

GENERAL MEETING OF IQAC NOWBOICHA COLLEGE

Date: 04-12-2021

Agenda

1. Assuming the chair of the chairperson.
2. Objective of the meeting.
3. Discussion on future plans of actions for NAAC Assessment process.
4. Deliberation on Departmental activities/personal profile/time table/other requirement.
5. Proper arrangement of Departmental Records for the last five Years.
6. Discussion on the preparation of Master plan.
7. Discussion on Library management and it's functioning.
8. Preparation of Guide Map of Nowboicha College
9. Green Audit/Name plate/Academic Audit/Environmental Audit.
10. Others.
11. Comments of the chairperson.
12. Vote of thanks.
13. Announcement of the end of the meeting.

Executed



Chairperson

IQAC

Nowboicha college

Chairman

IQAC

Nowboicha College



Co-ordinator

IQAC

Nowboicha college

Co-ordinator

IQAC

Nowboicha College

GENERAL MEETING OF GOAC NOWBOICHA COLLEGE

Date: 04-12-2021

Signature of members:

- | | Sign |
|-----------------------------|----------------|
| 1. Dr. Guindua alata Sarmah | GSA 21/12/2021 |
| 2. Mondita Borah | MB 21/12/2021 |
| 3. Mr. Binay Kr Thakur | BTK 24/12/2021 |
| 4. Mr. Pramab Kr Hazarika | PHK 04/12/21 |
| 5. Suehitra Saikia | SS 04/12/21 |
| 6. Mallika Borah | MB 04/12 |
| 7. Guna Saikia | GS 04.12.21 |
| 8. Madhob Borah | MB 04.12.21 |
| 9. Sakuntala Borah | SB |
| 10. Aparajita Hazarika | AH 04.12.2021 |
| 11. Dr. Indrani Gogoi | IG 4.12.21 |
| 12. Chitra Rani Devi | CR 4.12.21 |
| 13. Arzel Ch. Boruah | AC |
| 14. Shupse Ce Notti | SCN 4.12.2021 |
| 15. Anujm Sarmah | AS |
| 16. Bibin Ch. Borah | BB |
| 17. Hemanta Borah | HB |
| 18. Rasal Datta | RD |
| 19. Babul Gogoi | BG |
| 20. Babul Lalaha | BL |
| 21. Biron Borah | BB |
| 22. Dharmendra Upadhyaya | DU |
| 23. Suren Neog | SN |
| 24. Sri Jatin Gogoi | SG 04-12-21 |
| 25. e | |

A General Meeting of IQAC is convened in the digital classroom by the Chairperson and Coordinator of IQAC on 4/12/2021. The objectives of the meeting are elaborated by the coordinator of the IQAC Mr. Binay Kr. Thakur. For the NAAC assessment process, the Chairperson cum Principal of the college Dr. Gunindra Nath Sharma advises the Coordinators of seven criteria to submit their files within 15th December in order to submit the IQA before Jan 2022. On the basis of the agenda of this meeting some important decisions are taken as follows:

Regarding the Departmental activities, the Chairperson advises each department to --

- Maintain Departmental Profile and to introduce a Departmental Library with issue and stock register.
- Maintain records of outgoing students with NET/SLET/ and academic achievements of the students including their extracurricular activities.
- Proceeding Book should be maintained.
- Teachers' Leave File should be maintained.
- File for syllabus should be maintained.
- Class Routine with allotment of the teacher should be maintained.
- Attendance Register for Remedial Classes should be maintained.
- Students' Attendance Register for five years should be maintained.
- Records of examination should be maintained.
- One register for sessional exam with Question Papers and marks should be maintained.
- A Sheet of pass fail percentage of students of each year should be maintained.
- Initiatives should be taken by each department for Extension Activities.
- Steps should be implemented for slow learners or advance learners for their advancement.
- Outreach Classes in neighboring schools should be implemented.
- Each Department should subscribe two journals and one magazine.
- Teachers' Diary during Covid period also should be up dated.

Regarding the Library of the College, the Chairperson advises to --

- Access NET facility to all the students.
- To introduce and maintain a Book Bank.
- Standardization of students' Reading Room should be done.
- To install CC Camera in the library.
- To provide a Branded Computer to the Library.
- Two Regional newspapers and one National English newspaper along with the magazines like Prantik, Goriyoshi, Outlook, Competition refresher, Employment News should be taken regularly.
- Maintenance and cleanliness of the Library should be maintained.

- There should be one Stack for students to keep the staffs of the students.
- Toilet for the students should be provided.
- Fix the timetable for the Library from 8.30 am to 4.30 pm.
- The attendance of the teachers except Covid period should be maintained.
- There must be one Stock register including furniture and all Library Property for the library.

