



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



Meeting of the IQAC

Date: 22.05.2025

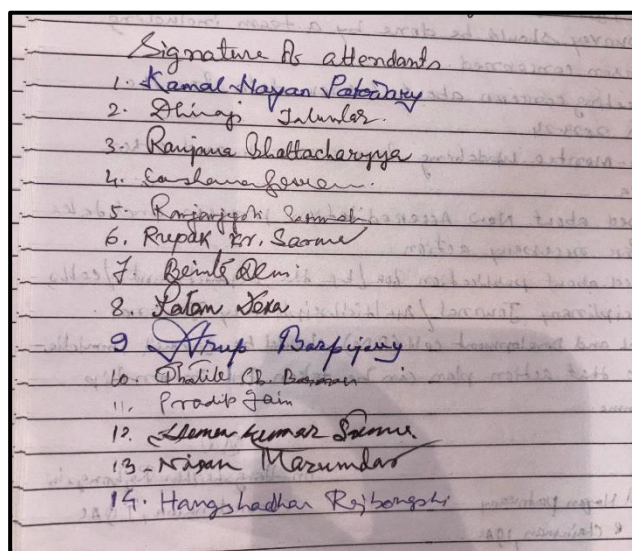
Venue: IQAC Hall, Nalbari College

Time: 11:00 AM

Agenda:

1. Objective of the meeting.
2. Review of previous meeting of IQAC.
3. Discussion on NAAC peer team recommendation and follow up.
4. Chalking out the plan of action for all round quality enhancement for coming session (1st June 2025 to 31st May 2026).
5. Long term action plan.
6. Workshop by NAAC expert.
7. Suggestion from members.
8. Any Other.
9. Concluding remark by Chairman.
10. End of the meeting.

Signature of Attendant:



Photographs:





Proceedings of the meeting:

The meeting of IQAC, Nalbari College was held on 22/05/2025 at IQAC Hall, Nalbari College at 11:00 AM under the chairmanship of Dr. Kamal Nayan Patowary, the Principal & Chairman, IQAC, Nalbari College.

IQAC Co-ordinator Dr. Hangshadhar Rajbongshi explained the objectives of the meeting-

Regarding Agenda 2, IQAC Co-ordinator presented a PPT, where he reviewed the proceedings of previous meeting held on 25/02/2025 and elaborated the actions that have been undertaken. A report is prepared and enclosed in Annexure I.

Regarding agenda 3, Co-ordinator, IQAC presented the report of NAAC peer team that visited last. The meeting discussed various issues on NAAC visit including recommendations by NAAC team and the grade obtained by the college. Most of the issues discussed have been referred to the action plan for coming session. The meeting under took the following thank giving resolution to the last IQAC Team.

Resolution I: “The meeting expresses gratitude and offers thank to the last IQAC Co-ordinator and his team for successful completion of the third cycle of NAAC assessment.”

Regarding agenda 4, the members suggested and proposed various issues to include in the action plan for coming session for overall quality enhancement of the college. Some of these are related to agenda no. 3 also. These are enclosed in Annexure II.

Regarding agenda 5, a long-term action plan has been finalized. It is enclosed in Annexure III.

At the point of discussion of agenda no. 6, the guidelines for Financial Assistance/ Academic collaboration for organizing Seminar/ Workshop/ Conference by NAAC was presented by Dr. Rupak Sarma. After discussion the meeting decides to arrange a programme (Seminar/ Workshop/ Conference) under the Financial Assistance/ Academic collaboration with NAAC. In this matter, IQAC Nalbari College, Nalbari consented to take necessary initiative.

Regarding agenda 7, the meeting suggested to circulate the photocopy of the previous NAAC recommendations to IQAC members. The same was circulated in WhatsApp group and photocopy supplied to outside members.

The meeting suggested to discuss all these resolutions and proposals with the college staff.

Regarding agenda 8, the meeting discussed the issue of cleanliness of surrounding outside college campus boundary and suggested Authority to give application to the District Administration with proper approval from G.B. (Governing Body) of the college to clean up the college boundary premises.

The chairman declared the end of the meeting after delivering a short encouraging and thank giving speech.



Annexure-I

Review report of IQAC meeting held on 25/02/2025

Regarding item no. 1, to prepare Teaching plan POs, COs of each subject, HODs have been informed in the awareness programme held on 11/04/2025 and decided to prepare PO, CO and to display the same in the Departmental website as well as in the wall of Department room.

To initiate preparation of Budget for coming year, verbal discussion going on to appoint a faculty to start the action.

Regarding the point of discussion of encouraging Departments to arrange Seminar, Workshop, Publication etc., Physics and Chemistry Department has arranged seminar separately in connection with National Science Day. Geography Department has held 5 days' workshop in collaboration with IQAC and NITAM University. TNG Library has arranged Seminar on ONOS. Recently Physics Department has arranged seminar presentation, presented by Fourth Semester Students.

