

Minutes of IQAC Meeting

03/04/2023

Agenda:

1. Chairperson's gracing of the chair
2. Objectives of the meeting – Coordinator
3. Discussion on the minutes of the last meeting
4. Upgradation of College Website
5. Re-subscription of Nlist Inlibnet Library
6. Commencement of MA/BA/BSW classes under KKHSOU
7. Introduction of Add-on Courses and University approval
8. Setting of Complain Box
9. Inclusion of external/industrial member
10. Special class for HS 2nd year students
11. Chairperson's comment
12. Conclusion of the meeting

Meeting Minute:

Today on 3rd April 2023, an IQAC meeting is held in the college conference hall. Principal, i/c., presided over the meeting. The external members and the criteria committees are present in the meeting. The coordinator Dr. Gitali Saikia explaining the objectives of the meeting states that the meeting is very important as it is the first meeting under the newly appointed principal, i.e., and preparation for NAAC accreditation is due

in this year. The coordinator appeals everybody to do the needful to upgrade the College Website as the present website does not reflect all the aspects of the institution distinctly.

The interim Coordinator (for 6 months due to health issue of the present coordinator) reads out the minute of the last meeting and says that two programmes have been organized as per the resolution of the last meeting. A book fair has been organized in the college premises inviting a publisher, Satirtha, and an Awareness Camp on Cyber Security has been held in the college. During her tenure AQAR 2021-22 has been uploaded in the NAAC portal.

The minutes of the last meeting has been read out by the IQAC Corodinator. It is a matter of great pleasure that **Kathasilpi Buddndra Kumar Rajkhanikar Memorial Trust** was established in this institution under the aegis of the doner family. Pranati Chabukdhara Rajkhanikar and Bhaskar Ranjan Chabukdhara on 16th September, 2022.

Tinku Pegu, the librarian, says that HCDG College website must be upgraded as it is now just like a blog. Ronjit Khanikar says that the principal should communicate with the person who conducts/runs the college website, and asks him to improve the website so that it would turn to a user friendly website. Dr. L.X. Polin Hazarika suggests to communicate with an IT farm and develop the website and to provide pass word for the access of the teachers I order to upload necessary regular information. Dr. Tarun Gogoi gives a suggestion to appoint one from the non-teaching staff to look into the matter of regular upload in the website. Thereafter a resolution is taken and the house bestows the responsibility of communicating with an IT farm as well as Badan Barman, the IT assistant of the website to settle the matter.

Then the coordinator, IQAC, informs the house that HCDG College Study Centre (2414) under Krishna Kanta Handique State Open University has been permitted to provide BA and MA Courses in Assamese, Economics, Education, English, Political Science, Sociology and Journalism and Mass Communication, BSW and BBA from this year and already 51 students are enrolled in different courses. Hence, the Study Centre

coordinator, Bitul Saikia requests the principal to send a letter to the registrar of KKHSOU to approve the examination centre to HCDG College. An induction programme also would be organized in 9th April (tentative), 2023 for the newly enrolled students in different courses.

Then the next agenda "Re-subscription of Nlist Inlibnet E-library" is discussed. The house requests the librarian to renew the yearly subscription of the library. Other important matters like setting of feed box and complain box in the college premises and Girls' Hostel, to nominate two external members, and industry members, to apply for a college mobile number etc. are discussed and resolutions have been taken.

Resolutions taken:

1. Let a resolution be taken that the principal, the secretary of Governing Body and chair person of IQAC, would communicate with particular person and IT firm to do the necessary for the up-gradation of HCDG College Website.
2. An induction programme for the newly enrolled students in BA/MA/BSW under KKHSOU would be held on 9th April, 2023.
3. Let the Nlist Inlibnet Library would be re-subscribed for the benefit of the students and researchers.
4. Dr. Sudir Kumar Das, retired associate professor, Dept. of English, former IQAC Coordinator, Dr. Nirod Gohin, assistant professor, Dept. of Assamese, Moran Mahila Mahavidyalaya, would be nominated as the external experts; and two businessmen Suruj Chetia and Rubul Bora are nominated as industrial members. Lakshsree Gogoi, student of 4th Semester is nominated as the student member of IQAC.
5. Special classes for HS 2nd year (who appeared at HS 1st year exam) students would be started from 6 April 2022.
6. Complain box would be set in the college campus.

Action taken Report:

Action taken:

1. Kathasilpi Buddhindra Kumar Rajkhanikar Memorial Lecture was organized in 27 January 2023 on "Re-reading literary text". Eminent Assamese writer Sahityacharyya Dr. Nahendra Padun was invited as the speaker.
2. Two books published from Department of English and education in association with Publication Cell, in collaboration with two Guwahati based publishers have been published and released on 27th January, 2023.
3. The prizes of State Level Short Story Competition organized under the aegis of Kathasilpi Buddhindra Kumar Rajkhanikar were distributed to the winners on 27th January 2023.
4. An awareness camp against Child Marriage was organized in Bhatgaj Village on 8 March 2023.

G Saikia

Dr. Gitali Saikia

Coordinator/Convener
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 Assam

Phandhar Saikia

Phandhar Saikia

Principal. i./c.

Principal i/c
 H.C.D.G. College
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