

Proceedings of IQAC meeting held on 01.08.2020

Members present :

Sl. No.	Name	Designation	Signature
1.	Dr. Manoshikha Baruah	Chairperson	<i>Manoshikha Baruah</i>
2.	Sri Alok Goswami	Employer member	<i>Alok Goswami</i>
3.	Dr. Swapna Neog	G.B. member	<i>Swapna Neog</i>
4.	Sri Debobrata Sarma	Sr. Advocate, member of local community	<i>Debobrata Sarma</i>
5.	Prof. Jogen Ch. Kalita	Stakeholder	
6.	Sri Bhaskar Borah	ACS, member as senior administrative officer	
7.	Sri Jahnvi Das	Staff member	<i>Jahnvi Das</i>
8.	Dr. Sewali Borah	Coordinator	<i>Sewali Borah</i>
9.	Sri Mitali Devi	Staff member	
10.	Sri Bandana Sabhapandit	Staff member	<i>Bandana Sabhapandit</i>
11.	Sri Samar Dev	Office member	<i>Samar Dev</i>
12.	Sri Dilip Saikia	Office member	<i>Dilip Saikia</i>
13.	Sri Puspendra Rajkhowa	Industrialist	
14.	Mehjebeen Hussain	Asst. Coordinator	<i>Mehjebeen Hussain</i>
15.	Sri Lipika Hazarika	Alumni member	<i>Lipika Hazarika</i>
16.	Sri Kangkan Krishna Hazarika	Student member	<i>Kangkan Krishna Hazarika</i>

*Borah*

**Dr. Sewali Borah**  
Coordinator, IQAC  
College of Education, Nagarn

*Baruah*

**Dr. Manoshikha Baruah**  
Chairperson, IQAC  
College of Education, Nagarn

## Proceedings of the IQAC meeting held on 01.08.2020

The IQAC Held a virtual meeting on August 01, 2020 at 1 p.m. at Google Meet platform. Principal remained as Chairperson for the meeting.

The minutes of the meeting were as follows:

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

#### Resolution :

- In case of drop out college authority made an enquiry and found that the student got a job in a remote area, as circumstances he could not continue his study.

### Agenda 2 : Regarding organization of an International Webinar.

**Resolution :** Meeting decided to organize an international webinar on "The impact of COVID-19 ON WOMEN AND FAMILY HEALTH" in collaboration with zoological society of Assam on 17<sup>th</sup> August 2020. Meeting also decided to invite the following resource person for the same.

1. Dr. Anindita Dutta, Prof., Delhi School of Economics
2. Sri Priyabrata Lahkar, President Zoological Society
3. Sri Sahajananda Ojah, President College G.B.
4. Prof. Minalini Goswami, Vice Chancellor Assam Women University
5. Sri Rituparna Bhattacharyya,
6. Dr. B.K. Das, working president of ZSA
7. Prof. Jogen Ch.Kalita, department of zoology, gauhati university
8. Dr. Arpita Roy Choudhury
9. Sri Moushumi Das

Meeting also decided to give the responsibility to Sri Jahnvi Das, Dr. Sewali Bora, and Surajit Nath as co-ordinator to organize the webinar.

### Agenda 3 : Regarding date of the next meeting.

**Resolution :** It was decided that next meeting will be held on November, 2020

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*Sewali Borah*

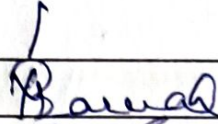

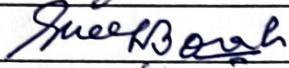
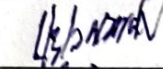
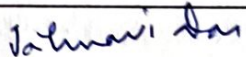
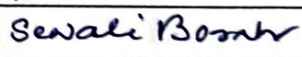

