. Borah	G.B. member	Atul Ch. Borah
4.	Sri Alok Goswami	G.B. member	Alok Goswami
5.	Prof. Jogen Ch. Kalita	Stakeholder	
6.	Sri Arup Saikia	G.B. member	
7.	Sri Jahnavi Das	Staff member	Jahnavi Das
8.	Sri Sewali Borah	Coordinator	Sewali Borah
9.	Sri Mitali Devi	Staff member	Mitali Devi
10.	Sri Bandana Sabhapandit	Staff member	Bandana Sabhapandit
11.	Sri Samar Dev	Office member	Samar Dev
12.	Sri Dilip Saikia	Office member	Dilip Saikia
13.	Sri Jatindra Mohan Borah	Office member	Jatindra Mohan Borah
14.	Sri Abinash Dutta	Alumni member	Abinash Dutta
15.	Sri Chayanika Handique	Student member	Chayanika Handique

Borah
 Dr. Manoshikha Baruah
 Chairperson, IQAC
 College of Education, Nagaon

Baruah
 Dr. Manoshikha Baruah
 Chairperson, IQAC
 College of Education, Nagaon

Proceedings of IQAC held on 28.09.2017

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 28.09.2017 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.

- All the programmes were really very graceful of Silver Jubilee celebration. Following are the brief summary of the programmes-
 - a) In the 1st phase of the Silver Jubilee celebration the programme begins with a cultural rally and an open meeting with the distinguish invitees and the college family members. As a Chief Guest Dr. Dayananda Pathak, Renowned writer of Assam was present in the open meeting of the Silver Jubilee celebration.
 - a) In the 2nd phase unveiling of statue of Radhakrishnan by the Deputy Commissioner of Nagaon Assam on 5th September, 2017.
 - b) In the 3rd phase motivational talk programme on "Motivation, Inspiration and Aspiration" by prof. Uday Kishore, internationally reputed immunologist Brunel University, London as resource person on 23th September, 2017.
- UGC sponsored two days National seminar was organized by the Rupahi college in the collaboration with College of Education, Nagaon on the topic "Women Empowerment and Changing Scenario of Women Education in North-East India" on 28.06.2017 and 29.06.2017. Total participant in the event were 20.
- IQAC prepared the Annual Report for the year 2016-17 and submitted to the NAAC on time.
- Academic calendar of the session 2017-18 is prepared on 15.06.2017.

Sewali Borah

Dr. Sewali Borah
Coordinator, IQAC
College of Education, Nagaon

Manoshikha Baruan
Dr. Manoshikha Baruan
Chairperson, IQAC
College of Education, Nagaon

- World Environment Day is celebrated on 5th June, 2017 as per the previous schedule. Plantation programme conducted by the students of B.Ed. 2nd year and alumni of the college. Public awareness programme on 'Polythene Use' held by B.Ed. and M.Ed. 1st year students. Total participant of the programme were 130.

Agenda 2 : Regarding workshop on Lesson planning.

Resolution : Meeting discussed on the matter and agreed that a proper lesson planning is the base for every effective teaching. After due discussion meeting decided to organize an workshop on 'Lesson plan' among the teachers of different secondary schools of Nagaon town. The programme will be held in the month of March.

Agenda 3 : Regarding workshop on Mask making.

Resolution : Meeting discussed on the matter and decided to arrange a workshop on 'Mask-making' among the students of B.Ed. 1st year and some students of two secondary schools of Nagaon town. Meeting decided to invite the students of class VIII of the following schools of Nagaon town.

- 1) Urban High School
- 2) RatnaKanta High School.

Agenda 4 : Regarding SWO programme.

Resolution : Meeting discussed on the matter. Most of the members viewed that it is very important to respond towards banned on use of polythene bags. Instead of using polythene bags it is necessary to use handmade bags making of hard papers or cloths. Meeting decided to organize a workshop on 'Bag Making' for skill development of the student teachers of B.Ed. 2nd year.

Agenda 5 : Regarding date of next meeting.

Resolution: It was decided that the next meeting of IQAC will be held on March 2018.

