



Internal Quality Assurance Cell (IQAC)

Nowgong Girls' College

Haibargaon, Nagaon-782002, Assam

E-mail: iqacngc2023@gmail.com Web: nowgonggirlscollege.edu.in

No

Date

Minutes of the IQAC Meeting

Date: 26th June 2023

Time: 2 PM

Venue: IQAC Room

AGENDA

- Preparation of AQAR for 2021-22
- Discussion on NEP FYUGP COURSE
- Monthly event proposal from the Departments
- Activity of newly Constituted Academic Council
- Vibrant Saturday
- Guest of the month

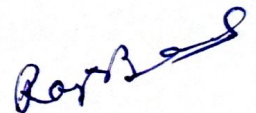
A meeting of the IQAC was held on 26 /06/23 in the IQAC Room under the chairmanship of the newly appointed Principal Dr Kulen Ch Das. The proceeding of the last meeting was read out by co-ordinator Mr Ranjit Barua. He expressed his thanks to all the members present and also the NGC fraternity for extending their dedicated service during NAAC Peer team visit.

- The members discussed on the Preparation of AQAR for 2021-22
- It was resolved that works related to AQAR for 2021-22 should be started and same should be submitted as soon as possible.
- The Principal requested all the HODs to prepare the monthly planner for scheduling as well as keeping track of all the events organised by the departments for the upcoming session.
- The Principal formed an Academic Council with the Coordinator of IQAC and the Heads of all the departments to look into the academic matters of the institution.
- To promote co-curricular ability and interest of students as mentioned in the NEP 2020 a novel idea is proposed by the Principal. He suggested the name as Vibrant Saturday. Principal along with few senior members will prepare the SoP and Committees for this Programme.
- Dr Kulen Ch Das proposed a special programme namely 'Guest of the month of NGC'. The College will invite one eminent personality from various fields like Literature, Music, Sports, Drama etc. in every month.

Members present: 10


(Dr Kulen Ch Das)

Principal
Nowgong Girls' College
Nagaon :: Assam


(Mr Ranjit Barua)
Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
Nowgong Girls' College



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Date

ACTION TAKEN REPORT

Based on the IQAC Meeting held on 26/06/23 in the IQAC Office Room following actions/implementations are taken:

1. Preparation process for AQAR 2021-22 were initiated and members extended their service for quick submission. Finally, AQAR 2021-22 was successfully submitted to NAAC and it is accepted on 6-7-2023
2. Students Induction programme was conducted in the first week of August
3. All HoDs submitted monthly event plan

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**

(Mr Ranjit Barua)

Coordinator, IQAC

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



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No

Date

Minutes of the IQAC Meeting

Date: 16th August 2023

Time: 2 PM

Venue: IQAC Room

Agenda of the meeting

1. Submission of AQAR 2021-22
2. Discussion on constitution of new IQAC committee

A meeting of the IQAC was held on 16/08/23 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das. The proceeding of the last meeting was read out by the co-ordinator Mr Ranjit Barua.

- Co-ordinator Mr Ranjit Barua expressed his thanks to all members present for extending devoted service in preparation and submission of AQAR 2021-22. He informed all the members present that AQAR 2021-22 was successfully submitted to NAAC and it is accepted on 6-7-2023. Principal Dr Kulen Ch Das congratulated the IQAC team for timely submission of AQAR.
- Members present discussed regarding constitution of new IQAC committee. Principal Dr Kulen Ch Das assured that very shortly a new committee would be constituted as per the norms of NAAC. He expressed his gratefulness to the entire IQAC team of NGC for their commendable task in achieving grade A in NAAC 3rd Cycle assessment.

Members present: 09

(Dr Kulen Ch Das)
Principal

Principal,
Nowgong Girls' College
Nagaon :: Assam

(Mr Ranjit Barua)
Coordinator, IQAC

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



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ACTION TAKEN REPORT

Based on the IQAC Meeting held on 16 /08/23 in the IQAC Room following actions/implementations are taken:

1. AQAR 2021-22 was successfully submitted to NAAC and it is accepted on 6-7-2023
2. Principal Dr Kulen Ch Das assured that very shortly a new committee would be constituted as per the norms of NAAC.

