



**Internal Quality Assurance Cell**  
**Nalbari College, Nalbari, Assam**  
**Pin-781335**



**Meeting of the IQAC**

**Date:** 25.02.2025

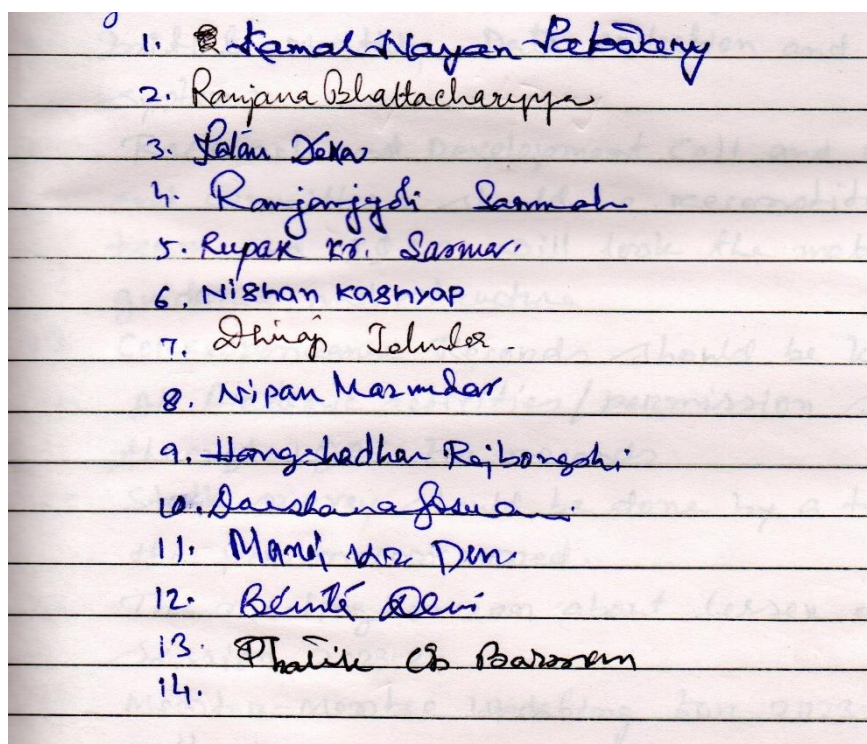
**Venue:** IQAC, Nalbari College

**Time:** 2:00 PM

**Agenda:**

1. Introduction among members.
2. Discussion on tentative action plan.
3. Any others.

**Signature of Attendant:**



**Proceedings of the meeting:**

Meeting is presided over by the chairman Dr. Kamal Nayan Patowary, Principal Nalbari College, Nalbari. Co-ordinator of IQAC, Dr. Hangshodhar Rajbongshi briefed the meeting about the agenda.

Following items have been discussed in the meeting-

1. Co-ordinator, IQAC urged to prepare Teaching Plan and Course Outcome of each course.
2. Central record keeping for academic works of faculty members.
3. Initiate budget related works.
4. Discussed about NEP-2020 related work.
5. Encouraging Departments to arrange Seminars, Workshop, Publications etc.
6. Encouraging Research Activities.
7. Discussed about Green Audit, Energy Audit and AAA.
8. Discussed about Central Stalk Register maintenance along with Departmental Stalk Register.
9. Discussed about Record keeping of students Admission, Examination Result, Student Activities, Achievements etc.
10. Discussed about Activities of different cells.



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11. Initiate monthly data collection and monitoring system.
12. Research and Development Cell and other cells and committees should be reconstituted for next term and IQAC will look the matter with proper guidance and structure.
13. Correspondence Records should be kept.
14. All academic activities/permission should be routed through IQAC for records.
15. Stalk survey should be done by a team including the person concerned.
16. The meeting concern about lesser data for the session 2023-24.
17. Mentor-Mentee updating for 2023-24 and other criteria.
18. Discussed about New Accreditation process and take steps for necessary action.
19. Discussed about publication for/ by the Departments/ Cells, Interdisciplinary Journal/Multidisciplinary Journal.
20. Research and Development Cell (RDC) should be formed immediately so that action plan can be taken for internship programme.

**(Dr. Kamal Nayan Patowary)**  
Principal & Chairman, IQAC

**(Dr. Hangshadhar Rajbongshi)**  
Co-ordinator, IQAC