



Office of the

PRINCIPAL NOWBOICHA COLLEGE

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North Lakhimpur, Assam

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***MINUTES OF THE MEETING OF ALL THE HEADS OF THE DEPARTMENT CONVENED
BY THE COORDINATOR, IQAC, NOWBOICHA COLLEGE.***

Date : 08 – 02 – 2021

A meeting of all the Heads of the department is convened by the coordinator, IQAC, Nowboicha College on 08 / 02 / 2021 at 1: 00 pm. Dr. Dilip Hazarika, Principal cum Chairperson of IQAC presides over the meeting. The objectives of the meeting are explained by Mr. Binay Kr Thakur, coordinator of IQAC, Nowboicha College. The coordinator informs the members present in the meeting that the Annual Quality Report for the Academic Session 2019 – 2020 has been submitted online to the NAAC and the preparation of report for the next Academic Session (2020 – 2021) is in progress. He requests all the Heads of the department to execute the works of Action Plan of the present Academic Session within stipulated time and submit its report to the coordinator.

The minutes of the meeting are as follows:

1. All the Heads of the Department are hereby informed to submit the copies of Action Plan for the Academic Session 2020 – 2021 to the coordinator of IQAC within 15 / 02 / 2021.
2. Departmental records of the last five years has to be maintained properly.
3. Regular class of each department be ensured by the Head.
4. Extension activities of each department has to be completed within 30th June 2021.

Mr. Dwijen Sarmah, Asst. coordinator, IQAC, Nowboicha College extends vote of thanks to the members. The chairperson after giving his comments announces the end of the meeting.

Principal
Nowboicha College

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NOWBOICHA COLLEGE
Lakhimpur, Assam