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**

(Mr Ranjit Barua)

Coordinator, IQAC

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



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Date

Minutes of the IQAC Meeting

Date: 7th November 2023

Time: 3 PM

Venue: IQAC Room

AGENDA:

1. Academic plan of IQAC
2. Centre for Translation and Publication
3. Centre for Sustainable Development
4. Proposal for Online Coaching
5. Proposal for Bi-annual bulletin and New year calendar
6. Guest of the Month

The first meeting of the newly formed IQAC was held on 07/11/24 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das. At the beginning of the meeting coordinator Dr Sanchita Bora addressed the members of the Cell. Principal Dr Kulen Ch Das introduced the representatives from the industry, society and alumnae association.

- The work of AQAR 2022-23 should be pursued immediately and must be submitted in the month of December 2023
- Former coordinator Mr Ranjit Barua stressed on three points
 - a. Students' progression
 - b. Participation in higher education
 - c. Research publication
- The meeting decided to invite a team from the parent university to carry out the AAA
- IQAC will monitor maintenance of Log Book, monthly planner and Add on course register. The responsibility of record keeping of Year wise result will be assigned to Mrs Mrinali Saikia
- The meeting accepted and endorsed the proposed names of criteria coordinators and asst coordinators
- Principal Dr Kulen Ch Das proposed to form a Centre for Translation and Publication which was endorsed by the meeting.
- He also spoke about the Centre for Sustainable Development which would be a policy suggesting body
- To enhance job opportunity among the students ICGC would be vested with the responsibility to make arrangement for online coaching.
- The members resolved to launch a Bi-annual bulletin and New year calendar in order to catalogue events, academic activities and notable publications of faculty members
- It was decided to print a yearly calendar showcasing 12 remarkable events of the college.
- Due to financial crunch instead of organizing the event Guest of the Month, the members resolved that talk should be organized twice in every six months.

Members present: 12

(Dr Kulen Ch Das)

Principal,

Nowgong Girls' College
Nagaon :: Assam

(Dr Sanchita Bora)
Coordinator, IQAC

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



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ACTION TAKEN REPORT

Based on the IQAC Meeting held on 07 /11/23 in the IQAC Room following actions/implementations are taken:

1. Primary works for AAA has been started
2. Centre for Translation and Publication presented their year plan and started working on that
3. Centre for Sustainable Development initiated a kitchen garden in the PDP Hostel of NGC
4. The process for the publication of news bulletin has started and accordingly the editorial board members have collected reports of the events from the departments.
5. Mr Recho Benjamin Teron planned New year Calendar and started working on it.

(Dr Kulen Ch Das)
Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**

(Dr Sanchita Bora)
Coordinator, IQAC

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



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Date

Minutes of the IQAC Meeting

Date: 30th November 2023

Time: 3 PM

Venue: IQAC Room

AGENDA:

1. Publication of College Bulletin
2. Jal Jivan Mission Program
3. Sanjita Singha memorial lecture
4. Samarth

A meeting of the IQAC was held on 30 /11/23 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das. Coordinator Dr Sanchita Bora read out the proceeding of the previous meeting and also agenda of this meeting.

- Principal Dr Kulen Ch Das proposed to undertake the work of NGC Bulletin without much delay. The editorial board of the bulletin was formed where Mr Recho B Teron as the Editor along with other three members. Detailed discussion on the features, columns and expenditure of the bulletin and the name of the bulletin would be suggested and confirmed by the Executive members of IQAC
- To execute Jal Jivan Mission Program a committee was formed with two members to supervise the collection and testing of water samples in coordination with PHE
- Sanjita Singha memorial lecture should be organized in the month of January after winter vacation of college
- Dr Manuj Kr Chutia, Nodal officer Samarth portal, appealed that Samarth data should be duly filled up by the college faculty members. Principal has entrusted Dr Chutia to render a briefing to the faculties on how to fill up the details in the Samarth portal.

Members present: 09

(Dr Kulen Ch Das)

Principal
Principal,

Nowgong Girls' College
Nagaon :: Assam

(Dr Sanchita Bora)

Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
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Date

ACTION TAKEN REPORT

Based on the IQAC Meeting held on 30 /11/23 in the IQAC Room following actions/implementations are taken:

- First issue of news bulletin is published in the month of January, 2024
- NGC New year table calendar was published showcasing 12 remarkable events of the college
- Second Sanjita Singha memorial lecture was organized on 30th January 2024
- Committee members of Jal Jivan Mission communicated with PHE Dept of Assam
- Data entry process by the faculty members in the Samarth portal was completed.