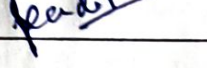
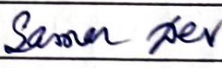
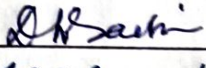
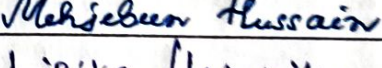
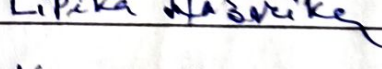

**Dr. Sewali Borah**  
Coordinator, IQAC  
College of Education, Nagaon

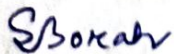
*Manoshikha Baruah*

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

Proceedings of IQAC meeting held on 20.11.2020

Members present :

Sl. No.	Name	Designation	Signature
1.	Dr. Manoshikha Baruah	Chairperson	
2.	Sri Alok Goswami	Employer member	
3.	Dr. Swapna Neog	G.B. member	
4.	Sri Debobrata Sarma	Sr. Advocate, member of local community	
5.	Prof. Jogen Ch. Kalita	Stakeholder	
6.	Sri Bhaskar Borah	ACS, member as senior administrative officer	
7.	Sri Jahnvi Das	Staff member	
8.	Dr. Sewali Borah	Coordinator	
9.	Sri Mitali Devi	Staff member	
10.	Sri Bandana Sabhapandit	Staff member	
11.	Mehjabeen Hussuain	Asst. coordinator	
12.	Sri Samar Dev	Office member	
13.	Sri Dilip Saikia	Office member	
14.	Mehjebeen Hussain	Asst. Coordinator	
15.	Sri Lipika Hazarika	Alumni member	
16.	Sri Kangkan Krishna Hazarika	Student member	



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



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

## Proceedings of the IQAC meeting held on 20.11.2020

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 20/11/2020 at 11.00 a.m. in the room of IQAC.

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

#### Resolution :

- Coordinator IQAC said that the International webinar on "The impact of COVID-19 ON WOMEN AND FAMILY HEALTH" was held successfully on August 18, 2020. Chief speaker in the webinar were Prof. Malinee Goswami, Honorable Vice-Chancellor, Assam Women University; Dr. Anindita Datta, Associate Prof., Delhi University; Prof. Jogen Ch. Kalita, Dept. of zoology; Sri Sahajanada Ojah, rtrd. Principal, ADP college; Sri Priyabrata Lahkar, president, ZSA; Dr. Balendra Kumar Deka, working president , ZSA; Dr. Rituparna Bhattacharyya, Editor-in-Chief, Dr. Arpita Roychoudhary, Gernay; Sri Mausumi Das, Switzerland; Dr. Bidula Sarma, faculty, M.Ed. Dept., Gauhati University. Number of participant 120.

### Agenda 2: Regarding SWO programme.

**Resolution:** Meeting discussed on the matter and decided to organize a programme on 'Making of Earthen Lamp' by the B.Ed. 2<sup>nd</sup> year students. It will be held on January 2021.

### Agenda 3 : Regarding publication of an edited book by the College with ISBN.

**Resolution:** Meeting discussed on the matter of publication of an edited book with ISBN. Meeting also formed a sub-committee for the Book publication with the following members.

1. Dr. Manoshikha Baruah
2. Sri Alok Goswami
3. Dr. Swapna Neog
4. Sri Jahnabi Das
5. Dr. Sewali Borah
6. Dr. Partha Pratim Phukan
7. Mehzebin Hussian
8. Surajit Nath

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

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

9. Mithun Das

**Agenda 4: Regarding organization of a motivational talk program on 'Career service'.**

**Resolution:** Meeting discussed on the matter of organization of a 'career service' program that will be held on March, 2021 at college of education, Nagaon. Meeting decided to invite the following persons as resource person for the same-

1. S.Sunil Dutta Singh, young professional National career service, Govt. of India
2. Rahul Mussahary
3. Manoj Kakoti

**Agenda 5 : Regarding Result Analysis.**

**Resolution :** Result analysis is done by the academic committee. Result declared by Gauhati University on 06.10.2020 and the B.Ed. result of the session 2019-2020 is as follows –

