

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

Ref. No.

Date: 09-04-2024

IQAC Meeting

Agenda –

1. Chairperson's gracing the chair
2. Explanation of the objectives
3. Submission of SSR
10. Miscellaneous

A meeting of IQAC, H.C.D.G. College is held on 09/04/2024 in the IQAC Office, which is presided over by Dr. B.K. Borah, Principal, and H.C.D.G. College. Dr. Tarun Gogoi, Coordinator, IQAC, has explained the objectives of the meeting. Thereafter, Dr. Gogoi has presented the proceeding of the last IQAC meeting held on 22/12/2023 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 the following table.

Action Taken Report on the Resolutions of the meeting held on 22/12/2023

Sl.no.	Resolutions	Action Taken
1.	Resolved that IIQA have to be submitted before March'2024	Submitted
2.	Resolved that initiatives for Green and Energy Audit of the college to be started in the month of January'2024.	Initiated
3.	Resolved that departments would apply for the National Seminar in the next academic session	Initiated
4.	Resolved that departments would initiate process for signing more MoUs with other colleges and institutions.	Initiated and Implemented
5.	Resolved that Office of the Principal would contact to different Autonomous Councils for financial assistance	Initiated

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

Resolution I: The faculty members are requested to offer their best efforts for the appraisal and welfare of the students.

Resolution II: The assurance for the earliest completion of the Infrastructure development process is given to the attendees of the meeting.

Resolution III: The assurance for the up-gradation of the respective Cells and Committees of the College at the earliest is put forth in the meeting.

Resolution IV: The IQAC Coordinator is solicited to form a group or a team for the successful and well-organized completion of the work of Self Study Report (SSR) for the 3rd Cycle of NAAC assessment.



Dr. Tarun Gogoi
Coordinator, IQAC
Coordinator/Convener
IQAC
H.C.D.G. College, Nitaipukhuri
Dibrugarh, Assam



Dr. B.K. Borah
Principal, H.C.D.G. College, Nitaipukhuri
Principal
H.C.D.G. College
Nitaipukhuri Dibrugarh

IQAC MEETING

09-04-2024

Minutes:

An IQAC quarterly meeting is held today in the IQAC room among the teachers and members of the college. The meeting is chaired by Dr. Birinchi Kr. Borah, Principal, H.C.D.G. College. The agenda of the meeting involves the discussion on the preparation of Self Study Report (SSR) for NAAC Assessment. In the inaugural address of the meeting, the Principal requests the Criteria Coordinators to decide and fix a date for the submission of the per Criteria data to IQAC. He also brings attention towards other issues like data entry, proof reading, earn while you learn activities as suggested by the NAAC Peer Team in the 2nd Cycle of the NAAC Assessment.

The Coordinator of Criterion I mention the difficulties that are being faced in the preparation of the documents of the Add-On Courses. The Coordinator of Criterion II puts forth the problem being faced regarding SSS. Criterion III, i.e., Research and Extension Cell assures of the completion of 85% of the assigned work. The Coordinator of Criterion IV states that they have completed descriptive writing part and for the completion of additional information to be uploaded, there is a need for the infrastructure development process to be completed at the earliest. Criterion V has completed progress of Students Metrics and is facing certain difficulties in the Alumni section. Criterion VI states that half of the criterion work is done. The Coordinator of Criterion VII asserts that the descriptive writing part is completed and some of the documents are available whereas some documents need to be collected from the respective sources.


The Resolutions taken from the Chair are as follows:


Resolution I: The faculty members are requested to offer their best efforts for the appraisal and welfare of the students.

Resolution II: The assurance for the earliest completion of the Infrastructure development process is given to the attendees of the meeting.

Resolution III: The assurance for the up-gradation of the respective Cells and Committees of the College at the earliest is put forth in the meeting.

Resolution IV: The IQAC Coordinator is solicited to form a group or a team for the successful and well-organized completion of the work of Self Study Report (SSR) for the 3rd Cycle of NAAC assessment.


Coordinator/Convener
IQAC
HCDG College, Nitalpukhuri
Sivasagar, Assam


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