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**

(Dr Sanchita Bora)

Coordinator, IQAC

**Co-ordinator
Internal Quality Assurance Cell
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Nagaon : Assam**



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Date

Minutes of the IQAC Meeting

Date: 10th May 2024

Time: 10 AM

Venue: IQAC Room

AGENDA:

1. Preparation for submission of AQAR 2022-23

An urgent meeting of the IQAC was held on 10 /05/24 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das. Coordinator Dr Sanchita Bora addressed the members and stressed on the quick submission of AQAR 2022-23.

- A larger committee was proposed with various criteria coordinators and members
- Dr Bhargab Deka, Assistant Coordinator briefly discussed the seven criteria and explained to the members present about the required templates and supporting documents.

Members present: 11

(Dr Kulen Ch Das)
Principal

Principal,
Nowgong Girls' College
Nagaon :: Assam

(Dr Sanchita Bora)
Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
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Nagaon : Assam



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Date

Minutes of the IQAC Meeting

Date: 10th May 2024

Time: 1PM

Venue: IQAC Room

AGENDA:

1. Preparation for submission of AQAR 2022-23

An urgent meeting of the IQAC was held on 10 /05/24 in the IQAC Room with the criteria co coordinators and members of the larger committee to prepare AQAR 2022-23.

- IQAC coordinator Dr Sanchita Bora addressed the members and announced that the last date of submission is 15th May. She appealed all the committee members to hasten the submission process.

Members present: 17

(Dr Kulen Ch Das)
Principal

Principal,
Nowgong Girls' College
Nagaon :: Assam.

(Dr Sanchita Bora)
Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
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No

Date

ACTION TAKEN REPORT

Based on the IQAC Meeting held on 10 /05/24 in the IQAC Room following actions/implementations are taken:

1. A larger committee was formed with various criteria coordinators and members

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**

(Dr Sanchita Bora)

Coordinator, IQAC

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



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Date

Minutes of the IQAC Meeting

Date: 17th May 2024

Time: 12PM

Venue: IQAC Room

AGENDA:

1. Modification and review of resubmission of AQAR 2022-23
2. Academic and Administrative Audit 2022-24
3. Students' feedback

A meeting of the IQAC was called by the coordinator Dr Sanchita Bora to thank the faculty members who worked hard in the submission process of AQAR 2022-23.

- As the submission process of AQAR 2022-23 could not be completed a query was raised and mailed to NAAC.
- The coordinator stated the response from NAAC. Members discussed the matter thoroughly. Mr Ranjit Borua former Coordinator suggested that when the AQAR portal would be reopened, it could be submitted again
- Submission of AQAR 2022-23 should be started from the very beginning of the session from August.
- Discussion on students' feedback as it is utmost importance
- Coordinator of IQAC asked suggestion and help from the members to make proper preparation for AAA that to be conducted on June 2024

Members present: 22

(Dr Kulen Ch Das)
Principal

Principal,
Nowgong Girls' College
Nagaon :: Assam.

(Dr Sanchita Bora)
Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
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Date

ACTION TAKEN REPORT

Based on the IQAC Meeting held on 17 /05/24 in the IQAC Room following actions/implementations are taken:

1. As the submission process of AQAR 2022-23 could not be completed, a query was raised and mailed to NAAC.
2. Students' feedback form (Google form) is prepared to share among students.
3. Format for AAA was shared with the departments.

(Dr Kulen Ch Das)
Principal

Principal,
Nowgong Girls' College
Nagaon :: Assam

(Dr Sanchita Bora)
Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
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Nagaon : Assam



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No

Date

Minutes of the IQAC Meeting

Date: 11th June 2024

Time: 2.30 PM

Venue: IQAC Room

AGENDA:

1. Discussion on the proposal of international workshop on Wild life of Assam
2. Signing of MoU with different institutions for academic and Co-curricular activities

A meeting of the IQAC was held on 11/06/24 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das. Co Ordinator Dr Sanchita Bora read out the proceedings of the last meeting and it was accepted unanimously.

- The meeting started with a detailed discussion on the proposal of International workshop on Wild life and Ecosystem of Assam submitted by IQAC, Nowgong Girls' College. Principal Dr Kulen Ch Das gave a clear picture of the progress in terms of communication with resource persons in the specific fields of Wild life.
- Regarding the signing of MoU with different institutions, academic and Co-curricular activities, the members are of the opinion that some joint collaborative programmes and events should be conducted time to time for the benefit of the students.

