

INTERNAL QUALITY ASSURANCE CELL
HCDG COLLEGE, NITAIPUKHURI
Sivasagar, Assam, PIN-785671

Ref. no.

Date:27/06/2023

An IQAC Meeting held on 27/06/2023 in the College Conference Room

Agenda

1. Chairperson's gracing of the chair
2. Objective of the meeting - Coordinator
3. AQAR 2022-2023 Preparation
4. Preparation of SSR
5. Others
6. Chairperson's remarks
7. End of the meeting

Action taken Report

Read and confirmed the resolutions adopted in the IQAC meeting held on 03/04/2023		
Resolutions	Description of the resolutions taken	Action taken
1	Resolved that the up-gradation of College Website.	Implemented
2	An induction programme for the newly enrolled students in BA/MA/BSW under KKHSOU would be held on 9 th April. 2023	Implemented
3	Let the N-list Inlibnet Library would be re-subscribed for the benefit of the students and researchers	Implemented
4	Dr. Sudhir Kumar Das, Dr. Nirod Gohin would be nominated as the external experts: and businessmen Mr. Suraj Chetia and Mr. Rubul Barua are nominated as industrial members. Lakhyashree Gogoi, is nominated as the student member for IQAC.	Implemented
5	Special classes for HS 2nd year (who appeared at HS 1st year exam) students would be started from 6 April 2022.	Implemented
6	Complain box would be set up in the college campus.	Initiated

Jarun Domi
Coordinator/Convener
IQAC
HCDG College, Nitalpukhuri
Sivasagar, Assam

[Signature]
Principal
H.C.D.G. College
Nitalpukhuri, Sivasagar

IQAC MEETING

27-06-2023

Minutes:

A meeting is held today on 27th June, 2023 by the Internal Quality Assurance Cell of the college, and is chaired by Mr. Phanidhar Saikia, Principal, H.C.D.G. College. At the very outset of the meeting, the Coordinator of IQAC, Dr. Gitali Saikia states the objectives of the meeting as mentioned in the Agenda. The meeting progresses with the explanation of the first objective by Dr. Gitali Saikia; that is the need to undertake necessary steps and to adopt an action plan for the upcoming NAAC Assessment in the college. It is also informed that Dr. Sudhir Kr. Das, Former Vice-Principal, H.C.D.G. College is the new member of the Governing Body of the College.

In the meeting, Dr. Sudhir Kr. Das suggests that a person associated with entrepreneurship and any industrial activity should be nominated as the member of the Governing Body of the College. Also, the name 'Complaint Box' should be altered with the name 'Complaint and Suggestion Box' and the box should be placed near the Grievance and Redressal Cell. He also says that pension should be included in the 'Best practices' section of AQAR.

In the light of his past experiences, Dr. Das puts forth the pre-requisites to be kept in mind specifically for the NAAC visit, which includes- Power Point Presentation by IQAC; Power Point presentations made by the Principal, HoDs of all the Departments and by the coordinators of the concerned committees; maintenance of Damage and Lost Register of books in Library; Updation of Service Book; CAS Updation; maintenance of Personal Records of the Faculty Members, duly signed by the Principal and President. Moreover, he mentions that the Service Book and the Attendance Register should be well- maintained and be in accordance with each other. He states that it is essential to accurately maintain the Finance Audit, details of RUSA grant and its Utilization Report. Being a rural college, he also recommends to focus and put due emphasis on the Strengths, Weaknesses, Opportunities, and Challenges (SWOC) of the institution during the preparation of the respective Presentations for the NAAC visit. He advises to clearly mention about all the initiatives taken by the college in the Reports of all the Criteria. Dr. Das also states that due prominence should be laid on the effectiveness of Teaching -Learning Method, since it is considered one of the crucial aspects by the NAAC Peer Team.

Mrs. Manashi Gogoi, Associate Professor and a member of IQAC suggests continuing the previously existing 'Beautician Course' in the college and also expresses that there is a requirement of basic infrastructure and commodities (chair and mirror) for the implementation of the course. On this note, Dr Sudhir Kr. Das advises to sign a Memorandum of Understanding (MoU) with a professional Beautician institute to avail the certificate for the Beautician Course. Mrs. Manashi Gogoi also suggests to re-establish the Weaving Center and to re-start the Language Lab in the college. Dr. L.X.Polin Hazarika, Assistant Professor and a member of IQAC says that for the convenient and easy upload of SSR for the NAAC visit, the facility of Wi-Fi and High Speed Internet is vital.

In the meeting, the newly nominated member of Entrepreneurship in the Governing Body, Mr. Suruj Chetia shares his opinion regarding the proper guidance and counseling of the students, and that it should be taken as the most important measure to curb the problem of incessant dropout-rate in the college. According to him, the main reason of the drop-out of students is

their poor financial condition. In this regard, he suggests to form an Entrepreneurship Cell in the college; and also to conduct workshops and other programmes on 'Entrepreneurship' and related aspects. The members of the house inform that an MoU can be signed with the entrepreneurial institute run by Mr. Suruj Chetia.

Dr. Ranjit Khanikar, Assistant Professor and a member of IQAC informs about the various fundamentals essential for the submission of AQAR such as the availability of a smart classroom and a well-furnished Conference Hall, renovation of the Language Lab etc. He puts stress on taking quick action in this regard and to complete the work within a stipulated period of time. Mr. Bitul Saikia, Assistant Professor and a member of IQAC also insists on the completion of all the necessary works significant for the submission of AQAR within two months. Dr. Gitali Saikia suggests the installation of a 'Co-operative Stall' in the college premises. In the stall, products like soap, books and pencil etc can be placed; and also products created through activities such as soap-making, food-processing conducted in the workshops organized by the Women Cell can be included in it.

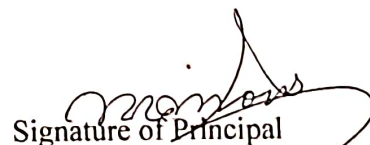
The house proposes to organize an Orientation Programme on the FYUGP Course under NEP 2020 and also to sign an MoU with any authorized Music Institute in the nearby region. The Principal of the college suggests signing of MoU with Vedavidya School to implement value based education. In conclusion, he as the Chairperson of the meeting appreciates the suggestions put forward by the members and expects parallel support in the future as well. He states that he would do the best in his authority to execute all the suggestions made in the meeting.



Signature of Coordinator, IQAC

HCDG College, Nitaipukhuri

Coordinator/Conf.
IQAC
HCDG College, Nitaip.
Sivasagar, Assam



Signature of Principal

HCDG College, Nitaipukhuri

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