

Proceeding of the IQAC meeting during the period 2018-19

Meeting :1 (26/10/2018)

Members Present

1. Dr. S. Borkataki
2. Dr. C.M. Sharma (Co-ordinator)
3. Dr. K.K. Medhi
4. Dr. A Rahman
5. Dr. NP Nath
6. Dr. P Goswami

Invitee members

1. Dr S Dey
2. Dr. F Yesmin
3. Dr. A Hiloidari
4. Dr. B Chutia
5. Dr. L.J. Borthakur
6. Dr. P Goswami

An urgent IQAC meeting was called on by IQAC coordinator on 26/10/2018 to discuss the following agenda

1. Discussion about the role of IQAC as mentor college.
2. Fixation of date for national seminar.
3. Discussion about the participation fee of the National seminar.
4. Discussion on capacity building program for Principals of various colleges of Assam.
5. About making digital room air conditioned.

A meeting of IQAC was held under the Chairpersonship of Dr. S. Borkataki, Principal, Nowgong College, with the members of IQAC on 26.10.18 at 1:00 P.M on the agendas given above. The meeting discussed elaborately about our role as Mentor College as UGC has given Nowgong College the responsibility of helping the neighboring colleges to get themselves accredited and assessed by NAAC. Workshops organized by any willing college about how to prepare for NAAC assessment will be coordinated by respective personals from Nowgong College faculties.

It was decided that participants from nearby colleges will be invited to give hands-on training on preparing AQAR and how to start different development programs in the institution itself. The resource person will be invited to inform the colleges about different funding agencies for research. This will be another major initiative by IQAC, Nowgong College. Principal Dr. S. Borkataki emphasized that we should give maximum stress to best practices. The library should be utilized to the maximum extent by maximum students and the best student availing library facilities will be awarded. A maximum number of teachers should be encouraged to use the LCD. Monthwise program should be adopted by IQAC to initiate new best practices in the campus.

The next agenda was to fix a date for the national seminar. It was suggested that December will be the appropriate time for the seminar. Prof Mihir Kanti Choudhary of Tezpur Central University will be requested to deliver a talk on RUSA and Dr. Shyam Sundar, Adviser, NAAC will be contacted to deliver a speech on NAAC guidelines.


Principal
Nowgong College

It was then unanimously decided that Dr. Afazlur Rahman will be the editor for the proceeding of the seminar publication. The matter of participation fee and venue and time for capacity building programs were also thoroughly discussed. The meeting discussed in detail about the follow-up action of the previous meeting and expressed satisfaction over the progress. The meeting at the end took the following resolutions.

- a. The meeting takes a resolution that Nowgong College should be ISO registered and assessed.
- b. There should be a brail software system in the library for the use of students.
- c. Dr. Bhuban Chutia was given the responsibility to explore the potential of local people in producing unique silk threads by modification of color and stability by conducting some training g programs related to silk production.
- d. 22nd and 23rd December 2018 were fixed for the two-day National seminar at Nowgong College. The capacity building program was fixed on 22nd December 2018. Participation fee 1000/- was fixed and 500/- was fixed for capacity building program.
- e. Vice-Chancellor of Sreemanta Sankaradeva Univeristy Dr. Kandarpa Deka will be the resource person to speak about different funding agencies of UGC.
- f. Dr. Ananya Hilodari to take full responsibility of Language Lab for helping students in learning Foreign languages at Nowgong College.

ACTION TAKEN REPORT

1. Time, venue and fees for the participants of NAAC sponsored seminar have been finalised and a language lab for communication enhancement in English will be constructed shortly.
2. IQAC emphasizes on best practice like extended library facilities with LCD in the mentee institution and to give a hand on training to mentee institution to prepare AQAR.
3. Dr Bhuban Chandra Chutia,,a faculty of department of zoology has been given the responsibility to explore the potential of Local people in silk production.
4. A brail software system is must in the library.
- 5.

Meeting :2 (06/12/2018)

The members present in the IQAC meeting Chaired by Dr. S. Borkataki Pricipal

Member Present

1. N.K Mahanta
2. Dr. C.M Sharma
3. Dr. K.K. Medhi
4. Dr. Pallabi Goswami
5. Dr. Naba Prasad Nath
6. Dr. A Rahman
7. Dr. B.C Chutia
8. Dr. L.J. Borthakur

Proceeding of the IQAC meeting on 06/12/2018 Nowgong College

An IQAC meeting was convened by IQAC coordinator Dr. C.M. Sharma on 06/12/18 at 2:00 P.M. in the IQAC room to discuss the following agenda.