Members present: 09

(Dr Kulen Ch Das)
Principal

Principal,
Nowgong Girls' College
Nagaon :: Assam

(Dr Sanchita Bora)
Coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
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Nagaon :: Assam



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No

Date

ACTION TAKEN REPORT

Based on the IQAC Meeting held on 11 /06/24 in the IQAC Room following actions/implementations are taken:

1. The tentative date for international workshop on Wild life of Assam was proposed in the month of September
2. Few MoUs are signed with neighbouring educational institutions and three adopted villages of NSS

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**

(Dr Sanchita Bora)

Coordinator, IQAC

**Co-ordinator
Internal Quality Assurance Cell
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Nagaon : Assam**



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No	Date
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Minutes of the Academic Council Meeting

Date: 8th May 2023

Time: 11 AM

Venue: IQAC Room

AGENDA:

1. Academic clustering of colleges under NEP
2. Regarding Part time lectures of the college
3. Any others

A meeting of the IQAC was held on 08 /05/23 in the IQAC Room under the chairmanship of the newly appointed Principal Dr Kulen Ch Das.

- Discussion on Academic clustering of colleges under NEP, no clear idea was drawn.
- Already formed three membered NEP cell will take care of the related issues regarding implementation and other matters of NEP
- Selection of the Coordinator of Computer cell of NGC
- Thorough discussion on the appointments of Part time lectures in various departments.
- Discussion on implementation of equal salary for Arts and Science part time lectures
- Conversation on the utilization of PG fund for other purpose
- Discussion on the appointment of a coordinator for EVS course
- Proposal to arrange an in-house orientation on NEP for faculties
- Stress on arranging a specific room for HS classes during semester examination
- Discussion on the formation of prospectus committee
- Put importance to take classes in the neighbouring educational institutions (by the science stream faculties)

Measures and Resolutions Taken

1. Two new members (Dr Neetu Gupta and Mr Ranjit Barua) are added to NEP Cell. Co Ordinator Dr Biswajit Das will call for a meeting of the NEP Cell soon.
2. Dr Bhargab Deka was unanimously selected as the Coordinator of Computer cell of NGC
3. Each department is directed to submit requirement of part time lecturers. Existing part time lecturers will be discontinued from 16th May '24.
4. One part time lecturer will continue against the vacant sanctioned post in the Dept of Assamese
5. Dr Narayan Nayak is given the responsibility as the coordinator for EVS course
6. Room no 102/213/130 are allotted for HS classes during semester examination
7. Prospectus committee is formed with the NEP Cell members and two more members-Dr Smarajit Ojha and Dr Pankaj Kalita have been included.
8. A meeting on NEP will be organised for the faculty members
9. Department will submit and maintain a monthly planner
10. Each department will maintain the record of placement of students

Members present: 16

(Dr Kulen Ch Das)
Principal


Principal,
Nowgong Girls' College
Nagaon : Assam



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No	Minutes of the Academic Council Meeting	Date
	Date: 31 st May 2023 Time: 11 AM Venue: IQAC Room	

AGENDA:

1. Implementation of NEP and SAMARTH
2. Monthly planner of the Departments
3. Preparation of College Academic Calendar
4. Vibrant Saturday
5. Process of Admission
6. Finalization of Add on course and submission of Syllabus
7. Any other

A meeting of the Academic Council was held on 31 /05/23 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das.

- Detailed discussion on an in-house mechanism for implementation of NEP and SAMARTH
- Discussion on when to be submitted monthly planner of the Departments
- College academic calendar to include college specific programmes besides academic events included as per the academic calendar of parent university (like Blooming Kapou, B C Bora memorial debate, Sanjita Singha memorial lecture, college foundation day, Mahesh Ch Goswami memorial lecture etc.)
- Discussion on routine for the coming session
- Discussion on how and when to submit the Syllabus of Add on courses
- To promote co-curricular ability and interest of students as mentioned in the NEP 2020 a novel idea is proposed by the principal. He suggested the name as Vibrant Saturday
- Conversation on the publication of college news bulletin
- Discussion on issue of journals to departments.