To Encourage Research Activities, the briefing of HODs on 11/04 2025 discussed the matter and RDC has been entrusted to take necessary action through item no. 5.

Regarding the item no. 7 of discussion, to perform Green Audit, Energy Audit, Gender Audit, AAA; Dr. Purabi Sarmah has been entrusted to conduct Green Audit and Energy Audit and Gracy L. Khobang has been entrusted to conduct Gender audit. Process of conducting AAA is going to initiate.

A register has been maintained for keeping records of different activities performed in the college, in connection with the item no. 11 of discussion, to initiate data collection of different activities for future record.

Regarding Mentor Mentee updating process, matter has been discussed on 11/04/2024, in the briefing programme with HODs and decided to reform the modality of mentoring process through the item no 6.

To make aware of the New Assessment and Accreditation System of NAAC, an awareness programme of HODs has been held on 11/04/2025, where a leaflet has been circulated indicating 10 core parameters of New System and requested all HoDs to take action accordingly.

Annexure-II

(Short Term Goal for next session)

1. The meeting discusses to have consultancy services for NAAC related activities as proposed by Mr. Pradip Jain.
2. The meeting discusses to introduce a certificate course on "Financial Awareness" proposed Mr. Hemen Sarma.
3. The meeting discusses to sign an MoU with Akash Vani Guwahati for smooth conduction of student's internship works as proposed by Mr. Arup Barpujari.
4. The meeting decides to arrange sponsored seminars/ conferences with Assam Pollution Control Board as proposed by Mr. Arup Barpujari.



5. The meeting proposes a workshop on Eco Restoration and Carbon foot print reduction as proposed by Mr. Arup Barpujari. He also suggests the name of Dr. Bijoy Sankar Goswami, Dept. of Chemistry, B. Barooah College, Guwahati as the resource person.
6. The esteemed members propose to sign MoU with higher academic institution and governmental agencies, like Kumar Vaskar Varma Sanskrit University; Bhataadev University; ABILAC; CSIR-NEIST Jorhat and Assam Pollution Control Board. Similarly, MoU with Dafodil Nursery has been proposed. The MoU with Dafodil Nursery will be initiated by Hemen Sarma.
7. The IQAC members propose to start an initiative to sign international MoU with higher academic institutions/ industries of Bhutan. Mr. Hemen Sarma along with Dr. Ratan Deka will start the initiative.
8. Prof. Sudeshna Bhattacharya has been proposed as the resource person for the academic talk on "Indian Knowledge System" to be held on 27/05/2025.
9. The meeting decides to compile a publication of all the Departmental wall magazines collected from the hard copies of the Department.
10. The meeting decides to execute/ activate the existing MoUs.
11. The meeting proposes to arrange Guardian/ Parents meeting by each Department.
12. The meeting decides to conduct Academic and Administrative Audit (AAA) for the period from 1 June, 2023 to 31 May, 2025 as per item no. 7 of discussion of IQAC meeting held on 25/02/2025. The meeting also decides to conduct AAA every year.

Annexure-III **(Long Term Goal)**

1. There is requirement of setting up of well-equipped laboratory to start skill-based courses.
2. The members propose to accomplish the next NAAC assessment in coming three years.
3. The meeting decides to start a multidisciplinary research journal with student teacher collaboration as proposed by Dr. Ratan Deka. In this context, Arup Barpujari has proposed to start a research journal in collaboration with Assam Pollution Control Board. This is in accordance with the recommendation of NAAC peer team.
4. The meeting proposes to adopt nearby school/village by each Department and continue the community-based work on Education, Health, Sanitation etc.
5. The meeting decides to conduct all feedback processes (students, guardians, teachers, alumni) through online mode at institutional website.
6. The meeting decides to prepare an event Callender adding all specific days to be observed/celebrated, where all Departments, Library, Cells, Centres and College



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- Authority etc. to be entrusted to celebrate the specific event/day as per the Callender.
7. The meeting decides to adopt experiential learning process as per UGC Guidelines through My Bharat portal. In this matter IIC will take necessary action.
 8. The meeting decides to designate a space for selling point where students will be given facilities to exhibit and sell their home-made products.
 9. The meeting decides to open an official page of Mobile/Facebook/WhatsApp/YouTube for Nalbari College for streaming of different events in the college. The meeting also decides to procure a video camera for making digital archives
 10. The meeting proposes to allocate space to build a museum as per NAAC peer team recommendation.
 11. The meeting proposes to establish language laboratory as recommended by NAAC peer team.
 12. The meeting proposes to establish a centre of Fine and Performing Arts as recommended by NAAC peer team.

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

(Dr. Hangshadhar Rajbongshi)
Co-ordinator, IQAC