

**Meeting Minutes**

**Date: 27/05/2025**

The second quarterly meeting of IQAC, H.C.D.G. College, Nitaipukhuri was held today on 27/5/2025 in the Conference Hall- II. The meeting is presided over by the Chairperson Dr. Birinchi Kumar Borah. The IQAC Coordinator Dr. Gitamoni Handiqui Gogoi presents the objectives of the meeting. The meeting is arranged to discuss further planning on quality initiatives of the college.

Thereafter, the coordinator requests all the departments to update the departmental profile in the college website. She further requests the house to submit articles for the ISSN journal and ISBN book to be published by Teachers' unit and cell for Diamond Jubilee Celebration. Further, course completion certificates of each department need to be submitted within due time. She further requests to maintain records of the outgoing students for three years.

Thereafter, Dr. Leena Dutta highlights the importance of forming clubs in connection to criteria 6 for the new binary accreditation system.

Dr. Rashmi Rekha Dowarah inform that sharing projects with MoU signed institutions in Criterion 2 is very important.

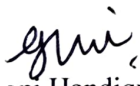
In the next agenda, the admission process for the FYUGP 1<sup>st</sup> semester is discussed. The house highlights the importance of monitoring students to pursue higher education. The house analyses the last year H.S. Final examination of the institution.

Every month attendance of the H.S. 2<sup>nd</sup> year must taken.

In the next agenda, MoU with other institutions the chairperson informs the house that the process of signing MoU with Majuli Cultural University has already initiated.

In the others Dr. Shilpee Sikha Gogoi inform the house about the instruction from Dibrugarh University regarding initiatives to be taken by the Red Ribbon Club.

In the chairperson's remark, the chairperson requests the faculty to give their best for the institution and thank the have for actively participating in the discussion.

  
Dr. Gitamoni Handiqui Gogoi  
(Coordinator)  
Coordinator/Convener  
IQAC  
H.C.D.G. College, Nitaipukhuri  
Sivasagar, Assam

  
Dr. Birinchi Kumar Bora  
(Chairperson)  
Principal  
H.C.D.G. College  
Nitaipukhuri, Sivasagar

## AGENDA

Date: 27.05.2025

1. Chairperson's gracing of the chair
2. Objectives of the meeting-Coordinator
3. Minutes of the last meeting - Discussion
4. Planning of quality enhancement initiatives
5. Preparation for the upcoming admission process
6. MoU signed with other educational institutions
7. Others
8. Chairperson's remark
9. End of the meeting

A meeting of the IQAC, H.C.D.G. College is held today on 27/05/2025 at the Conference Hall, which is presided over by the Chairperson Dr. Birinchi Kumar Borah. The coordinator of IQAC Dr. Gitamoni Handique Gogoi has explained the objectives of the meeting.

### Action Taken Report on the Resolution of the meeting held on 25/02/2025

| Sl. no | Resolution  | Action Taken       |
|--------|---|--------------------|
| 1      | IQAC will endeavour to publish an ISSN journal  | Initiated          |
| 2      | For greater academic, cultural and social interest, IQAC will sign MoU with feeder schools of Demow and Nitai-Panidehing area | <b>Implemented</b> |
| 3      | An Inter-school Quiz Competition will be conducted among the MoU signed schools   | <b>Conducted</b>   |

The house has taken the following resolutions after detailed discussion and suggestions from the respected members.

#### **Resolution 1:**

All the departments would submit the updated profile of the department. the website of the college also need to be updated.

**Resolution 2:**

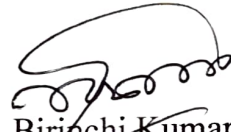
The articles for the journal would be submitted within 30<sup>th</sup> May 2025.

**Resolution 3:**

The clubs for extended curricular engagements and activities will be formed.



(Dr. Gitamoni Handiqui Gogoi)  
Coordinator  
Coordinator/Convenor  
IQAC  
HCDG College, Nitalpukhuri  
Sivasagar, Assam



(Dr. Birinchi Kumar Bora)  
Chairperson