To get ready for NAAC, the Chairperson advises--

- To prepare a Master Plan for the College.
- To erect a Guide Map in the College Campus and directed Mr. Suren Neog, Prof of Department of Geography to start the task.
- Green Audit in the College premises should be completed.
- There must be one Environmental Audit in the College premises.
- The Academic Audit of the College should be completed.

On Alumni Association the Chairperson advises --

- To arrange a get together meeting or General Meeting for alumni association within a short period.
- To start the registration process of the Alumni Association.
- The coordinator Alumni Association to select and fix a date for a General Meeting.

In "Others" agenda, the coordinator of IQAC proposes--

- to fix a programme on "Poem Recitation" either on English or Assamese.
- To organize a "Quiz Competition" from the Department of Sociology.
- To organize a " Popular Talk on Environment".
- To organize a Popular Talk on "How to prepare for Competitive Exams".
- There must be one Orientation Programme for the students from the Library.
- To organize a Workshop on Office Management for the Office Staff.

The meeting successfully comes to an end with Vote of Thanks from Mr. Dwijen Sharma.

Approved


GENERAL MEETING OF IQAC, NOWBOICHA COLLEGE

DATE : 22 / 01 / 2022

Agenda :

- ✓ 1. Assuming the chair of the chairperson.
- ✓ 2. Objective of the meeting.
- ✓ 3. Discussion on preparation of Departmental Profiles.
- ✓ 4. Discussion on Departmental Action Plan & Activities.
- ✓ 5. Others.
- ✓ 6. Vote of thanks.
- ✓ 7. Chairperson's comment and announcement of the end of the meeting.

executed





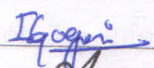

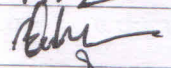
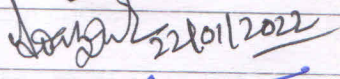
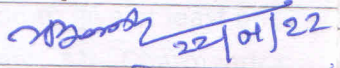

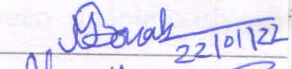
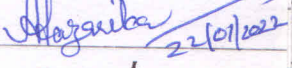
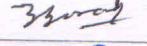
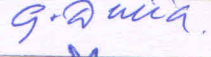

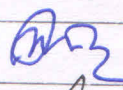
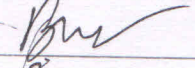
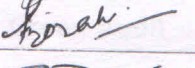
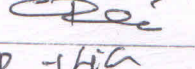


Chairperson
IQAC
Nowboicha College



Coordinator
IQAC
Nowboicha College

GENERAL MEETING OF GOAC
NOWBOICHA COLLEGE

Date: 22-01-2022

Name of the members	Signature
1. Dr. Gunindue Nath Sammel	
2. Mondita Borah	
3. Dr. Indrani Gogoi	
4. Madhob Borah	
5. Babululal	
6. Pranab Kr. Hazarika	 22/01/2022
7. Hemanta Borah	 22/01/22
8. Klogen Sarmah	
9. Mallika Borah	 22/01/22
10. Aparajita Hazarika	 22/01/2022
11. Birsa Borah	
12. Gusa Guia	 G. Guia
13. Sharmendra Upadhyay	
14. Subrata Baruah	
15. Santal Dura	
16. Binay Kr Thakur	
17. Pranita Borah	
18. Chitra Pekha Pei	
19. Suchitra Saitia	

GENERAL MEETING OF IQAC, NOWBOICHA COLLEGE

DATE: 22/ 01/ 2022.

A General Meeting of Teaching and Non- Teaching staff of Nowboicha College has been convened by the Coordinator, IQAC, Nowboicha college on 22/ 01/ 2022 at 2: 00 P.M in the Principal's chamber to discuss the various issues related to the assessment and accreditation process of NAAC. The meeting is presided over by the Chairperson of IQAC, Dr. Gunindra Nath Sarmah. The objectives of the meeting are explained by the coordinator. He informs the members present in the meeting that Academic Audit and Green Audit are the most important part of the assessment process of NAAC. Therefore, all departments should prepare documents as per NAAC guidelines for presentation at the time of Academic Audit Inspection.

Mr. Dwijen Sarmah, Assistant Coordinator of IQAC requests the chairperson to give at least one month time for preparation of Departmental Record of each department. Mr. Dharmendra Upadhyay also requests the house to prepare all the documents within a stipulated time. After detailed discussion and fruitful suggestions, following resolutions have been unanimously adopted by the house:

Resolution No. 1

All HoDs are hereby requested to prepare Departmental Records of the last five years and to preserve them for Departmental Inspection as required for Academic Audit and NAAC Peer Team within one month.