Borah

Dr. Sewali Borah
Coordinator, IQAC
College of Education, Nagaon

Baruah
Dr. Manoshikha Baruah
Chairperson, IQAC
College of Education, Nagaon

Proceedings of the IQAC meeting held on 12.03.2018

Members present :

Sl. No.	Name	Designation	Signature
1.	Dr. Manoshikha Baruah	Chairperson	<i>Baruah</i>
2.	Sri Sahajananda Ojah	G.B. member	<i>Sahajananda Ojah</i>
3.	Sri Atul Ch. Borah	G.B. member	<i>A Ch</i>
4.	Sri Alok Goswami	G.B. member	<i>Alok Goswami</i>
5.	Prof. Jogen Ch. Kalita	Stakeholder	
6.	Sri Arup Saikia	G.B. member	
7.	Sri Jahnavi Das	Staff member	<i>Jahnavi Das</i>
8.	Sri Sewali Borah	Coordinator	<i>Sewali Borah</i>
9.	Sri Mitali Devi	Staff member	<i>Mitali Devi</i>
10.	Sri Bandana Sabhapandit	Staff member	<i>Bandita</i>
11.	Sri Samar Dev	Office member	<i>Samar</i>
12.	Sri Dilip Saikia	Office member	<i>Dilip Saikia</i>
13.	Sri Jatindra Mohan Borah	Office member	<i>Jatindra</i>
14.	Sri Abinash Dutta	Alumni member	<i>Abinash</i>
15.	Sri Chayanika Handique	Student member	<i>Chayanika Handique</i>

Borah

Dr. Sewali Borah
Coordinator, IQAC
College of Education, Nagaon

Baruah

Dr. Manoshikha Baruah
Chairperson, IQAC
College of Education, Nagaon

Proceedings of IQAC held on 12.03.2018

IQAC coordinator welcomed all the members and briefed about the agenda and requested the Principal to Chair the meeting. The meeting held on 12.03.2018 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 programmes decided earlier was completed successfully.

- Workshop on 'Lesson Planning' held successfully on 28.01.2018. Few teachers were invited from the following schools of Nagaon town-

(i) Ratnakanta High School

(ii) Urban High School.

Number of participant of the programme was 110.

- 'Mask Making' workshop held on 02.03.2018. Renowned artist of Assam Sri Chittaranjan Borah was the Resource Person in that programme. 20 Students of Urban High School and B.Ed. 2nd year students of the college participated in the workshop. Number of participant 120.
- College organized a workshop on 'Paper Bag Making' under SWO programme on 08.02.2018 to make aware the student teachers regarding use eco- friendly material instead of plastic. Sri Mithun Das was resource person of the programme. Number of participant 100.
- The students who failed in final B.Ed. examination, college arranged special classes by the concern subject teachers in the month of February.

Agenda 2 : Regarding opening programme of M.Ed. course.

Resolution : Meeting discussed on the topic of opening ceremony of M.Ed. course. It is noteworthy that besides two institutions of Assam, College of education, Nagaon has got N.C.T.E. recognition for opening of M.Ed. course.

SBorah

Dr. Sewali Borah
Coordinator, IQAC
College of Education, Nagaon

Baruah

Dr. Manoshikha Baruah
Chairperson, IQAC
College of Education, Nagaon

Meeting decided to invite Director of College Development Council of Gauhati University to inaugurate the M.Ed. course. The programme will be held on may, 2018.

Agenda 3 : Regarding an Orientation Programme of M.Ed 1st batch.

Resolution : Meeting discussed on an orientation for M.Ed. new comer as it will be the beginner batch of M.Ed. course of the college. All the members agreed on the matter and decided to hold the programme on may, 2018.

Agenda 4 : Regarding preservation of wall magazine.

Resolution : Meeting discussed on the matter and all the members agreed with decision that wall magazine prepared by the B.Ed. 1st year students should be preserved in hand written book format for the future.

Agenda 5: Regarding Result analysis.

Resolution : B.Ed. result declared by Gauhati University on 14.12.2017 and the result of the session 2015-2017 is as follows –

	Male	Female	Total
Appeared	15	63	78
Passed	13	57	70
1 st class	11	48	59

Pass percentage 90%

Agenda 6 : Regarding preparation of Academic Calendar.

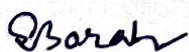
Resolution : Meeting authorized academic committee to prepare the Academic Calendar for the session 2018-2019.

Agenda 7: Regarding Annual Report Preparation and submission.

Resolution: Meeting discussed on the matter and authorized the coordinator, IQAC to prepare the Annual Report of the year 2017-18 and submit to the NAAC.

Agenda 8 : Regarding date for the next meeting

Resolution : It was decided that the next meeting will be held on May, 2018.