	Male	Female	Total
<b>Appeared</b>	25	72	97
<b>Passed</b>	25	72	97
<b>1<sup>st</sup> class</b>	25	72	97

Pass percentage 100%

**Agenda 6: Regarding date for the next meeting.**

**Resolution:** The date for the next meeting will be on January, 2021

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*S Borah*

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

*Baruah*

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

Proceedings of IQAC meeting held on 15.01.2021

Members present :

Sl. No.	Name	Designation	Signature
1.	Dr. Manoshikha Baruah	Chairperson	<i>Baruah</i>
2.	Sri Alok Goswami	Employer member	<i>Alok Goswami</i>
3.	Dr. Swapna Neog	G.B. member	<i>Swapna Neog</i>
4.	Sri Debobrata Sarma	Sr. Advocate, member of local community	<i>Debobrata Sarma</i>
5.	Prof. Jogen Ch. Kalita	Stakeholder	
6.	Sri Bhaskar Borah	ACS, member as senior administrative officer	
7.	Sri Jahnvi Das	Staff member	<i>Jahnvi Das</i>
8.	Dr. 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.	Mehjebeen Hussain	Asst. coordinator	<i>Mehjebeen Hussain</i>
12.	Sri Samar Dev	Office member	<i>Samar Dev</i>
13.	Sri Dilip Saikia	Office member	<i>Dilip Saikia</i>
14.	Sri Puspendra Rajkhowa	Industrialist	
15.	Sri Lipika Hazarika	Alumni member	<i>Lipika Hazarika</i>
16.	Sri Chiranjib Saikia	Student member	

*S Borah*

**Dr. Sewali Borah**  
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College of Education, Nagaon

*Baruah*

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

## Proceedings of the IQAC meeting held on 25.01.2021

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 25.01.2021 at 12.00 a.m.in IQAC.

The minutes of the meeting are as follows:-

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

**Resolution:** IQAC coordinator present details of the activities organized as per the resolution taken in the last meeting.

- College organized SWO programme on Making Earthen Lamp by the B.Ed. 2<sup>nd</sup> year students on 21.01.2021 and 22.01.2021.
- Research papers were collected during the month of December 2020 for the purpose of Book publication by the college with ISBN.
- COE, Nagaon organized a motivational talk programme on 'career service' on 12.03.21. Resource person were present for the same-
  - (i) S.Sunil Dutta Singh, young professional National career service, Govt. of India
  - (ii) Rahul Mussahary
  - (iii) Manoj Kakoti

### **Agenda 2: Regarding 'Academic and Administrative Audit'**

**Resolution:** Meeting discussed on the matter and decided to hold the programme on April. All the members were agreed to invite Prof. J.C. Kalita as Resource Person.

### **Agenda 3: Regarding awareness programme on "Covid-19 pandemic".**

**Resolution:** Meeting discussed on the matter. Coordinator of IQAC said on the importance of organising some awareness programme in different backward areas to prepare the people to fight against Covid-19 pandemic. Sri Atul Ch. Borah suggested to distribute sanitizer among the village people. After due discussion it is decided that the programme will be conducted by the B.Ed. 1st year students of the college.

*S. Borah*

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

*Dr. Manoshikha Baruah*

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

**Agenda 4 : Regarding hand written magazine.**

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

**Agenda 5 : Regarding Academic Calendar.**

**Resolution :** Academic Committee is authorized to prepare Academic Calendar for the session 2021-2022.

**Agenda 6 : Regarding Result Analysis of M.Ed. session 2018-2020.**

**Resolution :** Result analysis is done by the Academic Committee. Result declared by Gauhati University on 18.01.2021 and the result of the session 2018-2020 is as follows –

	Male	Female	Total
Appeared	18	28	46
Passed	18	28	46
1 <sup>st</sup> class	18	28	46

Total admission = 49, Drop out (2nd year) = 3

Pass percentage 94%

In case of drop out college authority will take necessary action.