Resolution No. 2

The college authority will invite eminent persons of the locality for Academic and Green Audit of the college after completing the internal arrangements.

Resolution No. 3

The IQAC Coordinator is hereby directed to prepare the IIQA and to submit it within 31st March, 2022 to NAAC.

The coordinator extends vote of thanks to all the members present in the meeting. The chairperson after giving his comments announces the end of the meeting.



Chairperson
IQAC

Nowboicha College



Coordinator
IQAC

Nowboicha College

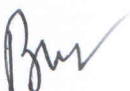
GENERAL MEETING OF IQAC, NOWBOICHA COLLEGE

AGENDA :

DATE: 25 / 03 / 2022

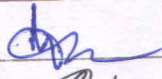
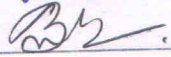
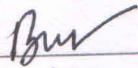




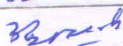
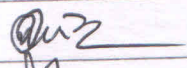

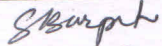
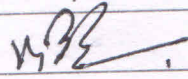
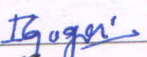
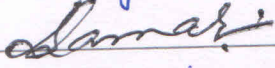

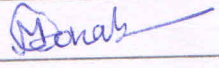
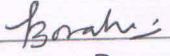
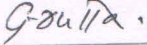

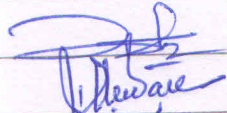
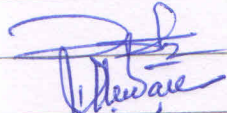
1. Assuming the chair of the chairperson.
2. Objective of the meeting.
3. Discussion on Departmental Profiles.
4. Discussion on Adopted Village.
5. Discussion on submission of IIQA.
6. Discussion on preparation of Action Plan for each department.
7. Others.
8. Vote of thanks.
9. Chairperson's comment and announcement of the end of the meeting.

Chairperson
IQAC
Nowboicha College


Coordinator
IQAC
Nowboicha College

GENERAL MEETING OF GOAC
NOWBOICHA COLLEGE

Date: 25-03-2022

Name of the members	Signature
1. In Anindita Nath Senik	
2. Mondita Borah	
3. Binay Kr Thakur	
4. Dharmendra Upadhyaya	
5. Babul Borah	
6. Anil ch. Bhuyan	
7. Surin Neog	
8. Birun Borah	
9. Patel Devi.	
10. Jibon ch. Borah	
11. Santala Borah	
12. Madhub Borah	
13. Dr. Indrani Goswami	
14. Anjita Borah	
15. Chitra Rekha Devi	
16. Mallika Borah. 25/3/2022	
17. Promila Borah. 25/3/22.	
18. Guza Bora. 25.3.2022	
19. Hemant. Borah 25/03/2022	
20. Khagen Sarma 25/03/2022	
21. Bhupen Ch. Nath. 25/03/2022	



GENERAL MEETING OF IQAC NOWBOICHA COLLEGE (MINUTES)

Date : 25 – 03 – 2022

A General Meeting of IQAC is held on 25 – 03 – 2022 at 1 : 30 pm in the Principal's chamber under the chairmanship of Dr. Gunindra Nath Sarmah, Hon'ble Principal, Nowboicha college. All the teachers and employees of the college participate in this meeting.

Citing the objectives of the meeting, Mr. Binay Kr Thakur, Coordinator of IQAC informs the members about the progress of work in the field of preparation of IQA to be submitted by the college very soon. He also appeals to all the staff for extending their full cooperation in the greater interest of the college. He describes in detail some of the important issues need to be discussed and to find a plausible solution for which this meeting is convened.


The chairperson informs the house that the Academic Audit, Green Audit and Energy Audit of the college will be completed very soon. These audit reports will help the institution at the time of NAAC assessment.

Member Babul Guhain appeals to all the members to work devotedly for the assessment and accreditation of the institution. The other members also agree to his suggestions and assure full cooperation in this process.

After fruitful discussions, following resolutions has been adopted unanimously :

1. The college authority will soon invite the external expert for conducting Academic and Administrative Audit of the college.
2. Green Audit of the college will also be conducted by the qualified agency and its report will be uploaded in the college website.
3. The college authority will take steps to conduct Energy Audit by a qualified person and its report will be uploaded in the college website.
4. All teachers and office staff will be ready along with all relevant documents for the purpose of NAAC assessment.
5. The librarian is also entrusted with the responsibility to prepare all the documents required at the time of assessment by NAAC.

The meeting is concluded by the chairperson's comment and vote of thanks by Mr. Dwijen Sarmah, Asst. Coordinator of IQAC, Nowboicha College.


Chairperson
Chairperson
IQAC
Nowboicha College

Coordinator
Coordinator
IQAC
Nowboicha College