

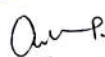
Minutes of the IQAC Web Meet held on 04/05/2020

Time: 3.30 PM

Members Present

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)
2. Deepak Sarma
3. Sankar Jyoti Bora
4. Dr. Kishore Kumar Sarmah
5. Binod Goswami
6. Dr. Uday Bhan Bhagat
7. Dr. Smarajit Ojah
8. Ranjit Barua, Coordinator



S. J. Bora






Minutes of the meeting

A web meet of the IQAC was held with the Principal and Chairperson Dr. Balin Kumar Bhuyan on the chair. He expressed his concern over the unprecedented crisis created by Covid-19 and lauded the efforts of the teaching fraternity in conducting online classes during Covid-19 lockdown. The coordinator informed that the process of preparation of AQARs and SSR has come to a halt due to the pandemic and subsequent lockdown. However the teachers of the college are conducting online classes for the benefit of the students. The members reviewed the academic progress made by different departments.

The following resolutions were adopted:

1. Online classes should continue and attempt should be made to involve as much students as possible.
2. Study materials should be uploaded through departmental WhatsApp groups.
3. Preparation of AQARs and SSR should begin after reopening of the college.




Principal
Nowgong Girls' College
Nagaon : Assam

ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam

Action Taken on the resolutions taken in the IQAC Web Meet held on 04/05/2020

1. The teachers were encouraged to conduct online classes.
2. Study materials were uploaded in the college website as well as in departmental WhatsApp groups.
3. Teachers were encouraged to upload Class videos in the college website and also in You Tube for the benefit of the students.
4. Dos and don'ts during pandemic were displayed in the college website to generate awareness among students.


Ranjit Barua
Coordinator, IQAC
Nowgong Girls' College
Co-ordinator
Internal Quality Assurance Cell
Nowgong Girls' College
Nagaon : Assam




Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC meeting held on 25-01-2020

Venue: IQAC Room

Time: 2.00 PM

Members Present

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)
2. Sarat Hazarika
3. Deepak Sarma
4. Sankar Jyoti Borah
5. Dr. Kishore Kr Sarmah
6. Dr. Uday Bhan Bhagat
7. Binod Goswami
8. Dr. Smarajit Ojah
9. Nazneen Akhtar
10. Ranjit Barua, Coordinator

[Signature]
25/01/20

[Signature]

S. J. Borah

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Agendas of the Meeting :

1. President takes chair
2. Confirmation of proceeding of last meeting
3. Discussion on the coming Industry Academia Meet
4. Discussion Time Table of the college
5. Discussion on Preparation Academic Calendar of the college
6. Discussion on lesson plan
7. Any other issue
8. President's Comment

Minutes of the meeting

The Principal Dr. Balin Kumar Bhuyan presided over the meeting. The coordinator of IQAC Mr Ranjit Barua placed the agenda of the meeting at the outset and it was accepted by the house. Thereafter the coordinator read out the proceedings of the last meeting and after a short discussion it was accepted.

As per agenda IQAC member Binod Goswami briefed the house about the Coming Industry Academia Meet scheduled to be held on 13-02-2020. The meeting also discussed to revise time table of the college. The coordinator of IQAC raised the issue of existing time table and he stress to revise the same. He also stressed preparation of Academic Calendar of the college for the current session. Dr Uday Bhan Bhagat raised the issue of preparation of lesson plans for each department. Dr Kishore Kr Sarmah told the house that one FDP programme on ICT should be arranged for faculty members as well as for non-teaching staffs. The members readily agreed on the proposal of Dr Sarmah.

The resolutions taken in the meeting were –

1. Resolutions was taken to invite some prominent Nagaon based Industrialist, Businessmen as well as academicians in the Industry -Academia meet.
2. For revising time table a new committee to be formed.
3. It was decided to prepare the academic calendar of the college in consultation with the academic calendar Gauhati University
4. It was decided to inform all faculty members through HoDs for preparation of Lesson Plans and the same to submit at IQAC.
5. Resolution was taken to contact ICT Academy of organising FDP on ICT.

The meeting came to an end with the president's comments.




Principal
Nowgong Girls' College
Nagaon : Assam

ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
NAGAON, ASSAM
Date: 22-02-2020

Action Taken Report on the resolutions taken in the IQAC Meeting held on 25-01-2020

1. The Industry-Academia Meet was held on 13-02-2020 in which prominent Industrialist, Businessmen as well as Academician were participated.
2. The college Time Table was thoroughly revised and circulated among the departments and also displayed on the Time Table Board.
3. The draft of Academic Calendar for the session 2020-21 was prepared by the Academic Calendar Preparation committee and was submitted to IQAC for approval.
4. The department of Education, Hindi, Geography, English, Bengali, Sanskrit, Home Science, Statistics and Mathematics submitted their lesson plans to IQAC.
5. ICT Academy was contacted for organising FDP and the same was held from 17th February to 19th February, 2020..