Dr. Sewan Baruah
Coordinator, IQAC
College of Education, Nagaon



Dr. Manoshikha Baruah
Chairperson, IQAC
College of Education, Nagaon

Proceedings of the IQAC meeting held on 26.05.2018

Members present :

Sl. No.	Name	Designation	Signature
1.	Dr. Manoshikha Baruah	Chairperson	<i>Baruah</i>
2.	Sri Sahajananda Ojah	G.B. member	<i>Sahajananda Ojah</i>
3.	Sri Atul Ch. Borah	G.B. member	<i>Atul Ch. Borah</i>
4.	Sri Alok Goswami	G.B. member	<i>Alok Goswami</i>
5.	Prof. Jogen Ch. Kalita	Stakeholder	
6.	Sri Arup Saikia	G.B. member	
7.	Sri Jahnvi Das	Staff member	<i>Jahnvi Das</i>
8.	Sri Sewali Borah	Coordinator	<i>Sewali Borah</i>
9.	Sri Mitali Devi	Staff member	<i>Mitali Devi</i>
10.	Sri Bandana Sabhapandit	Staff member	<i>Bandana Sabhapandit</i>
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13.	Sri Jatindra Mohan Borah	Office member	<i>Jatindra Mohan Borah</i>
14.	Sri Abinash Dutta	Alumni member	<i>Abinash Dutta</i>
15.	Sri Chayanika Handique	Student member	<i>Chayanika Handique</i>

S. Borah

Dr. Sewali Borah
Coordinator, IQAC
College of Education, Nagaon

Baruah

Dr. Manoshikha Baruah
Chairperson, IQAC
College of Education, Nagaon

Proceedings of IQAC held on 26.05.2018

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 26.05.2018 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 describe on activities done as per the resolutions of the last meeting.

- Opening ceremony of M.Ed. course was held successfully on 03.05.2018. Dr. Biswajit Sharmah, Director, College Development Council, Gauhati University was present as Chief Guest on the occasion. Number of participant 80.
- An Orientation programme held successfully on 03.05.2018. Dr. Bidula Sharmah, faculty, M.Ed. department, Gauhati University, as Resource Person and other distinguish invitees along with the students of M.Ed. 1st batch were present in the Oriantation programme. Number of participant of programme were 80.
- Wall magazine "Sampriti" of the session 2017-2018 is preserved in hand written magazine format on that 04.04.2018. Number of participant 20.
- Academic Calendar was prepared for the session 2018-2019 on 10.05.2018.
- Annual report submitted to NAAC by the IQAC on time.

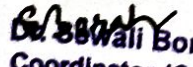
Agenda 2 : Regarding observation of World Environment Day.

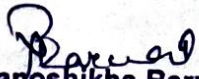
Resolution : Meeting decided to observe the World Environment Day in the month of June with the following programmes -

1. Plantation in different Areas of Nagaon Town
2. Public Awareness programme on 'Polythene Use'

Agenda 3 : Regarding different activities of different committees.

Resolution : IQAC coordinator placed in the meeting regarding all the activities list conducted by the different sub-committees:


Dr. Swali Borah
Coordinator, IQAC
College of Education, Nagaon


Dr. Maroshikha Baruah
Chairperson, IQAC
College of Education, Nagaon

Academic Committee -

- (i) B.Ed. 1st year orientation programme – 15.09.2017
- (ii) Freshmen Social – 27 and 28 october, 2017
- (iii) Workshop on Aims of Education in present scenario, B.Ed. 2nd year -16.11.2017
- (iv) Silver Jubilee Celebration - 23.12. 2017
- (v) Unit test B.Ed. 2nd year – 8 dec to 11 dec, 2017
- (vi) College Week – 27 Dec to 29 Dec 2017
- (vii) Observation of National Youth Day – 12.01. 2018
- (viii) Observation of Silpi Divash – 17.01.2018
- (ix) Observation of Netaji's Birthday – 23.01.2018
- (x) Demonstration class for B.Ed. 1st year – 14.03.2018
- (xi) Workshop on Micro –teaching – 06 april to 12 april 2018
- (xii) Terminal examination B.Ed. 1st year – 22may to 30 may 2018

2. Guidance and Counseling Committee –

- (i) A workshop on developing the interest of teaching through drama. – 10.02.2018
- (ii) An awareness programme through street play about corruption – 21.04.2018
- (iii) A guidance and counseling programme on all the academic and non-academic activities of the B.Ed. course – 22.10.2018

3. Library Committee –

- (i) Library software reinstallation- 18.01.2018
- (ii) Binding of previous copies of journal – 20.03.2018
- (iii) Orientation programme on time management on the occasion of Librarian day celebration – 12.08.2018

(v) Purchasing of books and journal – 03.12.2018

(v) Library orientation programme- 20.10.2018

Meeting praised on the quality works organized by the sub-committees.

Agenda 4: Regarding academic calendar preparation.

Resolution : Academic committee is authorized to prepare academic calendar for the session 2018-2019.

Agenda 5: Regarding date of the next meeting.

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



Dr. Soweli Borah
Coordinator, IQAC
College of Education, Nagaon



Dr. Manoshikha Baruah
Chairperson, IQAC
College of Education, Nagaon