

IQAC MEETING

07-08-2024

Minutes:

An IQAC quarterly meeting is held today in the Conference Hall II. The meeting is chaired by Dr. Birinchi Kr. Borah, Principal, H.C.D.G. College. The agenda of the meeting involves the discussion on the groundwork for NAAC Peer Team Visit and the various aspects related to the New Academic Session 2024-2025. On the very outset of the meeting, Dr. Tarun Gogoi, IQAC Coordinator informs about the main objectives of the meeting to the members. He states that the prime objective of the meeting is to decide on the tentative measures to be taken by the Office of the Principal, Departments, Library, Cells and Committees regarding the upcoming visit of the NAAC Peer Team. He mentions that the arrangement for the accommodation of the NAAC Peer Team has been started; and the three tentative dates for the visit of the NAAC Peer Team has also been given. Discussion of the aspects related to the New Academic Session, 2024-2025 is the second objective of the meeting as stated by the IQAC Coordinator.

Keeping in view the prime objective of the meeting, the Chairperson states that a mock Power Point presentation should be made by the respective departments, Library, cells, and committees before the NAAC Peer Team visit and a date should be scheduled for the same. He also asks to meticulously maintain all the relevant documents and credentials described in the presentations and keep it ready for immediate verification. He ensures that regular classes should not be hampered during this period of preparation for the NAAC visit. He also assures that official assistance will be provided as and when required. Further, he discusses and elaborates on the things to be done by the various criteria and committees formed for the NAAC Peer Team visit in detail.

Dr. Sudhir Kr. Das, member, Governing Body, H.C.D.G. College also offers his valuable suggestions regarding the NAAC Peer Team visit. He specifically mentions that the presentation made by the Principal must incorporate details of all the seven criteria and should also focus on and highlight the follow-up actions taken on the basis of the suggestions made by the team in the previous NAAC visit. The presentation must also include the details of the implementations made in the last five years. Besides, he also shares various other significant suggestions and things to be kept in mind in regard to the NAAC Peer Team visit.

The various members in the meeting also come up with other significant aspects to be ensured and done in relation to the prime objective of the meeting. Mrs Manashi Gogoi, Vice Principal says that the creative talent of the students must be highlighted during the NAAC visit. Dr. Tarun Gogoi, IQAC Coordinator, Dr. Gitamoni Gogoi Handique, HoD, Dept. of Political Science Dr. Niva Das, HoD, Dept. of Assamese and Dr. L.X. Polin Hazarika, Assistant Professor, Dept. of English also offer certain suggestions related to the college campus enhancement and beautification.

In the context of the New Academic Session, Mrs. Manashi Gogoi, Vice Principal mentions about the revised syllabus of the FYUGP NEP and the subsequent changes made in it resulting into the re-setting of the academic routine. The Chairperson states that the minimum number of classes per week for each teacher, as prescribed by the UGC, should be conducted and the routine should be set-up keeping that in view. He also mentions that the In-Semester evaluation process should be conducted effectively as directed in the University guidelines. IQAC Coordinator informs the members to submit the Course Allotment and Course Outcome of the last two Academic Sessions to IQAC. At the end, Mr. Bipin Dutta, President, Governing Body also shares his valuable insights and observation on the discussed matters and aspects in the meeting.

The Resolutions taken from the Chair in the meeting are as follows:

Resolution I: A total number of ten committees are formed for the smooth conduct of the necessary arrangements to be made for the NAAC Peer Team visit. The coordinators and members of the respective committees should take relevant measures and initiatives in its concern.

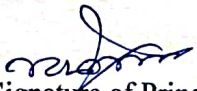
Resolution II: Initiatives should be taken for the Cleanliness and Beautification of the College Campus.

Resolution III: Course Completion Certificate of the previous session and Course Allotment of the current session should be submitted.

Resolutions - 4: To conduct Induction Programme for the FYUG 1st Semester students.

Signature of IQAC Coordinator

Coordinator/Convener
IQAC
HCDG College, Nitaipukhuri
Sivasagar, Assam


Signature of Principal
Principal
H.C.D G College
Nitaipukhuri, Sivasagar

**INTERNAL QUALITY ASSURANCE CELL
HCDG COLLEGE, NITAIPUKHURI
Sivasagar, Assam PIN-785671**

Ref. No.

Date: 07-08-2024

IQAC Meeting

IQAC Meeting held on 07/08/2024 in the Conference hall 2 of the College

Agenda –

1. Chairperson's gracing the chair
2. Explanation of the objectives
3. Discussion on NAAC Peer Team Visit
4. Discussion on New academic Session 2024-2025
5. Miscellaneous
6. Chairperson's remarks

A meeting of IQAC, H.C.D.G. College is held on 07/08/2024 in the IQAC Office, which is presided over by Dr. B.K. Borah, Principal, and H.C.D.G. College. Dr. Tarun Gogoi, Coordinator, IQAC, has explained the objectives of the meeting. Thereafter, Dr. Gogoi has presented the proceeding of the last IQAC meeting held on 09/04/2024 before the house and made the briefing of the action taken report on the resolutions taken earlier. The house has adopted the proceeding and the action taken report as shown in the following table.

Action Taken Report on the Resolutions of the meeting held on 09/04/2024

<u>Sl.no.</u>	<u>Resolutions</u>	<u>Action Taken</u>
1.	The faculty members are requested to offer their best efforts for the appraisal and welfare of the students.	Initiated
2.	Resolved that the assurance for the earliest completion of the Infrastructure development process.	Initiated
3.	Resolved that the up-gradation of the respective Cells and Committees of the College at the earliest is put forth in the meeting.	Implemented

4.	Resolved that the IQAC Coordinator is solicited to form a group or a team for the successful and well-organized completion of the work of Self Study Report (SSR) for the 3 rd Cycle of NAAC assessment.	Initiated and Implemented
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The following resolutions are taken in today's meeting after detailed discussion and incorporating the advices given by the respected members.

Resolutions -1 : A total number of ten committees are formed for the smooth conduct of the necessary arrangements to be made for the NAAC Peer Team visit. The coordinators and members of the respective committees should take relevant measures and initiatives in its concern.


Resolutions - 2: Initiatives should be taken for the Cleanliness and Beautification of the College Campus.

Resolutions -3: Course Completion Certificate of the previous session and Course Allotment of the current session should be submitted.

Resolutions - 4: To conduct Induction Programme for the FYUG 1st Semester students.

Dr. Tarun Gogoi
Coordinator, IQAC

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


(Dr. B.K. Borah)
Principal, H.C.D.G. College,
Nitaipukhuri
Principal
H.C.D G College
Nitaipukhuri, Sivasagar