1. Discussion on submission of AQAR Report.
2. Discussion on preparation of departmental profile.

3. Discussion on NAAC sponsored seminar.
4. Discussion about the preparation and finalization of the feedback form.

A meeting of IQAC was held under the Chairpersonship of Dr. S. Borkataki, Principal, Nowgong College, with the members of IQAC on 06/12/2018 at 2:00 P.M. on the agendas given above. The meeting discussed elaborately about the submission of AQAR of Nowgong college for the coming session.

The next agenda was to prepare a uniform departmental profile as suggested by IQAC in prescribed form. This will bring uniformity of maintaining records by every department.

Then it was informed by the coordinator that Nowgong College is going to hold a national seminar funded by UGC. Principal also asked other members from different departments to write proposals for holding national seminars in the college which will benefit both students and faculty members of the college.

A new format of the feedback form was suggested by Dr. Afzalur Rahman which was accepted. The meeting also discussed the progress of earlier resolutions.


The following resolutions were taken at the meeting.

- a. The meeting resolved to adopt an uniform departmental profile to maintain uniform records by each department as laid by IQAC.
- b. Respective faculties should perform their duties in preparing the AQAR as asked by the IQAC.

ACTION TAKEN REPORT:

1. ISO registration process almost completed.
2. Brail software system has been installed.
3. For silk worm production potentiality development, Dr Chutia informed that a program has been fixed for the purpose.
4. The preparation for the national seminar has been going smoothly.
5. Vice-Chancellor of Sreemanta Sankaradeva University Dr. Kandarpa Deka has been invited to speak about different funding agencies of UGC in the proposed seminar.
6. Dr. Ananya Hilodari was given the responsibility of Language Lab.

Meeting :3(21/02/2019) Proceeding of IQAC meeting


**Principal
Nowgong College**

An extended meeting of the IQAC was held on 08/11/19 at 1 PM under the Chairmanship of Dr. S. Borkataki with the following member.

Member Present

1. Dr. S. Borkataki
2. Dr. C.M. Sharma (Co-ordinator)
3. Dr. K.K. Medhi
4. Dr. A Rahma
5. Dr. NP Nath
6. Dr. P Goswami

Invitee members

1. Dr S Dey
2. Dr. F Yesmin
3. Dr. A Hiloidari
4. Dr. B Chutia
5. Dr. L.J. Borthakur
6. Dr. P Goswami

Agenda of the meeting

1. President takes chair
2. Confirmation of the previous proceeding.
3. Preparation of plan of action for the new session.
4. Discussion on preparation for the AQAR for the next year.
5. Discussion on silk worm production potentiality development ,a program organized by Dr.Bhuban Chutia .
6. Any other as permitted from chair.


An extended meeting of the IQAC was held on 21.02.2018 at 1p.m. at the IQAC room with the presence of IQAC room with the presence of IQAC coordinator Dr.Chintamoni Sharma and other members. The following issue were discussed in the meeting.

The meeting discussed in detail about the proceeding of earlier meeting and confirms it. The house designed and draw out an action plan for the session 2018-19.

The process of submission AQAR has been discussed in detail and the coordinator informed the house that from 2018-19 onwards the process will be through online mode and accordingly necessary documents and data are to be prepared.

The meeting discussed about the successful completion of silk worm production potentiality development ,a program organized by Dr.Bhuban Chutia and expressed the view that such type of program should be organized in future also.
The house also emphasizes on organizing more national seminars and publications from faculties.
The meeting concluded with a speech from the chair.

Resolution: The meeting adopted the following resolutions


Principal
Nowgong College

- 1.The meeting resolved to prepare data and documents as per new IQAC guidelines provided by NAAC.
- 2.The meeting confirms a detailed plan of action for the session 2018-19.
- 3.The house also resolved to organized more programs of social responsibility and national seminar/conference.

ACTION TAKEN REPORT

- 1.Uniform format for departmental profile as per NAAC guidelines for submission of AQAR has been finalized
- 2.The house express satisfaction over the successful completion of the national seminar (UGC funded).
- 3.Feedback format for stakeholders has been prepared.