Measures and resolutions:

1. Offered free admission form for students and the same is to be uploaded in the college website
2. To prepare and submit monthly planner of the Departments by 15th June. 2023
3. A three membered College Academic Callendar preparation committee is formed
4. A routine committee for the coming session is formed
5. Hard copy of the Syllabus of Add on courses to be submitted by 1st June, 2023
6. Proposal of Vibrant Saturday and publication of college news Bulletin to be placed in the next IQAC meeting
7. College central library will issue some important journals to respective departments for a period of fifteen days every month.

Members present :16

(Dr Kulen Ch Das)

Principal

Principal,
Nowgong Girls' College
Nagaon : Assam



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No

Date

Minutes of the Academic Council Meeting

Date: 14th August 2023

Time: 4PM

Venue: IQAC Room

AGENDA:

- Finalization of Routine
- Independence Day Celebration

An urgent meeting of the Academic Council was held on 14 /08/23 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das.

- Through discussion on Routine of the session.
- Discussion on Independence Day Celebration how to celebrate apart from usual ceremonies

Measures and resolutions:

- After minute review and comments from the members few modifications were done and decided to notify the finalised routine in the next day.
- Apart from usual ceremonies, various programmes by young children to be organized in collaboration with Taekwondo Academy of Nagaon.
- Moreover, college actively participated in Meri Maati Mera Desh Campaign of UGC.

Members present :16

(Dr Kulen Ch Das)

Principal

Principal,
Nowgong Girls' College
Nagaon : Assam



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Date

Minutes of the Academic Council Meeting

Date: 3rd October 2023

Time: 3PM

Venue: IQAC Room

AGENDA:

1. Class attendance of the students
2. Others

A meeting of the Academic Council was held on 03/10/23 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das.

- A thorough discussion was continued for a long time regarding the issue of attendance of students.
- Members also discussed on Siksha Setu. Few members put their views.
- Issue of subject change for the 1st batch of FYUGP is a serious one. Members opined in this issue also.
- Discussion on reports of events and programmes with supporting documents
- Important matters to be noted and maintained by the AoC
- Issue of frequent movement of faculties from college campus to outside

Measures and resolutions:

1. 75% attendance is made mandatory in core subjects. Relaxation should be there in case of students enrolled in NCC, NSS, Union body members and students participated in programmes representing NGC.
2. Categorization is done in case of HS students' attendance- a. above 75% and b. below 75%. Members suggested to inform and make them (with below 75%) alert.
3. As there are technical difficulties of keeping attendance in computer cell, members agreed to take attendance in register for the time being.
4. The issue of subject change is very much serious one. It has made some serious confusions. Majority of members opined that counting attendance percentage of 1st sem students should be relaxed to some extent.
5. Records of students' attendance are to be submitted to IQAC on 7th October positively by the departments. Final attendance record sheet will be notified on 9th October.
6. Reports of events and programmes with supporting documents and photographs to be submitted by 15th October to speed up the preparation of college bulletin.
7. AoC of ensuing exams must be particular in maintaining attendance of students with GU Roll nos from 2nd to 6th sem.
8. All faculty members are asked to maintain movement register in case of emergency which is kept in the office of VP.

Members present :17

(Dr Kulen Ch Das)
Principal

Principal,
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Nagaon : Assam



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No

Date

Minutes of the Academic Council Meeting

Date: 7th October 2023

Time: 3PM

Venue: IQAC Room

AGENDA:

Class attendance of the students

A meeting of the Academic Council was held on 03/10/23 in the IQAC Room under the chairmanship of IQAC Coordinator Dr Sanchita Bora.

- Through discussion on counting of attendance percentage of students

Measures and resolutions:

1. Students below 75% of attendance must attend classes after Puja vacation then only their final examination form fill up would be approved
2. As there are lots of confusion regarding counting of attendance percentage of students, meeting resolved that respected Principal Dr Kulen Ch Das would take the final decision.

Members present :14

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**



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Date

Minutes of the Academic Council Meeting

Date: 9th October 2023

Time: 3-30 PM

Venue: IQAC Room

AGENDA:

- a. Attendance percentage of students

An urgent meeting of Academic Council was held on 09/10/23 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das.