Ranjit Barua
Coordinator, IQAC
Nowgong Girls' College
Co-ordinator
Internal Quality Assurance Cell
Nowgong Girls' College
Nagaon : Assam




Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC meeting held on 09-12-2019

Venue: IQAC Room

Time: 12.30 PM

Members present

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)

2. Rita Kalita (Vice Principal)

3. Rajen Debnath

4. Sarat Hazarika

5. Deepak Sarma

6. Dr. Sanjita Sinha

7. Sankar Jyoti Bora

8. Dr. Bipul Malakar

9. Dr Uday Bhan Bhagat

10. Binod Goswami

11. Dr. Smarajit Ojah

12. Nazneen Akhtar

13. Ranjit Barua, Coordinator

Handwritten signature and date: 09/12/19

Handwritten initials: R, a, DS, S. J. Bora

Handwritten signature: Bm

Handwritten signature: Uday Bhan Bhagat

Handwritten signature: Binod Goswami

Handwritten signature: RLC

Agenda:

1. President takes chair
2. Confirmation of proceeding of last meeting
3. Discussion on the progress of draft of AQAR for the session 2018-19
4. College Website update
5. Online students attendance
6. Activities in adopted villages
7. Discussion on Remedial classes in the next session
8. President's Comment

Minutes of the meeting

The Principal of the college Dr. Balin Kumar Bhuyan presided over the meeting. As per second agenda the coordinator Ranjit Barua read out the proceeding of the last meeting and after a brief discussion it was unanimously approved by the members of IQAC. Regarding the progress of drafting AQAR for the session 2018-19, the coordinator informed that data from various cells, departments and committees are awaited. He requested the principal to call a joint meeting of IQAC with the HoDs of different departments. The members took up the issue of updating college website. Another IQAC member Dr. Bipul Malakar gave stress on online attendance of students and said that the IQAC should take necessary steps in this regard. Dr. Uday Bhan Bhagat proposed to undertake some activities in the adopted village. The meeting also discussed about the progress and outcome of remedial classes.

Some of the resolutions taken in the meeting were-

1. A joint meeting of various cells, committees and departments to be held.
2. College website is to be updated.
3. Extension Activity Cell was requested to conduct the activities taken in the adopted village.




Principal
Nowgong Girls' College
Nagaon : Assam

ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE

Nagaon, Assam

Action Taken Report on the resolutions taken in the IQAC meeting held on 09-12-2019

1. A joint meeting between HoDs of different department of the college, cell and committees were held.
2. Technical experts of S S Technology were contacted for updating of college website.
3. A committee was constituted for assessing pros and cons of online class attendance.
4. The Extension Activity Cell of the college organised a talk on women empowerment in the adopted village on 31.12.2019 and planning to organise International Women Day in 2020.
5. Departments were asked to conduct remedial classes as per the need of the students.


Ranjit Barua
Coordinator, IQAC
Nowgong Girls' College

Co-ordinator
Internal Quality Assurance Cell
Nowgong Girls' College
Nagaon : Assam




Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College

Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC meeting held on 30-09-2019

Venue: IQAC Room

Time: 12.30 PM

Members Present

1. Dr. Balin Kumar Bhuyan (Principal & Chairman)

[Signature] 30/9/19

2. Rita Kalita

[Signature]

3. Rajen Debnath

[Signature]

4. Sarat Hazarika

[Signature]

5. Deepak Sarma

[Signature]

6. Dr. Sanjita Sinha

[Signature]

7. Sankar Jyoti Bora

S. J. Bora

8. Dr. Uday Bhan Bhagat

[Signature]

9. Binod Goswami

[Signature]

10. Dr. Smarajit Ojah

[Signature]

11. Nazneen Akhtar

[Signature]

12. Ranjit Barua, Coordinator

[Signature]

Agenda:

1. President takes chair
2. Confirmation of proceeding of last meeting
3. Discussion on Preparation of the AQAR for the session 2018-19
4. Discussion of Sessional Examination
5. Conducting Academic and Administrative Audit
6. Organisation of Industry –Academia Meet
7. Any other issue
8. President's Comment

Minutes of the meeting

The meeting started with the Principal Dr. Balin Kumar Bhuyan taking the chair. The coordinator read out the proceeding of the last meeting. It was approved by the house.

