



IQAC Action Taken Report

Extended Executive Meeting
Hatichong College, Nagaon Assam.

Venue: IQAC Room

Date: 26th September 2016

Time: 2 PM



Agenda of the Meeting

1. Submission of Proceeding / Documents by the former IQAC coordinator.
2. Distribution of Criteria among the Faculty Members.
3. Valedictory Speech by the President.

Resolution No.1 : Mr. Nakibur Rahman, HoD of the department of English, Hatichong College was handed over the charge of IQAC Coordinator in place of Jyoti Prasad Bora, the suspended assistant professor. Mr. Abul Bashar was also handed over the charge of Assistant coordinator as appointed by the principal.

Resolution No.2 : The Executive meeting adopted a resolution to organise IQAC Executive meeting quarterly. It was also mentioned that the Chairman Cum Principal of the College may call for emergency meeting as required.

Resolution No.3 : The assembly distributed the seven criteria among the faculty members as follows :

1. Curricular Aspect
 - Abul Bashar, Dipankar Borah, Kabita Borah
2. Teaching Learning and Evaluation
 - Luit Hazarika, Babu Sensowa, Animesh Borthakur.
3. Research, Innovations and Extension
 - Dipika Baruah, Chinmoyee Bora, Monikangkana Sharma
4. Infrastructure and Learning Resources
 - Nakibur Rahman, Tribeni Saikia
5. Student Support and Progression
 - Kshirod Kr. Nath, Baby Borah
6. Governance, Leadership and Management
 - Mozibur Rahman, Moromi Sharma
7. Institutional Values and Best Practices
 - Saiqul Islam, Junti Das, Pranab Saikia

Action Taken:

1. Mr. Nakibur Rahman has taken over the charge of the IQAC Coordinator.
2. Mr. Abul Bashar also took over the charge of Assistant Coordinator from today.
3. All the selected criteria convenors have taken the charge and started to work on the criteria accordingly.

Nakibur Rahman
IQAC Coordinator
Coordinator
IQAC, Hatichong College
Date.....

Luit Hazarika
Principal I/C
PRINCIPAL I/C
Hatichong College
Date



Extended Executive Meeting Hatichong College, Nagaon Assam.

Date: 21/11/2016

Venue: IQAC Room

Time: 2 PM

Agenda of the Meeting

1. Recitation of previous meetings Agenda and adaptation.
2. Discussion on the Purchase of Teaching Learning Materials.
3. Proposal for construction of ICT enabled Smart classroom.
4. Valedictory Speech by president and conclusion of the Meeting.

Resolution No.1 : The meeting requested the governing body to purchase teaching learning Materials on IT for the students.

Resolution No.2 : The meeting resolution to initiate a smart classroom to facilitate ICT aids among the students.

Resolution No.3 : In the meeting the governing body was requested to construct the basic requirements for the girls and boys equally.

Resolution No.4 : All members of IQAC promised to develop the IQAC, in every aspects and thus to enhance its quality for the betterment of the institute.

Resolution No.5 : The meeting adopted a resolution, requesting all the HODs of the department to organise departmental and inter-departmental seminars, workshops, group discussion, conference as much as possible (as innovative practices) for the benefits of the students and to maintain the records accordingly.

Resolution No.6 : It is decided in the meeting to organise a programme on gender equity for the new comer student so that the female students can experience all the facilities like male students.

Action Taken

1. The G.B promises to provide IT materials as soon as possible.
2. The college authority purchased a projector to convert a classroom in to ICT-Enabled Classroom.
3. The principal promised to make new toilet for girls separately.
4. The principal purchased the furniture along with computer for IQAC.
5. All the departments start to follow the direction of IQAC regarding the development of teaching-learning and evaluation process.

Nakibur Rahman
IQAC Coordinator
Coordinator
IQAC, Hatichong College
Date.....

Luit Hazarika
Principal I/C
PRINCIPAL I/C
Hatichong College
Date



Executive Meeting
Hatichong College, Nagaon. Assam.
Date: 09/03/2017
Venue: IQAC Room
Time: 2 PM

Agenda of the Meeting

1. Recitation of previous meeting agenda and adaptation.
2. Regarding organization of UGC sponsored State level Seminar.
3. Feedback from Criteria Convenor of various Cells for the last sixth month.
4. Observation and discussion about the celebration of National/ International events.
5. Validictory Speech by the president and conclusion of meeting.

Resolution No.1 : In the meeting the HODs of each department were requested to submit their profiles, academic and extension to the IQAC.

Resolution No.2 : The meeting resolved to form an organising committee for the UGC sponsored state level seminar to be organised in the month of June,2017 and requested the IQAC coordinator to make all the necessary arrangement for the seminar. It was also resolved to organised the seminar on 28th June,2017.

Resolution No.3 : In the meeting, it was decided to maintain National and International events and days and submit its executive reports to the IQAC.

Resolution No.4 : In the meeting a resolution was passed to address the various problems faced by the adopted village of the college.

Resolution No.5 : It was decided in the meeting to maintain progressive report of each criteria convenor of seven criterias from the last six month and to submit it in IQAC within seven days.

Action Taken Report

1. The HDs along with other faculty members submitted their profile and activity report in the IQAC.
2. The IQAC coordinator as organizing secretary of the seminar constituted the organizing committee and all the necessary documents required for the seminar.
3. The HoDs always maintain the records of local, national and international days and events.
4. The principal suggested the IQAC to constitute an Adopted village monitoring committee to maintain all the records of the village and act accordingly.
5. The criteria convenors submitted the progress report in the IQAC as directed.

Nakibur Rahman
IQAC Coordinator
Coordinator
IQAC, Hatichong College
Date.....

Luit Hazarika
Principl I/C
PRINCIPAL I/C
Hatichong College
Date



Executive Meeting
Hatichong College, Nagaon Assam.
Date: 06/06/2017
Venue: IQAC Room
Time: 1.30 PM



Agenda of the Meeting

1. Recitation of previous meeting resolution.
2. Regarding preparation for Seminar.
3. Feedback from Criteria Convenors.
4. Discussion on Teaching Learning and Evaluation.
5. Valedictory Speech and conclusion of the meeting.

- Resolution No.1 :** In the meeting, it is decided to maintain and organise various departmental activities and to engage the students in it accordingly.
- Resolution No.2 :** The meeting requested all the faculty members of different departments to improve the quality of teaching, learning materials and to ensure students involvement in teaching learning activities.
- Resolution No.3 :** It is decided in the meeting that various innovative works and programme be organised in each department for the betterment of the students.

Action Taken Report

1. The HoDs maintain all the records of organizing various extension and innovative activities.
2. All the faculty members started to organize group discussions, brain storming and other innovative practices for their departmental students.
3. The departments started innovative practices accordingly.


Nakibur Rahman
IQAC Coordinator
Coordinator
IQAC, Hatichong College
Date.....


Luit Hazarika
Principi I/C
PRINCIPAL I/C
Hatichong College
Date