

## AGENDA

Date: 22/12/2025

1. Chairperson's gracing of the chair
2. Objectives of the meeting
3. Minutes of the last meeting- Discussion
4. Upgradation of the college website
5. Discussion on the IQAC journal
6. Discussion on creating a new social media page on Facebook
7. Others
8. Chairperson's remark
9. End of the meeting

A meeting of IQAC, H.C.D.G. College is held on 22/12/2025 in the Conference Hall-II of the college. The meeting is presided over by the chairperson Dr. Birinchi Kumar Borah. At the very outset, the Coordinator, Dr Gitamoni Handique Gogoi, presented the objectives and the Action Taken Report on the resolutions taken before. The house accepted the report and the proceeding as briefed in the following table:

| Sl no | Resolution  | Action Taken |
|-------|---|--------------|
| 1     | The Clubs would initiate activities under IQAC            | Initiated    |
| 2     | Sign MoU with institutions to promote academic activities | Completed    |
| 3     | Organise workshops on Sattriya Dance                      | Completed    |

The following resolutions are taken in today's meeting after detailed discussion and incorporating valuable suggestions by the members of IQAC

Resolution 1: A separate social media page in facebook is to be created under the title IQAC, HCDG College to provide significant news related to the institution. Dr Shilpee Sikha Gogoi, Gaurisikha Gogoi and Panchurika Changmai are entrusted with the duty of providing updates in the concerned page.

Resolution 2: The New Academic Calendar for 2026 will be prepared, and the coordinator requests that the departments provide important dates to be observed.

Resolution 3: New MoUs will be signed with TLC, Tezpur University by IQAC and ABILAC by the department of Assamese. The renewal of NPCC will also be done.

  
Dr. Gitamoni Handique Gogoi  
Coordinator/  
Convener  
IQAC  
HCDG College, Nitaipukhuri  
Sivasagar, Assam

  
Dr. Birinchi Kumar Borah  
Chairperson  
Principal  
H.C.D.G. College  
Nitaipukhuri, Sivasagar

## Meeting Minutes

Date: 22/12/2025

The IQAC Quarterly Meeting is held today at 10.30 a.m. The meeting is chaired by the Principal & Chairperson of IQAC. The objective of the meeting is to discuss website upgradation, the IQAC Journal and creating a Facebook page for the college news. Thereafter, the coordinator Dr. Gitamoni Handique Gogoi read out the minutes of the previous meeting.

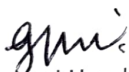
Regarding the upgradation of the college website, the coordinator requests the departments and the cells to submit their respective updated profiles to be uploaded on the website. Thereafter, the house discusses the status of the journal to be published with an ISSN. The house agrees to complete the process within the first month of January 2026.

Regarding the Facebook Page, the present admin of the college social media page highlights the importance of providing significant news on the official page. The house agrees to open up a separate social media page on Facebook and has entrusted the duty to Dr. Shilpee Sikha Gogoi, Gourisikha Gogoi and Panchurika Changmai.

In others, the coordinator, IQAC mentions preparing the Academic Calendar 2026 and asks the house to submit the important days to be observed by each department within 15 days. The house further agrees that a few MoUs should be signed with Technical Institutions for the academic benefit of the students. In this regard, signing an MoU with Tezpur University, ABILAC would be given preferences. The house also agrees to renew the MoU with NPCC.

The house unanimously shows concerned on the issue of low enrolment and agrees to pay for two cycles of visit at the neighbouring institutions.

At the end of the session, the IQAC Coordinator offers her gratitude to all the members for their presence and valuable suggestions.



Dr. Gitamoni Handique Gogoi  
Coordinator  
Coordinator/Convener  
IQAC  
HCDG College, Nitaipukhuri,  
Sivasagar, Assam



Dr. Birinchi Kumar Borah  
Chairperson  
Principal  
H.C.D.G. College  
Nitaipukhuri, Sivasagar