**Agenda 7 : Regarding date for the next meeting.**

**Resolution:** The date for the next meeting will be on May 2021

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*Sewali Borah*

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

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



Proceedings of IQAC meeting held on 20.05.2021

Members present :

Sl. No.	Name	Designation	Signature
1.	Dr. Manoshikha Baruah	Chairperson	<i>Baruah</i>
2.	Sri Alok Goswami	Employer member	<i>Alok Goswami</i>
3.	Dr. Swapna Neog	G.B. member	<i>Swapna Neog</i>
4.	Sri Debobrata Sarma	Sr. Advocate, member of local community	<i>Debobrata Sarma</i>
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6.	Sri Bhaskar Borah	ACS, member as senior administrative officer	
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8.	Dr. 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>
11.	Mehjebeen Hussain	Asst. coordinator	<i>Mehjebeen Hussain</i>
12.	Sri Samar Dev	Office member	<i>Samar Dev</i>
13.	Sri Dilip Saikia	Office member	<i>Dilip Saikia</i>
14.	Sri Puspendra Rajkhowa	Industrialist	
15.	Sri Lipika Hazarika	Alumni member	<i>Lipika Hazarika</i>
16.	Sri Chiranjib Saikia	Student member	<i>Chiranjib Saikia</i>

*S Borah*

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

*Baruah*  
Dr. Manoshikha Baruah  
Chairperson, IQAC  
College of Education, Nagson

## Proceedings of the IQAC meeting held on 20.05.2021

The IQAC Held a virtual meeting on May 05, 2021 at 1 p.m. at Google Meet platform. Principal remained as Chairperson for the meeting.

The minutes of the meeting were as follows:

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

**Resolution :** IQAC coordinator said on the activities done successfully as per previous IQAC meeting.

- AAA was held successfully. Prof. J.C. Kalita was present in the programme as resource person on April 8<sup>th</sup> 2021. All the college faculties and some students were present in the programme. Prof. J.C. Kalita Stressed on research culture by faculty and by college. Number of participant 25.
- Awareness programme on "Covid-19 Pandemic" was held in two villages of Nagaon District. B.Ed. 1<sup>st</sup> year student Azizur Rehman organized one awareness programme in Juria that is 7 km distant from Nagaon town on 5<sup>th</sup> feb, 2021. Snigdha Saikia another B.Ed. 1<sup>st</sup> year student was also organised that programme in Bordowa. College of Education, Nagaon distributed sanitizer among the village people of that particular areas by the two students. Number of participant 40.
- Motivational talk programme was held successfully in the presence of S. Sunil Dutta Sing, Rahul Mushahary, Manoj Kakoti on 12.03.2021 in college premises, students of B.Ed and M.Ed. participated. Number of participant 150.
- Wall magazine 'Latika' of the session 2020-2021 preserved hand-written format on 26.04.2021 by the B.Ed. 1<sup>st</sup> year students.
- Academic calendar prepared on 05.05.2021.

### Agenda 2: Regarding different activities of different committees.

**Resolution :** Following activities were conducted by the different committees -

#### 1. Committee for Curricular aspect -

1. 2<sup>nd</sup> Terminal Examination B.Ed 2<sup>nd</sup> year - 15<sup>th</sup> June to 30<sup>th</sup> June
2. Celebration of Yoga Divas - 21<sup>st</sup> June

*Dr. Sewali Borah*

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Coordinator, IQAC  
College of Education, Nagaon

*Dr. Manoshikha Baruah*

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

## Proceedings of the IQAC meeting held on 20.05.2021

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The minutes of the meeting were as follows:

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- Motivational talk programme was held successfully in the presence of S. Sunil Dutta Sing, Rahul Mushahary, Manoj Kakoti on 12.03.2021 in college premises, students of B.Ed and M.Ed. participated. Number of participant 150.
- Wall magazine ‘Latika’ of the session 2020-2021 preserved hand-written format on 26.04.2021 by the B.Ed. 1<sup>st</sup> year students.
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### Agenda 2: Regarding different activities of different committees.

