

## Minutes of IQAC Meeting and Action Taken Report

### 1. Meeting of IQAC

Date: 27/09/2021

#### Agenda:

- i) Discussion on holding of Seminar/Workshop/popular Lecture
- ii) Any other

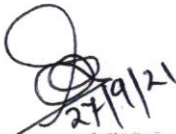
#### Members present

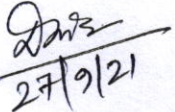
- i) Kamal Nayan Patowary
- ii) Dhiraj Talukdar
- iii) Bandana Das
- iv) Nabajyoti Deka
- v) Kumud Chandra Rabha
- vi) Surajit Sarma
- vii) Ratan Deka
- viii) Goutam Choudhury
- ix) Dhanju Mani Pathak
- x) Bishnu Bhattacharyya

#### Resolution:

The meeting of the IQAC is held on 27/09/2021 at 11 AM under the chairmanship of Dr. Kamal Nayan Patowary, Principal, Nalbari College, Nalbari. The agenda of the meeting is explained by the co-ordinator to the house. After the discussion on each agenda, the following decisions are taken –

- i) At the starting of the meeting Dr. Kamal Nayan Patowary, Principal, Nalbari college, Nalbari focused on Project and Research related activities of different subjects.
- ii) Dr. Goutam Choudhury proposed to collaborate Nalbari College with the Kamrup Sanjeevani Sabha.
- iii) Dr. Ratan Deka proposed to circulate the awareness of NAAC related points amongst the teachers.
- iv) The house decided to discuss fund related topics on 8<sup>th</sup> October amongst the teachers.
- v) Prof. Kumud Chandra Rabha proposed to do project in the college campus.
- vi) The house proposed to organize a 7 days workshop on E- content Development.

  
**Principal**  
Nalbari College, Nalbari  
Nalbari : Assam

  
27/9/21  
**Co-ordinator**  
I.Q.A.C.  
Nalbari College, Nalbari

**Action Taken Report:**

- In order to initiate awareness towards qualitative research, a number of positive measures were adopted. The Research Committee was newly formed. As per the Research Committee the college authority introduced seed money for faculty undergoing research activities.
- An in-house symposium entitled *Career Advancement Scheme: Understanding the UGC Regulation of 2020* was organized by the IQAC on 29<sup>th</sup> September, 2021.
- To inspire and empower the faculty Prof. Tarini Charan Talukdar Memorial Research Fellowship has been introduced from 2021-22. Pulakjyoti Talukdar, an alumnus and current faculty of the Department of History generously promised to annually donate a sum of Rs. 50,000/- for the fellowship.
- A number of research orientation programmes were also organized.
- Awareness programme on NAAC related Criterion amongst teachers were organized.
- Symposium on E-Content Development was organized in the In-house Symposium

**2. Meeting of the IQAC**

Date: 03/12/2021

**Agenda:**


- i) Discussion on AQAR preparation
- ii) Any others

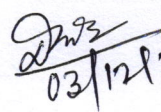
**Members Presents**

- i) Kamal Nayan Patowary
- ii) Bandana Das
- iii) Ranjanjyoti Sarmah
- iv) Nabajyoti Deka
- v) Goutam Choudhury
- vi) Rupam Sarma
- vii) Pranita Barman
- viii) Kaberi Dutta
- ix) Dhanju Mani Pathak
- x) Dhiraj Talukdar
- xi) Gunajit Kalita

**Resolution:**

The meeting of the IQAC was held on 03/12/2021 at 2.30 PM under the chairmanship of Dr. Kamal Nayan Patowary, Principal, Nalbari College. Dr. Dhiraj Talukdar, Co-ordinator of IQAC explained

  
**Principal**  
**Nalbari College, Nalbari**  
**Nalbari : Assam**

  
**Co-ordinator**  
**I.Q.A.C.**  
**Nalbari College, Nalbari**

the objectives of the meeting amongst the members of IQAC. The following discussions are taken in the meeting –

- i) Dr. Kamal Nayan Patowary, Principal of the college requested all the members of IQAC for active participation in the AQAR preparation.
- ii) Dr. Ranjan Jyoti Sarmah suggested to include one member from Statistics Department in IQAC meeting
- iii) Dr. Goutam Choudhury suggested to inform the HoDs of all the department about the google forms sent by IQAC and to collect the hard copics of RC/OP/STC etc.
- iv) Principal suggested to organize a meeting of IQAC with all the HoDs of different departments on 04/12/2021 at 2.30 PM. Also Principal asked to meet in the IQAC every day at 2.30 PM from coming Monday to discuss the different criteria of AQAR.

**Action Taken Report:**

AQAR Preparation process is going on.

A meeting of IQAC was held on 04/12/2021 at 2.30 PM with all the HoDs of different departments.


Date: 04/12/2021

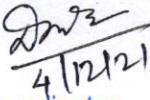
**Agenda:**

- i) Submission of data relating to publications, RC/OP/FDP etc.
- ii) Any others

**Member Present**

- i) Kamal Nayan Patowary
- ii) Subrata Barman
- iii) Dhiraj Talukdar
- iv) Dr. Anamika Dutta
- v) Purabi Talukdar
- vi) Bandana Das
- vii) Hitesh Thakuria
- viii) Hangshadhar Rajbongshi
- ix) Dipti Devi
- x) Dhruba Jyoti Mishra
- xi) Rituparna Barman
- xii) Diganta Talukdar
- xiii) Mani Sarmah
- xiv) Piroja Begum
- xv) Dipak Kr. Kalita

  
**Principal**  
Nalbari College, Nalbari  
Nalbari : Assam

  
Co-ordinator  
I.Q.A.C.  
Nalbari College, Nalbari



**Resolution:**

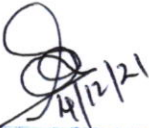
The meeting of the IQAC with HoD's is held on 04/12/2021 at 12.30 PM under the chairmanship of Dr. Kamal Nayan Patowary, Principal, Nalbari College.

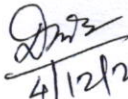
Dr. Dhiraj Talukdar, Coordinator of IQAC explained the aim and objectives of the meeting. Following are the discussions done in the meeting:

- i) Dr. Kamal Nayan Patowary, Principal, Nalbari College, Nalbari requested all the HoD's to take responsibilities to collect the hard copies of certificates of OP/RC/FDP/STC/Publications etc.
- ii) Dr. Kamal Nayan Patowary, Principal Nalbari College, Nalbari requested all the HoD's to keep records of the students enrolments, results, UG to PG progression, placements etc.
- iii) The coordinator of IQAC requested all HoD's to submit the reports of different departmental activities in IQAC for the year 2021-22.
- iv) HoD of Sanskrit Department assured to submit all the hard copies in IQAC.
- v) The house decided to keep the records of results of the students in individual department.
- vi) The house decided that if any faculty is not able to submit the google forms sent by IQAC, then he or she can submit the details in hard copies.

**Action taken Report:**

HoDs of various departments have kept records of results of the students.

  
**Principal**  
Nalbari College, Nalbari  
Nalbari : Assam

  
4/12/2021  
**Co-ordinator**  
I.Q.A.C.  
Nalbari College, Nalbari