The coordinator explained the necessity of preparing AQAR of the session 2018-19 and its timely submission. He also mentioned that for timely preparation of AQAR, different criterion of it should be distributed among IQAC members. IQAC member Dr. Uday Bhan Bhagat raised the issue of holding first, third and fifth semester sessional examination and the same was thoroughly discussed in the meeting. The meeting also discussed the upcoming Industry-academia Meet. Dr. Smarajit Ojah raised the issue of conducting Academic and Administrative Audit of the college for the current session. The meeting also discussed the proposal of Kitchen Garden. Some of the resolutions taken in the meeting were-

1. IQAC members were to be distributed different criterion of AQAR.
2. Sessional Examinations to be conducted in the month of October before Puja vacation.
3. Industry- Academia Meet to be organised in the college.
4. Academic and Administrative Audit to be conducted by the institution.




Principal
Nowgong Girls' College
Nagaon : Assam

ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam

Action Taken Report on the resolutions adopted in the IQAC meeting held on 30-09-2019

1. A committee for drafting AQAR for the session 2018-19 was constituted.
2. A committee for holding Semester examination was constituted and the same was successfully conducted in the month of October, 2019.
3. A Committee for conducting Industry-Academia Meet was constituted and the committee is performing different activities for organising the same.
4. Academic and Administrative Audit was conducted.


Ranjit Barua
Coordinator , IQAC
Nowgong Girls' College

Co-ordinator
Internal Quality Assurance Cell
Nowgong Girls' College
Nagaon : Assam




Dr. Balin Kumar Bhuyan
Principal
Nowgong Girls' College

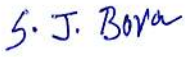
Principal
Nowgong Girls' College
Nagaon : Assam

Minutes of the IQAC meeting held on 01-08-2019

Venue: IQAC Room

Time: 11.00 AM

Members present

1. Dr. Balin Kumar Bhuyan, Principal & Chairman
2. Rajen Debnath 
3. Sarat Hazarika 
4. Deepak Sarma 
5. Dr. Sanjita Singha 
6. Sankar Jyoti Bora 
7. Binod Goswami 
8. Dr. Smarajit Ojah 
9. Nava Kumar Gogoi
10. Trisha Trishna Bora
11. Ranjit Barua, Coordinator

 1/8/19


T. Trishna Bora


Agenda:

1. President takes chair
2. Purpose of the meeting
3. Confirmation of proceeding of last meeting
4. Appraisal of activities done
5. Identification of new activities
6. Any other
7. President's comment

Minutes of the meeting

After taking the chair of President by the Principal Dr Balin Kr Bhuyan, the coordinator of IQAC Ranjit Barua read out the objective and agendas of the meeting. After confirmation of the agenda by the IQAC members, the coordinator Ranjit Barua read out the proceeding of the last meeting. It was approved. After that the meeting proceed as per agenda. Some of the important decisions taken in the meeting were

1. With little modification, the Academic Calendar prepared by Academic Calendar Committee was approved and decided to implement the same from 1st August 2019.
2. The meeting decided to arrange Independence Day Speech Competition among the students as a part of celebration of upcoming Independence Day.
3. As a part of ICT Infrastructure development of the IQAC room, it was decided to replace projector and screen with a 50 inch TV as it more user friendly.
4. It was decided to increase the number of Memorandum of Understanding with colleges along with other institutions.
5. In order to upload audio-video classes in college website it was decided to record classes of some teachers and for the same a resolution was taken to procure audio video aids.




Principal
Nowgong Girls' College
Nagaon : Assam

ACTION TAKEN REPORT
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
Nagaon, Assam

Action Taken Report on the resolutions adopted in the IQAC meeting held on 01-08-2019

1. Academic Calendar was strictly followed from 1st August 2019.
2. Independence Day Speech Competition was held on 15th August 2019 after the hosting of National Flag.
3. One 50 inch TV was purchased for IQAC room.
4. MOUs were signed with several institutions including Lanka Mahavidyalaya, Assam Start Up NEST, Wilkins Classes, Morgen Biologics etc.
5. Audio-video aids were procured for recording classes.


Ranjit Barua
Coordinator, IQAC
Nowgong Girls' College
Co-ordinator
Internal Quality Assurance Cell
Nowgong Girls' College
Nagaon : Assam




Dr. Balinkumar Bhuyan
Principal
Nowgong Girls' College
Principal
Nowgong Girls' College
Nagaon : Assam