

IQAC Meeting, 2 February 2022

Agenda:

1. Chairperson's gracing of the chair.
2. Objectives of the meeting- coordinator
3. Minutes of the last meeting-Discussion
4. Discussion on action taken of the last two years IQAC meeting
5. AQAR of 2019-20, 2020-21
6. Introduction of new course, value added course, diploma course, add- on courses
7. Bridge Courses, Yoga, meditation, gender equity course
8. Website upgradation, academic quality enhancement workshop
9. Upcoming Food Preservation Certificate Course and financial assistance from college management
10. Green campus and sustainable energy use
11. Internet facility in college
12. New prospectus publication
13. Over all estimate of college development during post NAAC visit (2017- 2022) period.
14. Others
15. Chairperson's remark
16. End of the meeting.

Minutes of the Meeting:

A quarterly meeting of IQAC, HCDG College is held today at the college conference hall under the chairmanship of Dr. Sanjib Kr. Borgohain, the principal and Chairman of IQAC. Dr. Gitali Saikia, the IQAC, Coordinator, hands over the agenda of the meeting to the chairperson. The Coordinator states the objectives of the meeting. As the AQARs for last five years have to be uploaded in NAAC portal lots of works have to be done. For discussing different aspects of overall development of the institution the above mentioned agenda is taken for detail

discussion and to take some important resolutions. The coordinator then reads out the minute of the last meeting and the house discusses the actions taken by IQAC. The house also discusses the activities accomplished by IQAC, and suggests the principal of the college, and Chairperson, IQAC, to take more initiatives to enhance the pace of its development.

The coordinator of IQAC also has placed the AQARs of 2019-20, 1st 2020-21, and requests the members and the teaching staff to help her in the preparation of AQAR as well as in conducting various programmes. Manashi Gogoi, a member, and HoD, Education, suggests IQAC Chairperson and Principal of the college, to introduce new courses, Value added courses and Add-on courses. Thereby a resolution is taken to introduce Yoga and Meditation Certificate course, DCA Course, and Food Preservation and Processing certificate course. The IQAC Coordinator requests the management of the college to extend financial support to IQAC to conduct the courses. A resolution is taken to send an application to the principal of the institution to sanction fund to conduct the upcoming 7 Day Certificate Course on Food Processing and Preservation.

The house also suggests the teachers to organize Bridge Courses and Gender Equity Courses. Thereupon, a resolution is taken to conduct a bridge course. The house discusses the matter of Website up-gradation. The principal says that communication has been done with the technical operator of the Website to upgrade it. He again asks the Website committee to send essential documents to upload in the Website.

A resolution has been taken today to organize a State Level Workshop/seminar on quality enhancement of higher education in next month. Phanidhar Saikia, the Vice-principal, and a member of IQAC, suggests to give a proposal to Governing

Body to appoint a technical assistant to the IQAC Coordinator, as lots of computer related works have to be done every day. The house also discusses the matter of poor internet facility of the college, and requests the principal to make proper arrangement for installing high speed internet facility.

The Coordinator then starts a discussion on green campus and energy audit, green audit etc. The principal says that he has started communication for the same.

The IQAC Coordinator, and HoD, English, Dr. Gitali saikia, states the problem of shortage of staff in the department of English to run the Spoken English Course and to run the language Lab. One external member, Rajani kanta Dutta, asks the principal to do the required arrangements.

Dr. Tarun Gogoi raises the issue of Code of Conduct booklet, conduct of programmes related professional ethics etc. A resolution is taken to publish Professional Ethics booklet for both teachers and students.

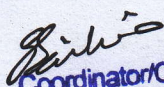
IQAC Coordinator raises another issue regarding publication of College Prospectus 2022-23 and to add necessary details. The house takes a resolution for the same. At the end, the Coordinator and the Chairperson throw light on the activities conducted by IQAC since 2017. The Chairperson says that more has to be done in future.

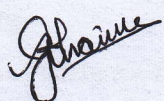
Action Taken Report:

1. The College Prospectus was published for the session 2022-23.
2. Booklet of Student Ethics and Teacher Ethics was published by IQAC.
3. Seven Day Certificate Course on Food Processing and Preservation was organised on 7th to 13th February 2022.

4. A State Level seminar on "Quality enhancement of Higher Education" was organized on 22nd March 2022.

5. A Bridge Course Programme for HSLC and HS appearing students was organized by IQAC and Career Counselling Cell, HCDG College, Nitaipukhuri on 23rd May 2022.


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


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

IQAC Quarterly Meeting

2 February 2022

Members present:

Chair person: Dr. Sanjib Borgohain

Convener : Dr. Gitali Saikia

Members present:

1. Rajani Kanta Dutta, External Member
2. Dr. Prafulla Hazarika, External member
3. Bipin Dutta, Management member
4. Phanidhar Saikia, Vice Principal & HoD, Political Science, member
5. Manashi Gogoi, HoD, Education, Member
6. Dr. Tarun Gogoi, HoD, History, Member
7. Bornali Saikia Sonowal, HoD, Economics, Member
8. Tinku Pegu, Librarian, Member
9. Provat Pran Konwar, Industry member
10. Jadav Gogoi, Member
11. Pramod Konwar, Guardian/Alumni member
12. Kaberi Changmai, Student member

*Rajani Kanta
Bipin Dutta*

*Prafulla
Gogoi*

*Tarun
Gogoi*

*Bornali
Saikia*

*Jadav
Gogoi*

Kaberi Changmai