- Brief discussion on counting of attendance percentage of students
- Members suggested to form a committee to look after this serious matter

Measures and resolutions:

1. A six membered committee is formed where Mr Deepak Sarma and Dr Manuj Chutia were supervisors
2. Principal Dr Kulen Ch Das instructed the members to finalize counting of attendance percentage of students and notify the list of defaulter students on 10th October.

Members present :16

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**



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Nowgong Girls' College

Haibargaon, Nagaon-782002, Assam

E-mail: iqacngc2023@gmail.com Web: nowgonggirlscollege.edu.in

No

Date

Minutes of the Academic Council Meeting

Date: 6th November 2023

Time: 2 PM

Venue: IQAC Room

AGENDA:

1. 1st Semester University Exam
2. AQAR Submission

A meeting of the Academic Council was held on 06/11/23 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das.

- Discussion on VAC, MDC, AECC and SEC examination
- Issue of marks entry of these subjects are to be finalized
- Discussion on evaluation of answer scripts of final exam of these subjects
- Discussion on AQAR 2022-23 submission
- Review of ICGC activities and suggestions are given

Measures and resolutions:

- a. Teachers who take classes will set question papers for VAC, MDC, AECC and SEC. there will be a moderator (confidential) who will do the work of compilation
- b. Responsibility of marks entry task in GU portal was entrusted on Mrs Namita Ojha
- c. One zonal officer will be appointed who will be in charge of micro zone
- d. NAAC portal for AQAR submission has not been opened, all departments are suggested to be ready with required data and documents along with student progression and employment data
- e. ICGC was instructed to open a WhatsApp group to serve information of employment related opportunities and other updates and notifications of competitive exams.

Members present :15

(Dr Kulen Ch Das)

Principal

Principal,
Nowgong Girls' College
Nagaon : Assam



Internal Quality Assurance Cell (IQAC)

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No

Date

Minutes of the Academic Council Meeting

Date: 21st February 2024

Time: 3 PM

Venue: IQAC Room

AGENDA:

- Class routine for minor courses
- Sessional exam
- Certificate course
- Departmental data for AQAR
- others

A meeting of the Academic Council was held on 21/02/24 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das.

- Review of class routine to allot VAC, MDC and SEC classes
- Discussion on selection and implementation of VAC, MDC and SEC papers
- Discussion on tentative date for sessional exam
- Review of duration of Certificate courses of various departments of college
- Discussion on data submission for AQAR and AAA
- Discussion on college timing and maintenance of movement register

Measures and resolutions:

- Addition of few minor class periods in the master routine for the session
- Democracy and People's Right was selected as MDC for Arts stream and deptt of Pol Sc is to initiate the same. MDC for Science stream is course of Life Sc. which will be initiated by Botany, Zoology, Chemistry and Geography.
- 8 nos of SEC courses are offered with certain no of enrolment capacity. Particular departments and cells are entrusted to run the course. Remuneration of guest faculty of these courses were fixed at Rs 500.
- All members agreed to the proposed date for commencement of sessional exam
- Principal instructed those departments which offered Add on courses to frame it for 9 months duration. He disclosed that Higher Education survey data demands so.
- Date for submission of departmental data has been extended to 29th February 2024. Date for AAA would be fixed very soon. IQAC coordinator expressed that communication with Audit team has been started.
- Principal requested to maintain college timing strictly and record of movement register.

Members present :17

(Dr Kulen Ch Das)

Principal

Principal,
Nowgong Girls' College
Nagaon : Assam



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Date

Minutes of the Academic Council Meeting

Date: 16th April 2024

Time: 11-30 AM

Venue: IQAC Room

AGENDA:

1. Percentage of attendance
2. Subject combination
3. HS 2nd year class
4. others

A meeting of the Academic Council was held on 16/04/24 in the IQAC Room under the chairmanship of Principal Dr Kulen Ch Das.

- A thread bare discussion regarding cut -off percentage of attendance of students
- Conversation among members to keep a proper record of the common courses.
- Discussion on subject combination
- Discussion on the commencement of HS II year classes for the session

Measures and resolutions:

- a. All members agreed that calculation of percentage of attendance of students should be every month and share with the students
- b. Decided to reimplement online attendance system
- c. Regarding subject combination few pairs of subjects are not be allowed from the new session.
- d. It is decided that the HS 2nd yr classes will start from 4th May, 2024

Members present :20

(Dr Kulen Ch Das)

Principal

**Principal,
Nowgong Girls' College
Nagaon : Assam**