

IQAC Meeting

Agenda of IQAC Meeting:

Date: 04-02-2021

1. Chairperson's gracing of the chair.
2. Objectives of the meeting- coordinator
3. Minutes of the last meeting-Discussion
4. Discussion on the preparation of AQAR for the session 2019-20.
5. Discussion on various aspects related to innovative projects with students and publishing articles in research journals.
6. Discussion on steps taken for Gender Equity Programme, mentoring system and future plan of the college.
7. Discussion on measures for strengthening the Alumni Association of the college.
8. Others.
9. Chairperson's remark
10. End of the meeting

Minutes of the meeting

A quarterly meeting was held today at the Conference Hall of H.C.D.G. College. The meeting was presided over by the Principal, Dr. Sanjib Kumar Borgohain. The co-ordinator of IQAC Dr. Gitali Saikia, defined the objectives of the meeting, followed by reading out of the previous meeting of IQAC with due approval of the president. The Co-ordinator of IQAC reflected on varied activities of session 2019-20 and also highlighted steps to be taken for future endeavors in this regard. Moreover, the co-ordinator suggested introducing New Certificate Courses for the students in the college. She mentioned varied aspects related to the vacant post, innovative projects with students, publishing articles in research journals. The co-ordinator also highlighted that the process of Alumni registration. She mentioned generating Welfare Fund, taking measures for Gender Equity Programme, mentoring system, and the future college's plan. Jadav Gogoi, UDA of the college suggested keeping pace with the AQAR Report's requirement. Sri Phanidhar Saikia, Vice-Principal of the College also mentioned the various problems of the college and requested all to work unitedly to solve these problems. The Principal suggested that an Advisory Committee be constructed and take necessary steps as per the recommendation of the same. Dr. Gitali Saikia suggested starting Vermi Compost system again in the college. Phanidhar Saikia, Diganta Gogoi and Manashi Gogoi suggested giving responsibility to Lucky

Bakkal, Lecturer of MLWT for the process of online submission of AQAR. Principal suggested organizing workshop over Web Design. The Director of RUSA Dr. Tarun Gogoi mentioned problems related to Equity in Gender Parity, strategy and implementation and also said about his difficulties. He suggested taking fast initiatives to solve these issues. It was decided to utilize the cash Prize of the Best HS Examination Centre of Rs.50000/- for the development of the college. It was also decided in the meeting to do MOU with Autonomous Council, Sahitya Sabha of the locality. Mr. Bitul Saikia, Assistant Professor of Political Science told in the meeting to create Face book Page for student's motivation. Phanidhar Saikia suggested him to take further steps in that regard. Bitul Saikia was given the responsibility of Alumni Association. The meeting also suggested that the Prospectus Committee of the college will prepare the new Prospectus of the college which newly introduced Value Added Course, Add on Course should include. The meeting came to an end with the declaration of the President.

Resolution:

1. The coordinator provided a comprehensive review of the progress of the AQAR preparations for the session 2019-20. The members present a concise overview of the developments.
2. The coordinator suggested introducing need-based New Certificate Courses for the students in the college.
3. The meeting decided to construct an Advisory Committee.
4. The meeting suggested reconstructing Vermi Compose system again within the campus of the college.
5. A decision was taken to entrust the responsibility of Alumni Association to Mr. Bitul Saikia, Assistant Professor, Department of Political Science.
6. The meeting decided to prepare the new Prospectus of the college by the Prospectus Committee.

Action taken report:

1. The existing Vermi Compose system of the college was reconstructed.
2. Alumni Association of the college was strengthened by Mr. Bitul Saikia, Assistant Professor, Department of Political Science.
3. Value Added Course and Add on Courses were included in the new Prospectus of the college by the Prospectus Committee.

Bitul Saikia
Coordinator/Convener
IQAC H.C.D.G. College
Nitaipukhuri, Sivasagar
Assam

Sham
Chairperson, IQAC
Principal
H.C.D.G. College
Nitaipukhuri, Sivasagar

JBAC Meeting with Teaching Staff, Library staff, and office staff

Members present:

1. Goro 4/2/21
2. Phaniidhar Satee (Pobse dept. 4.2.21)
3. ~~Barun~~ 4/2/21
4. Manasli Goro 4/2/21
5. Jareem Sori 4/2/21
6. Rashmi Rekha Duwarah 4/2/21
7. Pikumoni Chutia 4/2/21
8. Gitanmoni Handique uogoi
9. Leena Datta 4/2/21
10. Nira Das 4/2/21
11. Floren Byan 4/2/21
12. Mridunomita Dutta 4/02/21
13. Meghali Baruah 4/02/21
14. Sibamanda Samal
15. Taker Pege
16. Kamali Saikia Sonowal. 4/2/21
17. Polin Hazarika 4/2/21
18. Gitali Saini