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#### 1. Committee for Curricular aspect -

1. 2<sup>nd</sup> Terminal Examination B.Ed 2<sup>nd</sup> year – 15<sup>th</sup> June to 30<sup>th</sup> June
2. Celebration of Yoga Divas – 21<sup>st</sup> June

  
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3. Celebration of Independence Day - 15<sup>th</sup> August
4. International webinar – Impact of Covid-19 pandemic on women and family health -21<sup>st</sup> August
5. Celebration of Teachers' day - 5<sup>th</sup> September
6. B.Ed 2<sup>nd</sup> year final examination- 2<sup>nd</sup> Sept to 29<sup>th</sup> September
7. Celebration of Republic Day - 26<sup>th</sup> January
8. B.Ed 1<sup>st</sup> year orientation programme- 29<sup>th</sup> January 2021
9. Celebration of Saraswati Puja- 30<sup>th</sup> January
10. Freshman Social and College Week- 1<sup>st</sup> March to 5<sup>th</sup> March
11. Micro-Teaching B.Ed 1<sup>st</sup> year - 5<sup>th</sup> April to 7<sup>th</sup> April
12. Practice Teaching B.Ed 1<sup>st</sup> year – 19<sup>th</sup> April to 20<sup>th</sup> May
13. Internship Orinetation Programme- 22<sup>nd</sup> Janauray 2021.

## **2. Committee for teaching-learning and evaluation -**

1. 03.12.2020 - Workshop on Art and Craft
2. Covid-19 Pandemic awareness campaign in village area on 15.06.2020.
3. Online counselling for appearing B.Ed. Final examination on online mode on 04.09.2020.

## **3. Committee for research, innovations and extension -**

1. Purchasing of Books, Journals
2. A workshop on art and craft organised in Srimanta Sankar Mission Nagaon, Assam on 03.12.2020
3. Seminar on “ Research Culture” for the M.ed. 1<sup>st</sup> Year students on 22/12/2020.
4. Workshop on Research Ethics for the M.Ed. 2<sup>nd</sup> year students on 11/01/2021.

## **4. Committee for student support and progression –**

1. Workshop on Yoga on 05/02/2021.

## **5. Committee for governance, leadership and management-**

1. Three days programme on ICT for Professional Development of Teaching & Non-Teaching staff on 12/12/2020.

*S Borah*

**Dr. Sewali Borah**  
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College of Education, Nagaon

*Baruah*

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

2. Professional Development programme for Teacher on plagiarism and research ethics on 05/01/2021.

3. Professional Development Programme for Non Teaching staff on grooming office behaviour on 28/01/2021.

**6. Committee for institutional values and best practice-**

**Best Practices of the college -**

1. Preparation of teaching material for the learners
2. Preparation of videos for online teaching

**7. Committee for library management -**

1. Purchasing of books and journals
2. Sensitization of library building
3. Extension of library building
4. Write off outdated and damaged books
5. Book hospital rack and Book wish list box has been created.
6. Library orientation programme was held on 29th January and February 2021.

**8. Grow –green Committee -**

Plantation of Neem and Areca Palm

Maintening Green cover of the college campus

Ensuring plastic free campus

Maintening eco-friendly campus

Awareness programme on “Save Earth Love Earth”.

**Agenda 3: Regarding celebration of world environment day .**

**Resolution :** Meeting decided to organise World Environment Day with different activities in the month June, 2020.

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

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

**Agenda 5: Regarding date of the next meeting.**

**Resolution:** It was decided that the next meeting will be held on October, 2021.

*SBorah*

**Dr. Sewali Borah**  
Coordinator, IQAC  
College of Education, Nagaur

*Baruah*

**Dr. Manoshikha Baruah**  
Chairperson, IQAC  
College of Education, Nagaur