

INTERNAL QUALITY ASSURENCE CELL

HCDG COLLEGE, NITAIPUKHURI

SIBSAGAR, ASSAM PIN-785671

Ref. No.....

Date: 22/12/2023

IQAC Meeting

Agenda:

1. Chairperson's gracing the chair.
2. Explanation of the objectives.
3. Submission of AQAR for the session 2022-23 (June, 2022 to May, 2023)
4. Submission of IIQA and Preparation of SSR.
5. Orgnaising National Seminar and Workshops
6. Monthly Departmental Meeting
7. Conducting energy and green audit.
8. Signing MoUs.
9. Applying to Autonomous Councils for Funds.
10. Miscellaneous
11. Chairperson's remarks
12. End of the Meeting with National Anthem.

A meeting of IQAC, H.C.D.G. College is held on 22/12/2023 in the IQAC Office under, which is presided over by Dr. B.K. Borah, Principal, H.C.D.G. College. Dr. Tarun Gogoi, Coordinator, IQAC, H.C.D.G. College has explained the objectives of the meeting based on the agenda defined for today's meeting. Thereafter, he has presented the proceeding of the IQAC meeting held on 27/06/2023 before the house and made the briefing of the action taken report on the resolutions taken earlier. The house has adopted the proceeding and the action taken report as shown in Table 1.

Table-1: Action Taken Report on the Resolutions of the Meeting held on 27/06/2023

Sl. No	Resolutions	Action Taken
1	Resolved that a well furnished room with a mirror and chair is arranged for the Beautician Course	Implemented
2	Resolved that MoU is signed by the College fraternity with Mr. Saruj Chetia, CO & MD of Aicheng Innovation and Research Pvt. Ltd., Nowjan, Sivasagar	Implemented
3	Resolved that the library of the college started to maintain a	Implemented

	separate register for the destroyed and lost books of the library	
4	Resolved that a Complain and Suggestion Box is placed in front of the Administrative Office	Implemented
5	Resolved that an Entrepreneurship Cell is set up in the college	Initiated
6	Resolved that MoU is signed by the College fraternity with local Beauty Parlour to provide Beautician Certificate to the students	Initiated
7	Resolved that a cooperative stall is opened	Initiated
8	Resolved that an Orientation Programme be organized for FYUGP	Implemented
9	Resolved that AQAR 2022-23 be submitted	Submitted
10	Resolved that preparation of SSR be initiated	Initiated

The following resolutions are taken in today's meeting after detailed discussion and incorporating the advices given by the respected members.

Resolution-1: IQAC should complete about 90 percent of SSR and thereafter submit the IIQA, so that the NAAC Peer Team Visit could be made effective by the month of March, 2024.


Resolution-2: Let the initiatives for Green and Energy Audit of the College be started in the month of January, 2024 from the Principal's Office.

Resolution-3: The Departments would apply for at least three National Seminars in the next academic session.

Resolution-4: The Departments without having any functioning MoU would initiate process for signing MoUs with other colleges and institutions with immediate effect.

Resolution-5: The Principal would ensure the process of applying to Missing Autonomous Council, Deori Autonomous Council and Sonowal-Kachari Autonomous Council for financial grants for the overall development of the college.

The meeting has ended with a remark of gratitude from the Chairperson's chair and the National Anthem.


(Dr. Tarun Gogoi)

Coordinator, IQAC
Coordinator/Convener
IQAC
H.C.D.G. College, Nitalpukhuri
Sivasagar, Assam


(Dr. B.K. Borah)

Principal, H.C.D.G. College
Principal
H.C.D.G. College
Nitalpukhuri, Sivasagar

Minutes of IQAC Meeting

A meeting of IQAC, H.C.D.G. College, Nitaipukhuri is held today on 22/12/2023 in the IQAC office under the presidentship of Dr. B.K. Borah. Dr. Tarun Gogoi, Coordinator, IQAC has explained the objectives of the meeting after greeting all the members and has sought constructive suggestion from the members present for improving the functioning of the IQAC.

Dr. Tarun Gogoi has presented the proceedings of the IQAC meeting held on 27/06/2023 and also highlighted the actions taken in response to the resolutions taken in the earlier meeting. The house passed the proceeding anonymously.

Thereafter, Dr. Tarun Gogoi has informed the house that the AQAR for the session June, 2022 to May, 2023 has already been submitted and the review process is going on for final submission. In this context, Dr. B.K. Borah, Principal has requested all Criteria Committee members to provide suggestions on the submitted report, so that final submission could be made within stipulated 15 days.

In the next agenda, Dr. Tarun Gogoi has appealed all the Criteria Committees to be ready for submission of IQA and SSR in the second half of January, 2024. However, Dr. S.K. Das, one of the external members has advised the house that the IQAC team should focus on the preparation of SSR first and IQA should be submitted after about 90 percent completion of SSR. The house has attained the consensus on his advice and following resolution is taken-

Resolution-1: IQAC should complete about 90 percent of SSR and thereafter submit the IQA, so that the NAAC Peer Team Visit could be made effective by the month of March, 2024.

The issue of conducting Green and Energy Audit has been discussed in the meeting, and the following resolution is defined accordingly-

Resolution-2: Let the initiatives for Green and Energy Audit of the College be started in the month of January, 2024 from the Principal's Office.

The agenda of conducting National Seminars and Workshops by various departments is discussed. Dr. L.X. Polin Hazarika has informed the house about their planning to apply for National Seminar on various socio-economic issues. The resolution set in this context is-

Resolution-3: The Departments would apply for at least three National Seminars in the next academic session.

Regarding signing of MoUs, the next resolution is taken-


Resolution-4: The Departments without having any functioning MoU would initiate process for signing MoUs with other colleges and institutions with immediate effect.


The necessity of a functioning Alumni Association, but its current non-existence is presented before the house by the IQAC Coordinator. In this context, Mr. Bipin Dutta, President of Governing Body, H.C.D.G. College has told that the process for registering Alumni Association has already started. The preparation of By-law, formation of an Executive Committee and opening of a Bank Account in the name of Alumni Association has been completed and within few months the entire process will be completed. In this regard, Mr. Rubul Boruah, Industry Member has promised to pay Rs 20,000 to the Alumni Association. Mr. Saruj Chetia and Mr. Bitul Saikia has also confirmed their all possible support to the Alumni Association, and organizing an Alumni Meet in the college.

Thereafter, the agenda of applying to different Autonomous Councils for funding has been discussed in the meeting. Mr. Rubul Boruah has again explained the entire formal procedure in this regard and promised his assistance for the same. The resolution in this regard is finalized as-

Resolution-5: The Principal would ensure the process of applying to Missing Autonomous Council, Deori Autonomous Council and Sonowal-Kachari Autonomous Council for financial grants for the overall development of the college

At the end, Dr. B.K. Borah has offered his vote of thanks to all the members of IQAC for smooth functioning of the meeting and anticipated efficient efforts from all stakeholders to improve the overall teaching-learning environment of the college. The meeting has ended with the National Anthem.


Coordinator/Convener
IQAC
ICDG College, Nitaipukhuri
Sivasagar, Assam


Principal
H.C.D.G. College
Nitaipukhuri, Sivasagar